

## Risk Assessment Form (RA1)

<b>Department:</b> Education		<b>Service:</b> Schools	<b>School:</b> New Hartley First
<b>Activity:</b> Schools fully opening from September 2020 during COVID19 pandemic <b>Date of assessment:</b> 29 May 2020 <b>Updated:</b> 08/06/2020 (Version 2) <b>Updated:</b> 16/06/2020 (Version 3) <b>Updated:</b> 07/07/2020 (Version 4) <b>Updated:</b> 18/08/2020 (Version 5) <b>Updated:</b> 09/09/2020 (version 6) <b>Updated:</b> 09/10/2020 (Version 7) To be read in conjunction with <a href="#">NCC Health and Safety Bulletin and Coronavirus (COVID-19): guidance for schools and other educational settings.</a>		<b>Site:</b> New Hartley First School Melton Drive New Hartley Whitley Bay NE25 0RD	
<b>People at Risk:</b> Staff, pupils, visitors, volunteers, parents, contractors  <i>The school specific risk assessment will be kept under review.</i>	<b>Additional Information:</b> <a href="#">guidance on completion: risk assessment form</a> Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.  Government/Public Health England Advice: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> / <a href="#">Coronavirus (COVID-19): guidance for schools and other educational settings</a> HSE Advice: <a href="https://www.hse.gov.uk/news/coronavirus.htm">https://www.hse.gov.uk/news/coronavirus.htm</a> NCC Guidance: <a href="http://staff/Communications/Coronavirus-information.aspx">http://staff/Communications/Coronavirus-information.aspx</a> Northumberland Education: <a href="http://northumberlandeducation.co.uk/coronavirus/">http://northumberlandeducation.co.uk/coronavirus/</a> DFE Advice: <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a> <a href="#">NCC PPE Risk Assessment</a> ; <a href="#">NCC Staff Risk assessment</a> <a href="#">NCC Health and Safety Team webpage</a> <a href="#">Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control</a> <a href="#">NCC Control of Infection Policy</a> <a href="#">Public Health - Q&amp;A for Teachers and Parents (current as of 30 June - further revision likely September 2020)</a> <a href="#">NCC Corporate Health and Safety Advice - FAQs for School Head Teachers</a> <a href="#">Vulnerable Staff - Risk assessments (including BAME)</a> <a href="#">Corporate H&amp;S Briefing Note - 10/7/2020</a>		
<b>Name of Person Completing Form:</b> K Dowdney/V Frost <b>Date:</b> 09/10/20		<b>Job Title:</b> Headteacher/School Manager  <b>Review Date:</b> Autumn 2	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic	Equipment / system failure leading to enhanced physical or biological risks to people	M	<p>Schools are now fully open. Statutory testing and maintenance, such as water hygiene testing/flushing, gas safety, fire safety, play/sporting equipment tests, emergency lighting, fixed electrical installation has taken place during the school closure and maintained as normal during the summer break.</p> <p>Wall mounted fan convector coil heating systems - All schools have been contacted directly by the NCC Property Services team to identify buildings with this type of system - an inspection of these systems will be carried out to ascertain if further maintenance is needed. <a href="#">See FAQ for further details</a> or contact Property Services or your heating maintenance company for further advice.</p> <p>Fire evacuation procedures have been reviewed and a fire drill is planned [roll call lists updated/each class or cohorted group should stay together (where possible) and be assigned predetermined evacuation points which are sufficiently distanced from other groups - 'walk throughs' may be considered as an alternative so cohorted groups don't mix during evacuation but children must be familiar with sound of the evacuation alarm and be able to respond to</p>	L	<p>Provision is in place to make adjustments and revisit fire drills.</p> <p>Fire risk assessment has been reviewed and the associated modifications / additional measures implemented to maintain an effective fire strategy (e.g. escape routes, doors held open etc). Any changes to the fire risk assessment have been communicated to all staff.</p>

			it]. In an emergency situation, a full evacuation will take place as usual.		
Inadequate safety management documentation (policies, risk assessments etc)	Increased risk of contracting Coronavirus through lack of planning.	M	<p>The arrangements in the Covid19 risk assessment are monitored at SLT meetings on a weekly basis and kept under review. Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff. Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements at Monday morning briefings.</p> <p>New procedures have been documented for:</p> <p>Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school.</p> <p>Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working.</p> <p>Responding to an outbreak of Coronavirus - see section below.</p>	L	Advice will be provided directly from NCC public health team. The County Council Outbreak Plan is also available on the County Council webpage.
<p>Contact with others who may have Coronavirus</p> <p>Inadvertent transmission to others</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing</p>	H	<p><b>Staff</b></p> <p>Audit of staff has taken place:</p> <p>There are no BAME staff employed in the school.</p> <p>There are no staff who are clinically vulnerable</p>	M	<p>See: <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p> <p>Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.</p>

	medical conditions.		<p>and have been shielding.</p> <p>Staffing levels are reviewed to ensure adequate levels are in place at all times.</p> <p><b>Children</b></p> <p>We have no pupils who fall in to the category of clinically extremely vulnerable. Children in vulnerable and highly vulnerable health categories (<a href="#">as defined by PHE guidance</a>)</p> <p>Individual Healthcare Plans are in place and checked to ensure they are up to date for all pupils with medical needs, signed by parents and they would be consulted before these individual children return to school. Advice from health professionals/GP involved in the child's care should also be sought and taken into account. Where a child's health condition changes, Individual Healthcare Plans are updated by school including up to date advice from the relevant health professional.</p> <p><b>All Visitors/Contractors</b></p> <p>These are limited to essential visits only during the school day, with contractor activities taking place outside of normal school hours. Contractors will not be allowed access without prior appointment-and only for essential activities.</p> <p>Visitor contact information is retained for 21 days to support the NHS test and trace programme</p>		<p>SENCO to maintain contact with parents of children who have an EHC Plan to discuss individual circumstances and any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required. Assessments are in writing and existing assessments may be updated. Staff to be consulted/trained on any resultant measures to be introduced.</p> <p>Where children have an Individual Healthcare Plan, arrangements have been made to ensure that any adults supervising the child understand and are familiar with the plan and have received any training that is indicated to care for the child.</p> <p><a href="#">Northumberland EHCP planning Tool and Risk Assessment</a></p> <p>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</p>
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			<p><u>(Visitor Audit/Questionnaire)</u></p> <p><b>General</b> General measures which been applied within school</p> <ul style="list-style-type: none"> <li>• grouping children together (class groups)</li> <li>• avoiding contact between groups</li> <li>• arranging classrooms with forward facing desks</li> <li>• staff maintaining distance from pupils and other staff as much as possible</li> </ul> <p>Staff communicate to children regarding social distancing / personal hygiene etc. Key issues include:</p> <p>Anyone displaying any symptoms of coronavirus are not permitted on the premises.</p> <p>Social distancing of 2m or 1m+ is applied throughout the school where possible</p> <p>Seating/desk arrangements have been identified in offices, workstations are socially distanced, &amp; space has been allocated around equipment, such as printers.</p> <p>Staff hours on site have been amended to accommodate an office space where social distancing is not possible. Working from home arrangements have been agreed.</p>		<p>When making appointments, contractors/visitors are briefed on the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.</p> <p>Notices and information displayed in school. The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.</p> <p>The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.</p>
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			<p>Reception/waiting areas are marked to identify social distancing and a process is in place for handling essential visitors to the site, visitor passes and sign-in equipment are wiped down with disinfectant.</p> <p>Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. Washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser.</p> <p>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided along with lidded bins for used tissues and other waste. This waste is double bagged and disposed of. As a general rule face coverings are not encouraged however if a member of staff requests to wear one they will be permitted to do so. All staff can wear clear visors when working face to face with children or staff indoors. Arrangements have been put in place should a pupil arrive wearing one - disposable masks to be put into a bin bag in a lidded bin, reusable covering to be placed by the pupil into a bag to take home.</p> <p>Cleaning frequently touched surfaces at break and lunchtimes using standard cleaning products or anti-bacterial wipes.</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (such as</p>		
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			classroom layout) and timetables.		
All teaching/classroom activities; early years and first (see also section on 'Shared Learning Spaces/practical teaching below)	Contracting coronavirus - staff and pupils, passing onto vulnerable persons	H	<p>The school has cohorted groups so that staff and pupils generally only mix with others in a consistent group and keep away from other people/groups as much as possible. Contact with other groups is brief and transitory only. Groups are class groups and are kept in the same room, taking into account delivery of the curriculum.</p> <p>External sports coaches will follow school procedures and will be in school 1 day per week to cover all classes with built in time for equipment to be disinfected/wiped down. (NUFC risk assessment to be used in conjunction).</p> <p>Singing teacher will be in 1 afternoon per week and will work with the same class group for a full half term.</p> <p>Social Distancing As the school is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible. For older children and staff this is more achievable and should be more robustly implemented. The general arrangements below have been put in place to mitigate the risk where distancing cannot always be achieved.</p> <p>However the school has implemented the following to reduce risk:</p>	L	<p><a href="#">Review Guidance &amp; Checklist: Guidance for full opening: schools</a></p> <p><a href="#">Planning guide for early years and childcare settings</a></p> <p>KS2/EYFS access rooms directly from outside. Y1 access through the cloakroom. Y2 access through the hall doors.</p> <p>No sharing of stationery etc.- each pupil has a clear wallet with their name on and the stationery resources required. Wallets are cleaned at the end of every day.</p> <p>Due to use of classroom doors for access to and from the classroom the school day will remain the same for all children. Class teachers will greet pupils at their designated entrance.</p> <p>Playtime equipment given to each class group for their use only and cleaned at the end of each day.</p> <p>Only cleanable PE equipment to be used cleaned by class teacher/TA at the end of the day.</p>

			<ul style="list-style-type: none"> <li>• Pupils taught in a developmental/age appropriate way to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if they are unwell.</li> <li>• Staff explicitly supervise health and hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices</li> <li>• Staff informally monitor for presence of symptoms.</li> <li>• Regular cleaning initiated (see below).</li> <li>• Groups sizes are in line with updated Government guidance.</li> <li>• Where possible the same desks are used by the same pupils each day or they are cleaned between use. Desks are front facing, with pupils sat side by side rather than face to face. Circular tables have been taken out of use (with the exception of EYFS).</li> <li>• Teaching staff work with the same class groups. Only exception is PPA time.</li> <li>• Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, break times, lunch) to reduce movements and incidence of group mixing, including parents.</li> <li>• Pick up/drop off is not staggered as we are using individual classroom doors.</li> <li>• Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce</li> </ul>		Staff directed to keep classrooms well ventilated.
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			<p>consecutive use has been introduced.</p> <ul style="list-style-type: none"> <li>Where possible areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and safeguarding) to limit use of door handles.</li> </ul>		
Use of shared learning spaces by different cohort groups and teaching of practical activities	Contracting coronavirus - staff, pupils, public	H	<p>In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:</p> <ul style="list-style-type: none"> <li>Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible.</li> <li>Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible.</li> </ul>	L	<p>PE activities are carried out in line with <a href="#">Guidance for full opening: schools</a> (which signposts to all relevant other publications) activity risk assessments reviewed in conjunction with NUFC risk assessment. Team sports will only take place if on the list available at <a href="#">return to recreational team sport framework</a>.</p> <p>Music - activities are undertaken in line with <a href="#">Guidance for full opening: schools</a> and <a href="#">working safely during coronavirus (COVID-19): performing arts</a>.</p>
Outdoor education on-site and off-site visits	Contracting coronavirus - staff, pupils, public	H	<p>General control measures listed by this risk assessment are implemented as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible.</p> <p>The NCC Guidance for <a href="#">Outdoor Education - Schools &amp; Establishments during COVID-19 for Planning Safe Activities</a> is followed. Located within the Resources Section on the Evolve system under "Guidance".</p> <p>Educational Visit Coordinator &amp; Heads receive</p>	L	<p>On site activities: Submission of an Evolve form is not required, however where risks are significant or are not already covered with another risk assessment the activity must be subject to a written risk assessment.</p> <p>Off site activities: Submission of an <a href="#">Evolve</a> form is required for all Off site visits. Note <a href="#">DfE</a> and <a href="#">FCO</a></p>

			policy guidance updates and actively check for updates on the Evolve system.		advice and <a href="#">OEAP National Guidance</a> .
Play activities	Contracting coronavirus - staff and pupils	H	<p>Existing school play risk assessment has been reviewed against government advice and shared with staff.</p> <p>Break times are staggered (including lunch), so that children are not moving around the school at the same time.</p> <p>Class groups have their own play equipment. For larger pieces of play equipment, where it is not possible to adequately clean this, a class use weekly basis has been created.</p> <p>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</p>	L	
Use of communal areas - toilets, corridors, hall, outdoor spaces, staff room, offices	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes are not possible due to the layout of the school. Use of 2 way radios to enable communication without increased movement.</p> <p>Hall is to be used as a classroom for Year2 pupils. No other activities (including lunchtime) will take place as it is also the main thoroughfare through the school.</p> <p>Lunch breaks are staggered. Children clean their hands before eating. Lunch will be eaten in classrooms with pupils sitting at their own desks. Packed lunches or hot meal (fully disposable) will be served.</p>	M	<p>Widening routes where possible.</p> <p>Removing unnecessary obstacles – unused furniture to be stored to enable free movement throughout school as much as possible.</p> <p>Signing and communications:  - markings/signage at entrances to show one way system for school site  - encouraging people to wait and allow others to pass  Separate entry and exit gates.  Deliveries to be scheduled for time slots throughout the day.</p>

			<p>Assemblies are arranged to take place with individual groups in their allocated classroom spaces rather than bringing all children from different classes together into one hall or large space.</p> <p>Arrangements are in place to ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at any one time. Toilet cubicles will be numbered to ensure pupils use the toilet allocated for their class. Toilets wiped down after each session.</p>		<p>Use of SLT and caretaker to supervise entry and exit routes.</p> <p>Lunchtime – all pupils have a packed lunch/disposable hot meal eaten in their classroom at their designated desk.</p>
<p>Staff use of communal areas/working with different groups.</p> <p>Use of supply teachers and temporary workers</p>	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Staff breaks are staggered to avoid congestion in staff rooms. Shared crockery/cutlery has been removed and staff use their own equipment.</p> <p>Measures are applied within shared offices and staff room(s) to implement social distancing.</p> <p>Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Staff maintain 2m distance from pupils where possible (especially between adults and with older children). Face to face contact within 1m of anyone is minimised.</p> <p>Supply staff and other temporary workers can</p>	L	<p>Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices)</p> <p><a href="#">Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</a></p>

			<p>move between schools, but school leaders are to consider how to minimise the number of visitors to the school where possible.</p> <p>Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.</p> <p>Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.</p>		
Provision of school meals service	Contracting coronavirus - staff, pupils		<p>The school kitchen will be fully open from the start of the autumn term and normal legal requirements will apply. Kitchen operations comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</p> <p>Catering staff are aware of the content of this risk assessment and the measures required for use of communal staff areas have been implemented e.g for toilets/staff room/changing rooms. [see also section on use of communal areas for seating plans etc]</p>		Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, including additional cleaning, placement of tables, bubble group use etc)
Parents/carers picking up/collecting pupils from school	Contracting coronavirus - staff, pupils, public	H	<p>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.</p> <p>Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival.</p> <p>One way system for access to the site.</p>	L	<p>Review Guidance</p> <p><a href="#">Guidance for full opening: schools</a></p>

			<ul style="list-style-type: none"> <li>• Parents and pupils enter the site at the main pedestrian gate at the front of the school.</li> <li>• Parents and pupils exit the site by the top pedestrian gate.</li> <li>• All contractors/visitors to the site would need to visit at times outside of 8.45am-9.15am and 2.45pm-3.15pm and follow strict social distancing protocol.</li> <li>• Pedestrian gate will be locked at 9.00am as usual.</li> </ul> <p>Staff briefed on the arrangements to be applied. Children, young people, parents/carers are advised:</p> <ul style="list-style-type: none"> <li>• Not to enter the building if displaying any symptoms of coronavirus (COVID-19).</li> <li>• Only to attend one at a time</li> <li>• Of the designated pick up and drop off protocols (time, location, process) to minimise contact.</li> <li>• Not to gather at entrances, gates or doors unless have pre-arranged appointments.</li> </ul> <p>School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.</p>		
Staff travelling to and from work.	Contracting coronavirus, spread of virus	H	<p>Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.</p> <p>Those using public transport are identified and encouraged to refer to governments <a href="#">safer travel</a></p>	M	<p>Review Guidance:</p> <p><a href="#">How to wear and make a cloth face covering</a></p> <p><a href="#">Coronavirus (COVID-19): UK transport and travel advice</a></p>

			<a href="#">guidance for passengers.</a>  When travelling by public transport: <ul style="list-style-type: none"> <li>• Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required .</li> <li>• avoid rush hours and busy times if you can</li> <li>• cover your cough or sneeze with a tissue, then throw the tissue in the bin</li> <li>• follow advice on social distancing</li> <li>• wash your hands often with soap and water for at least 20 seconds</li> <li>• if soap and water are not available, use an alcohol-based hand sanitiser</li> </ul>		
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils,	H	<p>Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.</p> <p>Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers.</p> <p>Those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, workable de-escalation techniques, trained staff) are in place and there</p>	M	<p>For further information visit: <a href="#">NCC Local SEND Offering 0-25 yrs.</a></p> <p>All risk assessments, behaviour plans and EHCPs are updated (as applicable) in line with the current COVID-19 situation. Where these are absent a person specific risk assessment is undertaken of those who pose a risk to others by virtue of known behaviours. Reviews relate to specific support staff and take steps to avoid conflict and situations known to increase anxiety and defensive behaviours.</p>

			<p>is certainty that they will be effective.</p> <p>All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.</p>		<p>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</p>
Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<p>Social distancing is implemented where possible.</p> <p>Staff know how to safely put on and take off PPE.</p> <p>PHE guidance on <a href="#">Putting on PPE</a>; and <a href="#">Taking off PPE</a> is followed by all staff undertaking personal care.</p>	L	<p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>No additional PPE is generally needed other than that already identified via risk assessment.</p> <p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure - advice is provided by the school nurse and risk assessment produced..</p>
Use of hand sanitiser	<p>Ingestion of hand sanitiser.</p> <p>Alcohol vapours ignited resulting in burns to hands</p>	M	<p>Always wash hands with soap and hot/warm water wherever possible.</p> <p>Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and <a href="#">COSHH risk assessment</a> are in place for its</p>	L	<p>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.</p>

			<p>use.</p> <p>When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</p> <p>Skin friendly skin cleaning wipes can be used as an alternative [these should still contain alcohol to be considered as effective as sanitiser]</p>		
Insufficient cleaning/exposure to virus on objects/surfaces	Contracting coronavirus	H	<p>Increased cleaning to take place using standard cleaning products. Additional cleaning hours/resources have been arranged with the priority being for frequently touched areas/communal areas and shared teaching spaces. In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, play equipment etc. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.</p> <p>Steps are taken to limit resources that are taken home by staff and pupils. Staff complete all marking in school. Staff wash hands if handling pupils books.</p> <p>A review has been undertaken to remove soft furnishings, soft toys and toys/equipment that are hard to clean (such as those with intricate parts).</p>	L	<p>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.</p> <p>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</p> <p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>Bleach should be avoided and a</p>



			<p>Classrooms are cleaned daily. Pedal bins for tissues are emptied at the end of the day. Rooms are well ventilated with windows being kept open where possible. Internal doors are propped open to minimise the risk from staff and pupils using door handles. Where doors are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements.</p> <p>Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for dealing with this scenario is implemented, which incorporates the PHE guidance on '<a href="#">cleaning and waste</a>' (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. <a href="#">NCC PPE Risk Assessment</a></p> <p>Staff know how to put on and take off PPE correctly: PHE - <a href="#">Putting on PPE</a>; PHE - <a href="#">Taking off PPE</a></p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p>		<p>suitable alternative product(s) used. If schools are advised to use a bleach based product, only bleach <a href="#">sprays</a> should be used. It's use must be strictly controlled and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff. See sample <a href="#">COSHH risk assessment</a></p>
Staff displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - <a href="#">Stay at Home</a>. If they are seriously ill contact 999.</p> <p>Schools follow the process detailed in the NCC flowchart "Managing Covid-19 in</p>	M	<p>Ensure home and emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p>

		<p>Northumberland Schools and settings” and complete the <a href="#">report form</a> in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</p> <p>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Staff should inform the school as soon as they receive their test result (positive or negative).</p> <p>Where the staff member tests <b>negative</b>, they can return to their setting when they are medically fit to do so following discussion with line manager and appropriate local risk assessment. Fellow household members can end their self-isolation. <a href="#">PHE staff return to work criteria</a> must be applied.</p> <p>Where the staff member tests <b>positive</b> schools, based on the advice from the health protection team, those who have been in close contact, e.g.</p>		<p>The school has a small supply of home test kits which can be used in very exceptional cases</p> <p>Staff requested to urgently access the <a href="#">national test and trace programme</a> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. <a href="https://www.gov.uk/guidance/contact-s-phe-health-protection-teams">https://www.gov.uk/guidance/contact-s-phe-health-protection-teams</a></p> <p><a href="#">Letter from PHE and NHS Test and Trace to school and college leaders</a></p>
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			<p>the rest of their class, should be sent home and advised to self-isolate for 14 days from the date the staff member became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>..</p> <p><a href="#">PHE guidance</a> on action to be taken in these circumstances is adhered, along with the PHE guidance on '<a href="#">cleaning and waste</a>'.</p>		
Pupils displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Schools follow the process detailed in the NCC flowchart "Managing Covid-19 in Northumberland Schools and settings" and complete the <a href="#">report form</a> in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.</p> <p>Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home and PHE guidance on self isolation is followed - <a href="#">Stay at Home</a>. If they are seriously ill contact 999.</p> <p>If a child is awaiting collection, they should be moved, to the main entrance waiting area which is at least 2 metres away from other people.</p>	M	<p>Ensure emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>Parent/carers are requested to urgently arrange a test for their child via the <a href="#">national test and trace programme</a> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19.</p> <p><i>The school has a small supply of</i></p>

			<p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Where the pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation providing all members of their household are symptom free.</p> <p>Where the pupil tests positive, based on advice</p>		<p><i>home test kits which can be used in very exceptional cases</i>  <a href="#">(Coronavirus (COVID-19): test kits for schools and FE providers)</a>  The school will be notified of the test result by the NCC public health team, however, parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative).</p> <p><a href="#">Letter from PHE and NHS Test and Trace to school and college leaders</a></p> <p><a href="#">Symptomatic children action list for schools</a> (important - please note that in Northumberland support to schools is being provide by the NCC public health team rather than Public Health England/Health Protection Team)</p>
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			<p>from the NCC Public Health Team, the rest of their class, should be sent home and advised to self-isolate for 14 days from the date the child became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p><a href="#">PHE guidance</a> on action to be taken in these circumstances is adhered, along with the PHE guidance on '<a href="#">cleaning and waste</a>'.</p>		
Outbreak of Covid-19 in local area or school resulting in partial or full closure of school/resumption of lock down		H	<p>The Northumberland outbreak plan will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from NCC public health team/health protection team.</p>	L	<p>The school have a plan in place to deal with partial or full closure of the school.</p>

<p>Inadequate first aid provision</p>	<p>Serious injury or death</p> <p>First aider contracting coronavirus or spreading virus to others.</p>	<p>H</p> <p>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken. First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information</p> <p>First aiders assist at a safe distance from the casualty where possible and minimise the time they share a breathing zone. Where the casualty is able to, they are directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.</p> <p>Where available, and appropriate, <b>fluid resistant face mask, gloves, disposable plastic apron and disposable eye protection</b> is used which should be kept in or next to first aid kits. (see <a href="#">FAQ document</a> on dealing with minor accidents)[this is in line with HSE guidance]</p> <p><b>CPR</b></p> <p>In respect of more serious cases where CPR may be required, the specific advice contained in the <a href="#">Resuscitation Council UK</a> guidance should be followed particularly in relation to rescue breaths.</p> <p>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid</p>	<p>L</p> <p>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:</p> <p><a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></p>
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			<p>resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions</p> <p>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</p> <p>Further information is also contained in the Government publication: <a href="#">Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</a></p>		
Lack of communication with staff/parents/others	Confusion/mis-information resulting in breakdown of arrangements.	H	<p>Staff have been involved in the planning process for return for the return of the whole school in September, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.</p> <p>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Hangouts.</p> <p>Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe. Use of Schoolcomms for all communication both to and from parents.</p>	L	Parents have access to the <a href="#">Covid19 Quick Guide checker</a> - this is available on the school's webpage and has been brought to the attention of parents.

Increased staff home working & use of Display Screen Equipment (DSE)	Musculoskeletal problems arising from incorrect postures	M	<p>The arrangements in place for children are shared with them in an age appropriate way.</p> <p>NCC <a href="#">bulletin</a> on homeworking and DSE use is made available to staff. This follows HSE <a href="#">guidance on homeworking</a>, including the principles of good DSE use is followed.</p> <p>NCC <a href="#">DSE policy</a> is available to staff.</p>	L	
<p>Uncertainty due to the unprecedented nature of the pandemic</p> <p>Maintaining staff wellbeing</p>	Stress and anxiety arising through uncertainty, lack of control and reduced contact	M	<p>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Meet.</p> <p>Regular communications are in place between staff and Managers. Staff also have access to all shared information/documentation. Governing Body are involved with decision making in relation to measures in place where appropriate.</p>	L	<p>Stress risk assessment reviewed.</p> <p>Support for staff seeking third party counselling</p> <p>Not all communication is fully work related – regular contact with staff on a personal level.</p> <p><a href="#">Supporting Emotional and Mental Health - Information for Schools.</a></p> <p><a href="#">Telephone support &amp; counselling</a></p> <p><a href="#">Wellbeing guide for staff working in schools and trusts</a></p> <p><a href="#">Resources for school employees - wellbeing.docx</a></p>



Pupil uncertainty surrounding attendance/return to school	Stress and anxiety impacting themselves and staff	M	<p>Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. Parents have the opportunity to discuss concerns with school staff.</p> <p>Provision of pastoral and extra-curricular activities available to all pupils designed to:</p> <ul style="list-style-type: none"> <li>• support the rebuilding of friendships and social engagement</li> <li>• address and equip pupils to respond to issues linked to coronavirus (COVID-19)</li> <li>• support pupils with approaches to improving their physical and mental wellbeing</li> </ul>	L	<p>The government has recently launched the <a href="#">Wellbeing for Education Return programme</a>, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.</p> <p><a href="#">Supporting Emotional and Mental Health - Information for Schools.</a></p>
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