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|  |  | | **School:** *Cambois Primary School* | |
| **Activity:** *School reopening*  To be read in conjunction with[*NCC Health and Safety Bulletin*](https://drive.google.com/open?id=1ngX6Dw0fsA3HsS9y6BPUep3m6R0G66Rq) *and* [*Coronavirus (COVID-19): guidance for schools and other educational settings*](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)[*.*](https://drive.google.com/open?id=1ngX6Dw0fsA3HsS9y6BPUep3m6R0G66Rq) | | **Site:** *CAMBOIS PRIMARY SCHOOL*  *UPDATED AND REVIEWED 3RD JAN 2021*  *UPDATED 19TH NOV 2020*  *FOLLOWING ON FROM 13TH AUGUST 2020 – THIS RISK ASSESSMENT FOLLOWS ON THE DRAFT ONE FROM 13TH JULY AND A COPY OF THIS ONE HAS BEEN SENT. WHEN GUIDANCE CHANGES WE WILL ADAPT AND CHANGE THE RISK ASSESSMENT ACCORDINGLY.* | | |
| **People at Risk:**  *Staff, pupils, visitors, volunteers, parents, contractors* | | **Additional Information**  *Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.*  *Government/Public Health England Advice:* [*https://www.gov.uk/coronavirus*](https://www.gov.uk/coronavirus) */* [*Coronavirus (COVID-19): guidance for schools and other educational settings*](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)  *HSE Advice:* [*https://www.hse.gov.uk/news/coronavirus.htm*](https://www.hse.gov.uk/news/coronavirus.htm)  *NCC Guidance:* [*http://staff/Communications/Coronavirus-information.aspx*](http://staff/Communications/Coronavirus-information.aspx)  *Northumberland Education:* [*http://northumberlandeducation.co.uk/coronavirus/*](http://northumberlandeducation.co.uk/coronavirus/)  *DFE Advice:* [*DfE.coronavirushelpline@education.gov.uk*](mailto:DfE.coronavirushelpline@education.gov.uk)  [*NCC PPE Risk Assessment*](https://drive.google.com/open?id=1sUlE_jdLkBZdI43kOR6mYCzaiKlTeRzGkODE3qshrr4)*;* [*NCC Staff Risk assessment*](https://docs.google.com/document/d/1GFWU1_ox_k5SlXHhDfxdwa_gNnBlCM60NNhXjr7Kf40/edit)  [*NCC Health and Safety Team webpage*](https://www.northumberland.gov.uk/About/Staff.aspx#staffhealthsafety)  [*Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control*](https://docs.google.com/document/d/1v4ujp1l1zuF89TqDOED7T1kucMSPPyLnLQwor2CHq08/edit)  [*NCC Control of Infection Policy*](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/Staff%20Information/Health%20and%20safety/Policy%20Documents%20and%20Guidance/Control-of-Infection-Policy-August-2013-HR-Policy.docx)  *[Public Health - Q&A for Teachers and Parents](https://drive.google.com/file/d/17XV-sP7aRNuW59JxoHV6YQzh62rm1wRZ/view?usp=sharing) (current as of 30 June - further revision likely September 2020)*  *[NCC Corporate Health and Safety Advice - FAQs for School Head Teachers](https://docs.google.com/document/d/1zvt9DT6wfVlk0T3zAfHjPcVzDBY6Rad4_rfyM8b45_E/edit)*  *[Vulnerable Staff - Risk assessments (including](https://drive.google.com/open?id=1m8HYEeAQ9bZx_Hb-rCltl2zwpolCQeWu)* [*BAME*](https://drive.google.com/open?id=1m8HYEeAQ9bZx_Hb-rCltl2zwpolCQeWu)*)*  [*Corporate H&S Briefing Note - 10/7/2020*](https://docs.google.com/document/d/1qs4cbslP43wLz5MsoDJZ7OCTo_1AyQq76kXIc_KYhls/edit) | | |
| **Name of Person Completing Form: MARIANNE ALLAN Job Title: HEADTEACHER Date:** | | | | **Review Date:20TH NOV 2020**  **REVIEWED AND UPDATE 3RD JAN 2021** |

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| **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)** |
| *School re-opening following partial or full closure and lack of statutory testing/maintenance* | *Equipment / system failure leading to enhanced physical or biological risks to people* | *M* | *The school has been open and operating all of the Autumn term. Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment have taken place and maintained as normal during the last term.*  *Head/Caretaker has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening. Consideration given to; check of known asbestos sites for damage, potential pest/rodent activity, cleanliness/general safety of kitchen facilities, electrical equipment, site security measures, fire safety measures (extinguishers, door mechanisms etc.) and general building(s) integrity and serviceability.*  *Fire evacuation procedures have been reviewed and a fire drill is POSTPONED SO WE DO NOT MEET ALL TOGTEHR for new staff and to implement new procedure [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 it]. In an emergency situation, a full evacuation will take place as usual.*  *Can we do class fire drills and practice week beginning 4th Jan.* | *L* | *See guidance on* [*Managing school premises during the coronavirus outbreak*](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)  *Where checks / paperwork /maintenance is lacking; steps taken to address this prior to reopening - items taken out of use (where possible), or guidance obtained from a competent person (manufacturer, service engineer, NCC Property Services).*  *Provision is in place to make adjustments and revisit fire drills*  *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.* |
| *Inadequate safety management documentation (policies, risk assessments etc)* | *Increased risk of contracting Coronavirus through lack of planning.* | *M* | *The arrangements in the Covid19 risk assessment are monitored, sent to unions, sent to staff and reviewed, agreed by governors each time a risk assessment is used 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.*  *New procedures have been documented for:*   * *Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school.* * *Responding to localised lock down and subsequent school closure e.g., arrangements for remote learning/working. updated and discussed in a virtual staff meeting 4th Jan* * *Responding to an outbreak of Coronavirus - see section below.* * *These areas shared with parents/ staff weekly and updated when guidance changes. send letter to parents and carers 5th Jan will all new measures* | *L* | *Advice will be provided directly from the local Health Protection Team. The* [*County Council Outbreak Plan*](https://www.northumberland.gov.uk/News/2020/Jul/Northumberland-s-Local-Outbreak-Prevention-Plan-pu.aspx) *is also available on the County Council webpage.* |
| *Contact with others who may have Coronavirus*  *Inadvertent transmission to others* | *Exposure to live virus resulting in contracting Coronavirus.*  *Exacerbation of existing medical conditions.* | *H* | ***Staff***  *Staff who are ‘clinically vulnerable’, pregnant or from a BAME background, are able to return to work and an individual risk assessment is in place for these individuals. Staff who are ‘clinically extremely vulnerable (who were previously shielding) and it this isn’t possible to work from home; their job role and activities have been reviewed to ensure they can work remotely or are able to socially distance from others. An individual risk assessment is in place for the one staff member recording the details of the medical condition and what reasonable adjustments have been made to their job role prior to the staff member returning to school. Advice is sought from the school’s own HR/Occupational Health provider where necessary and always for staff who have previously been shielding. [schools in the HR SLA should forward these in the first instance to* [*Schools.HR@northumberland.gov.uk*](mailto:Schools.HR@northumberland.gov.uk)*]*  *Where staff are in any of these groups they can return within roles that do not involve face to face with children and prioritise remote learning and supporting other roles n school like communication with isolating children, food parcels and resources.*  *Following the tier 4 change in 31st Dec CEV to work not in direct contact with children if they get the shielding letter advise again.*  *At 5th Jan this will be reviewed individual risk assessments undertaken about work within school to ensure contact between others is minimal and members of staff concerned consulted with to carry out admin duties and liaison with pupils who are in self-isolation.*  *Staffing levels are reviewed to ensure adequate levels are in place at all times. If ratios cannot be met or sustained a bubble will close in light of this.*  Timetables are set and agreed to ensure adequate staffing for all pupils and this will be reviewed as and when and shared in writing with all staff each Sunday for the following week. This will be updated every week to ensure SEND support and ratios area adhered to. Will be shared via email to staff each Sunday to assess whether levels are adequate enough to keep classes open.  ***Children***  *Children in clinically vulnerable and clinically highly vulnerable health categories (*[*as defined by PHE guidance*](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing)*)*  *An individual risk assessment has been carried out in consultation with the child’s parents and the relevant healthcare professional(s). Advice from health professionals/GP involved in the child’s care is essential in these circumstances. Individual Healthcare Plans are checked to ensure they are up to date and include advice from the relevant health professional and must be in line with* [*PHE guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people#children-with-education-health-and-care-ehc-plans)*.*  ***All Visitors/Contractors***  *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 appointmentand only for essential activities.*  *Visitor contact information is retained on our electronic sign in app and system*  ***General***  *General measures which been applied within school*   * *grouping children together in set bubbles and the playground is separated (see plans for Sept document)* * *avoiding contact between groups by lunches separate, interventions separate, communal rooms not used..* * *staff maintaining distance from pupils and other staff as much as possible*   *Staff communicate to children regarding social distancing / personal hygiene etc. Government guidance on* [*Coronavirus (COVID-19): implementing protective measures in education and childcare settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings) *is followed. Key issues include:*  *Anyone displaying any symptoms of coronavirus are not permitted on the premises.*  *Social distancing of 2m is applied throughout the school where possible. This is not possible in EYFS*  *Seating/desk arrangements have been identified in offices, i.e. workstations are socially distanced, & space has been allocated around equipment, such as printers.*  *Reception/waiting areas are marked to identify social distancing and a process is in place for handling essential visitors to the site, for example, visitor passes and electronic sign-in devices are wiped down with disinfectant. Using stickers for sign in and not visitor badges so they can be disposed of. Essential visitors ONLY. No maintenance during school hours, no visitors in to school other than trainee teachers following advice from their unis.*  *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.*  *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. Face coverings should not be worn in schools as a general rule. 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.*  *Cleaning frequently touched surfaces often using standard products, such as detergents and bleach*  *Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.* | *M* | *See:* [*COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)  [*See generic risk assessments for clinically/extremely clinically vulnerable staff*](https://drive.google.com/drive/folders/1m8HYEeAQ9bZx_Hb-rCltl2zwpolCQeWu)  *Individual risk assessments for CEV all completed*  *Head teachers ask staff to update them immediately if their situation changes.*  *Individual risk assessments on all pupils with EHCP was undertaken in sept and share with parents and carers.*  *Child with healthcare plan was reviewed and meeting with parents to discuss the new process and a risk assessment undertaken.* [*Supporting children and young people with SEND as schools and colleges prepare for wider opening*](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance)  *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.*  *Notices and information displayed in school.*  *We have a new electronic sign in system with has COVID questions on for us to track and trace.*  *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.*  *These are monitored and replenished weekly and daily for handwash and paper towels. Any resources missing must be emailed to the office and the relevant members of staff assigned and tasked with this.* |
| *~~-~~ All teaching/classroom activities; early years, primary and secondary* | *Contracting coronavirus - staff and pupils, passing onto vulnerable persons* | *H* | ***Cohort (bubble) Groups (see also*** [***H&S briefing for Heads***](https://docs.google.com/document/d/1qs4cbslP43wLz5MsoDJZ7OCTo_1AyQq76kXIc_KYhls/edit)***)***  *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. Group sizes are kept as small as possible, taking into account delivery of the curriculum, and are detailed in the attached plan for Sept return.*   * + *Key Stage 1 & 2 - Full class sized cohorts*   *(A record is kept of staff/pupils within each group and any close contact between different groups in the event of an outbreak of Covid19).*  *Early years – Turtles to Rec will become one bubble for staffing purposes. Avoiding of mixing bubbles at all for staffing. No assemblies – no staff going within other classrooms in that is not your own set bubble. HT will not be going in classroom wherever possible – no face to face assemblies.*  *Staff at playtimes to remain with key bubbles.*  *Staff to use phones at all times. no visits to the office. Kitchen and unit manage to use own kitchen door and phone classes – not to enter any bubble under any circumstance.*  ***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.*  ***General arrangements***   * *Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell.* * *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.* * *Staff informally monitor for presence of symptoms.* * *Regular cleaning initiated (see below).* * *Where possible the same teaching staff work with the same groups* * *Where possible, the same groups are taught in the same classrooms or where this isn’t possible, the only bubble mixing is the year 5 6 class of two classes and now the early years from Turtles to Rec* * *Where possible the same desks are used by the same pupils each day* * *Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents. Pe will be outside for at least the first half term. now it is Nov if the weather is poor we will use the hall as long as it is ventilated and other groups do not pass through and it is cleaned and left for incubation afterwards. If equipment is used then it is to be quarantined and cleaned afterwards.* * *Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive use have been introduced.* * *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.* * *Blinds should be opened and windows opened – regular breaks outside for good ventilation is advised.* | *L* | *Review Guidance & Checklist:* [*Opening Schools for more children and young people: initial planning framework for schools in England*](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england)  [*Planning guide for primary schools*](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools)  [*Guidance for secondary school provision form 15 June 2020*](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools)  [*Planning guide for early years and childcare settings*](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings)  *Access rooms directly from the entrances stated in the return to school plan attached.*  *No sharing of stationery individual pencil cases for each child provided by school.*  *Equipment not shared and removed form desks each day so the cleaners can deep clean.* |
| *Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities* | *Contracting coronavirus - staff, pupils, public* | *H* | *In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:*   * *Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible.* * *Where this isn’t possible and practical activities are required to take place in classrooms shared between bubble groups (e.g. D&T, Science, Domestic Science etc), frequently touched areas, desks, chairs etc and any shared equipment are cleaned between bubble group use (or left for 48 hours, 72 hours for plastics).* * *Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible.* * *Reading books changed on a Monday and returned on a Friday in a box for the 72 hour incubation. Online reading over the weekend on the ORB. Books returned late to be kept in quarantine bag for 72 hours.*   *Staff have reviewed lesson plans and risk assessments are in place for use of practical areas and for activities taking place e.g., PE, music, domestic science, art* | *L* | *PE activities are carried out in line with the latest* [*guidance from AfPE*](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf)*,(updated risk assessment dated 16 July available for AfPE members only)* [*the government*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) *and* [*Sport England*](https://www.sportengland.org/how-we-can-help/coronavirus) *and activity risk assessments reviewed.*  *MA and Na will link with NUFC about their protocols – postponement of Friday afternoons for the first two weeks in January is to be implemented*  *Swimming will be cancelled again and reviewed after this halt term.*  *No visits or visits for curriculum will be allowed in person and on site for at least this half term..*  *Music - increased risk from singing/chanting/shouting/ playing wind or brass instruments. Physical distancing of pupils is in place and playing outside undertaken wherever possible. Group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing do not take place in larger groups such as school choirs and ensembles, or school assemblies.*  *[Until such a time as further guidance is available from advisory bodies such as CLEAPSS etc, lesson plans may need to be reviewed to reduce practical experiments/exercises by carrying out more teacher demonstrations etc.]* |
| *Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces, ~~staff room, offices~~* | *Contracting coronavirus - staff pupils, visitors, parents/carers* | *H* | *Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes are in place and marked on the corridor)*  *Toilets MUST be cleaned after each use. NO child is to go to the toilet on their own and visits limited to. set class times unless medical reasons not to.*  *Halls, dining areas and internal and external sports facilities can be shared as long as different cohorted groups do not mix (and especially do not play sports or games together) and adequate cleaning between group use takes place.*  *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. ~~Staff and HT will come to each class on these occasions. Friday assemblies only and HT to come in or do via google meet.~~*  *No face to face assemblies and all remotely on a Friday.*  *Lunch breaks are staggered and classes eat in their classroom other than EYFS who use the hall. Children clean their hands before entering (younger children are assisted with this).*  *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 one time. Rota and cleaning schedule in place. All staff to clean after each use. Staff toilet must be cleaned including handles and sink after each use.*  *Staff room is out of bounds and used as an isolation place for anyone showing symptoms. Must be deep cleaned afterwards if used.* | *M* | *Signing and communications:*  *- markings/signage at entrances*  *- movement intersections.*  *- encouraging people to wait and allow others to pass*  *One-way movement.*  *Separate entry and exit routes.*  *Enlarge access and exits.* |
| *Staff use of communal areas/working with different groups.*  *Use of supply teachers and temporary workers* | *Contracting coronavirus - staff pupils, visitors, parents/carers* | *H* | *Staff breaks are staggered to avoid congestion in staff rooms. Shared crockery/cutlery has been removed and staff use their own equipment. Avoid use of staff room but use classrooms or the dining hall sitting at distances. A hot water supply will be available over lunchtime in the dining hall for staff use.*  *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. All staff MUST clean after they use the toilet including the handle. Additional handwash outside for when coming down the stairs.*  *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.*  *Supply staff and other temporary workers can move between schools, but school leaders are to consider how to minimise the number of visitors to the school where possible.*  *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.*  *Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.*  *Avoiding where possible supply staff for risk of the virus.* | *L* | *PPA is not to be taken in the office other than on a Friday when it is empty. Staff room can be used for PPA or where appropriate at home.*  [*Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres) |
| *Outdoor education on-site and off-site visits* | *Contracting coronavirus - staff, pupils, public* | *H* | *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.*  *The NCC Guidance for* [*Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe Activities*](https://evolve.edufocus.co.uk/evco10/docs.asp) *is followed. Located within the Resources Section on the Evolve system under “Guidance”.*  *Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system.*  *Delay for two weeks of Luiz Friday sessions*  *Delay of mark’s sessions for two weeks to assess need*  *Delayed of Forest school Friday sessions*  *Delay swimming for at least this half term.* | *L* | *.*  *Off-site activities: Submission of an* [*Evolve*](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=) *form is required for all Off site visits. Note* [*DfE*](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings) *and* [*FCO*](https://www.gov.uk/guidance/travel-advice-novel-coronavirus#history) *advice and* [*OEAP National Guidance*](https://oeapng.info/4847-coronavirus-covid-19-new-guidance/). |
| *Play activities* | *Contracting coronavirus - staff and pupils* | *H* | *Existing school play risk assessment has been reviewed against government advice and shared with staff.*  ***All bubble groups are given their own set area to play that will have their own playground equipment and toys to play with within that area and with exclusive use to that bubble of children.***  *Break times are staggered so that children are not moving around the school at the same time.*  *See timetable for the areas for each class. Children do not cross these areas*  *Lunchtimes – EYFS use their outdoor space only at all times.*  *Must use the entrance door the bubble comes in to go out for play. Keypads wiped down after use and only used by the member of staff.*  *Boxes of equipment are available separately for each group. Must not be mixed and must be cleaned down after use. Must be stored in the bubble classroom only. Use the same boxes for PE purposes and with each bubble.*  *Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.*  *Water play can be used in the EYFS and sand. Water must be emptied every day and clean water in each day.*  *Toys must be washed down and cleaned more thoroughly at the end of each session.*  *Dinner times*  *EYFS – dining hall*  *All other classes in their classrooms brought on trolleys. Trolley must be deep cleaned every day.*  *These must be in the corridor and staff are NOT to enter the kitchen at all!* | *L* |  |
| *Provision of school meals service* | *Contracting coronavirus - staff, pupils* |  | *The school kitchen will be fully open from the start of the Spring term and normal legal requirements will apply. Kitchen operations comply with the* [*guidance for food businesses on coronavirus (COVID-19)*](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)*.*  *Children and parents will order their meal online via the School Grid system. They will also pay and monitor their funds using this method too.*  *Children will order in classes or at home.*  *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. We have lone worker in our kitchen so that no sharing is a problem*  *Breakfast club and after school club will be postponed for two weeks – this is to avoid cross group mixing and minimise risk – This will be reviewed on 18th January.*  *~~Breakfast club will be via breakfast club trollies in each cohort room.~~*  *~~After school club will be in the dining hall and each cohort bubble will be at separate areas/ tables. This will be for childcare purposes only~~.* |  | *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* | *Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.*  *greeting process is range of staff and senior staff outside and children walk in on their route to avoid queuing as appropriate to the setting and facilitates immediate hand wash on arrival.*  *Drop off/collection times are staggered.*  *EYFS in the gate by EYFS and leave by here too*  *Year ½ 8.50 and 2.50 in the boys toilets door*  *Year ¾ 8.55 and 2.55 in boys toilet door*  *Year 5/6 girls toilet entrance*  *8.55 and 2.55*  *Staff to go out -children to enter as soon as arrive and not wait in lines. Children not to stand outside with teachers. Staff must be out prompt and doors open.*  *Parents will be told to wait in cars until as long as possible if they have a car. If no car they wait at a distance. Parents/ carers Must wear masks.*  *Parents and carers to have no conversations, passing of equipment, messages etc and all staff must exercise the same diagnose – put it in an email.*  *Child with medical supplies parent must put it in a closed box outside of the office and then this will be wiped down before coming in to school each week.*  *Parents will be reminded about the rules on mixing. No staff to mix with any parents.*  *All meeting with parents will be remote or on the phone for at least this half term. All annual reviews and Send meetings will be virtual.*  *Staff briefed on the arrangements to be applied.*  *Children, young people, parents/carers are advised:*   * *Not to enter the building if displaying any symptoms of coronavirus (COVID-19).* * *Only to attend one at a time* * *Of the designated pick up and drop off protocols (time, location, process) to minimise contact.* * *Not to gather at entrances, gates or doors unless have pre-arranged appointments.*   *School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.*  *No parents on site at all – no meetings and no face to face conversations with parents. This will be outlined in a letter to them too.]Turtle parents only one to enter and they must wear face coverings, come to the gate and leave. They are not to enter the classroom.* | *L* | *Review Guidance & Checklist:* [*Opening Schools for more children and young people: initial planning framework for schools in England*](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england)  [*Planning guide for primary schools*](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools) |
| *Use of School Transport (external provision only)* | *Contracting coronavirus - staff, pupils, transport provider* | *H* | *Steps taken to ensure anyone who becomes symptomatic does not use School Transport.*  *Areas under lockdown are avoided unless travel into/out of that area is essential.*  *The school encourages pupils to walk or cycle to school where possible. For some families, driving children to school may be a preferable option and will be accommodated where safe to do so.*  *We do have one child who attends using a taxi and school transport.*  *.*  *Where staff are required to assist with accessing transport and fitting of seat belts/restraints only those within the child's cohorted group will provide such support.* | *M* | *Stated measures to be reviewed upon publication of new guidance to local authorities on providing dedicated school transport that will build upon existing* [*government guidance*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)*.* |
| *Staff* *travelling to and from work.*  *.* | *Contracting coronavirus, spread of virus* | *H* | *Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.*  *Those using public transport are identified and encouraged to refer to governments* [*safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)*.*  *When travelling by public transport:*   * *Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required .* * *avoid rush hours and busy times if you can* * *cover your cough or sneeze with a tissue, then throw the tissue in the bin* * *follow advice on social distancing* * *wash your hands often with soap and water for at least 20 seconds* * *if soap and water are not available, use an alcohol-based hand sanitiser* | *M* | *Review Guidance:*  [*How to wear and make a cloth face covering*](https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering)  [*Coronavirus (COVID-19): UK transport and travel advice*](https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice) |
| *Children who are non-compliant / displaying challenging behaviour* | *Contracting coronavirus - staff, pupils,* | *M* | *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.*  *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.*  *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 is certainty that they will be effective.*  *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.*  *~~All children with an EHCP to have a risk assessment undertaken and shared with parents (August 2020) this will be reviewed and also parents offered a socially distanced transition meeting for their child or online meeting to show the classroom and go through systems of support. A social story will be shared with all SEND learners.~~*  *~~A video of all new systems will be made and shared digitally with parents prior to Sept 1~~~~st~~~~.~~*  *~~UPDATE – send reviews undertaken with all parents in October about processes and for some pupils with compiles SEND we have set safe space breakout rooms to help support them.~~*  *Update- conversations with parents of Send who are averse to PPE and nappy changing and alternative is parent is called if the child refuses to be changed and parent informed of this.*  *All annual reviews to be done remotely* | *L* | *Review Guidance:*  [*Planning guide for primary schools*](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools)  [*Guidance for secondary school provision form 15 June 2020*](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools)  *For further information visit:* [*NCC Local SEND Offering 0-25 yrs*](https://www.northumberland.gov.uk/Children/Northumberland-Local-Offer-SEND-0-to-25-years.aspx)*.*  *All risk assessments, behaviour crisis 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.* |
| *Personal care activities* | *Contracting coronavirus or passing onto vulnerable or shielded children* | *H* | *Social distancing is implemented where possible.*  *In addition to standard infection prevention and control measures, staff undertaking personal care within 2m of a child also apply the general principles contained in table 4 of the* [*COVID-19: infection prevention and control (IPC)*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879111/T4_poster_Recommended_PPE_additional_considerations_of_COVID-19.pdf)*.*  *Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented. This has been completed and sent to the parent and a meeting arranged online to discuss the process and systems with the one child who this applies to.*  *Any queries are directed to the school nurse.*    *Staff know how to safely put on and take off PPE.*  *PHE guidance on* [*Putting on PPE*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875211/Putting_on_PPE_for_non-aerosol_generating_procedures_quick_guide.pdf)*; and* [*Taking off PPE*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875212/Taking_off_PPE_for_non-aerosol_generating_procedures_quick_guide.pdf) *is followed by all staff undertaking personal care.*  *Nappy changing to be done with PPE and nappies to be disposed of in the set nappy bins only. PPE disposed of safely and staff trained on this. If child refuses parent informed and nappy not done.* | *L* | *PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.*  *No additional PPE is generally needed other than that already identified via risk assessment.*  *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.* |
| *Use of hand sanitiser* | *Ingestion of hand sanitiser.*  *Alcohol vapours ignited resulting in burns to hands* | *M* | *Always wash hands with soap and hot/warm water wherever possible.*  *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* [*COSHH risk assessment*](https://drive.google.com/open?id=1NLmUybsDoD7J_0ZUBBfIJye8xCDkfNE1cV6jO3_dC-4) *are in place for its use.*  *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.*  *Skin friendly skin cleaning wipes can be used as an alternative [these should still contain alcohol to be considered as effective as sanitiser]* | *L* | *Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.*  *Weekly supplies audits on resources done.* |
| *Insufficient cleaning/exposure to virus on objects/surfaces* | *Contracting coronavirus* | *H* | *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. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.*  *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, bannisters, play equipment etc.*  *Steps are taken to limit resources that are taken home by staff and pupils. Marking policies have been reviewed with emphasis on the use of visualisers, self- marking and verbal feedback. Staff wash hands if handling pupils’ homework/books.*  *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).*  *Classrooms are cleaned daily. Classrooms are not shared - Bins for tissues are emptied throughout the day. Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements.*  *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 ‘*[*cleaning and waste’*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) *(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.* [*NCC PPE Risk Assessment*](https://drive.google.com/open?id=1sUlE_jdLkBZdI43kOR6mYCzaiKlTeRzGkODE3qshrr4)  *Staff know how to put on and take off PPE correctly: PHE -* [*Putting on PPE*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875211/Putting_on_PPE_for_non-aerosol_generating_procedures_quick_guide.pdf)*; PHE -* [*Taking off PPE*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875212/Taking_off_PPE_for_non-aerosol_generating_procedures_quick_guide.pdf)  *See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.* | *L* | *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.*  *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.*  *PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.*  *Bleach should be avoided and a suitable alternative product(s) used. If schools are advised to use a bleach based product, only bleach sprays 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* [*COSHH risk assessment*](https://drive.google.com/open?id=1ZXEO30tMqsJR1Psctjb_WN-VrxeodTN7) |
| *Minimising the risk of sharing equipment and distancing* |  |  | *Class break times are staggered to reduce the level of circulation throughout school. One-way circulation route is put in place for direction of travel to the toilets.*  *Hall/ dining hall and shared places are ~~out of bounds~~ limited at present*  *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 one time.*  *Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day. Each bubble to have their own set equipment for art and D & T and stored in their own bubble classrooms.*  *Staff breaks are staggered to avoid congestion. Staff toilet is used and cleaned after each use.*  *. Facilities like water and refreshments available in each room. Dining hall can be used for the staff to sit at a distance and avoid the use of the staff room as it is too small. A hot water boiler will be available for staff to make drinks.*  *Breakfast will remain in classes on trolleys.* |  |  |
| *Staff displaying symptoms of coronavirus whilst at school* | *Others contracting virus.* | *H* | *Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self-isolation is followed -* [*Stay at Home*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) *If they are seriously ill contact 999. The Council’s public health team are notified of all symptomatic persons by emailing: publichealthincidentalerts@northumberland.gov.uk*  *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 & Trace.*  *Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.*  *Where the staff member tests negative, 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.* [*PHE staff return to work criteria*](https://www.gov.uk/government/publications/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings#staff-return-to-work-criteria) *must be applied. Advice can be taken from the local Health Protection Team (HPT) regarding any further requirements for the broader educational setting. The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT).*  *Where the staff member tests positive, the rest of their class should be sent home and advised to self-isolate for 10 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. Confirmed cases of Covid-19 should be recorded via ANVIL, as they may be RIDDOR reportable. You should seek further advice via NCC’s Corporate Health and Safety team.*  [*PHE guidance*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) *on action to be taken in these circumstances is adhered, along with the PHE guidance on ‘*[*cleaning and waste’*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)*.* | *M* | *Ensure home and emergency contacts are up to date.*  *A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.*  *Staff requested to urgently access the* [*national test and trace programme*](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/) *which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support; however, staff should inform the school as soon as they receive their test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)*  *(see* [*briefing*](http://northumberlandeducation.co.uk/wp-content/uploads/2020/05/2020-05-29-Headteachers-Update-Friday-29th-May-2020.pdf) *document for further information on how the test and trace system will operate)* |
| *Pupils displaying symptoms of coronavirus whilst at school* | *Others contracting virus.* | *H* | *Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home. School Transport is avoided. PHE guidance on self-isolation is followed -* [*Stay at Home*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)  *If they are seriously ill contact 999.*  *If a child is awaiting collection, they should be moved, if possible, to the intervention room or staff room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. The set area will be the upstairs intervention room and the child will be collected from the side door when the parent arrives. If this is in use by another child isolating then use the staff room.*  *PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained*  *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 & Trace. The Council’s public health team are notified of all symptomatic persons by emailing: publichealthincidentalerts@northumberland.gov.uk*  *They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.*  *Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.*  *Where the pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation.*  *Where the pupil tests positive, the rest of their class should be sent home and advised to self-isolate for 10 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.*  [*PHE guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions) *on action to be taken in these circumstances is adhered, along with the PHE guidance on ‘*[*cleaning and waste’*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)*.* | *M* | *Ensure emergency contacts are up to date.*  *A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.*  *Parent/carer is requested to urgently arrange a test for their child via the* [*national test and trace programme*](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/) *which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support; however, parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)*  *(see* [*briefing*](http://northumberlandeducation.co.uk/wp-content/uploads/2020/05/2020-05-29-Headteachers-Update-Friday-29th-May-2020.pdf) *document for further information on how the test and trace system will operate)* |
| *Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down* |  | *H* | *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 the local Health Protection team.* | *L* | *The school have a plan in place to deal with partial or full closure of the school.*  *A set plan for remote learning and support will be complete and shared with staff and parents.* |
| *Inadequate first aid provision* | *Serious injury or death*  *First aider contracting coronavirus or spreading virus to others.* | *H* | *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 raiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information*  *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.*  *Where available, and appropriate,* ***fluid resistant face mask, gloves****,* ***disposable plastic apron and disposable eye protection*** *is used which should be kept in or next to first aid kits. (see* [*FAQ document*](https://docs.google.com/document/d/1zvt9DT6wfVlk0T3zAfHjPcVzDBY6Rad4_rfyM8b45_E/edit) *on dealing with minor accidents)[this is in line with HSE guidance]*  ***CPR***  *In respect of more serious cases where CPR may be required, the specific advice contained in the* [*Resuscitation Council UK*](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community) *guidance should be followed particularly in relation to rescue breaths.*  *As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid 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*  *A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.*  *Further information is also contained in the Government publication:* [*Guidance for first responders and others in close contact with symptomatic people with potential COVID-19*](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov)  First aid training needed for new staff this term as it was cancelled last term – refresher online for some staff until the full training can be undertaken. | *L* | *Updated training booked for the beginning of Dec so we have more staff trained.*  *Staff must be able to explain why they haven’t been able to requalify and demonstrate what steps they have taken to access the training, if asked to do so. See HSE guidance* [*https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm*](https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm)  *Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:*  [*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) |
| *Lack of communication with staff/parents/others* | *Confusion/mis-information resulting in breakdown of arrangements.* | *H* | *Staff have been involved in the planning process for return for a wider school re-opening, 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.*    *Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Hangouts.*  *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. [consider methods of communication, making information available on school webpage to provide assurance to parents]*  *The arrangements in place for children are shared with them in an age appropriate way.*  *We email all letters*  *Put them on the website and staff use Seesaw and also Facebook and twitter to share information with parents.*  *Updated letter sent to parents on 4th Jan 21* | *L* |  |
| *Increased staff home working & use of Display Screen Equipment (DSE)* | *Musculoskeletal problems arising from incorrect postures* | *M* | *NCC* [*bulletin*](https://drive.google.com/open?id=1QdtX0ZK7kza6M0QPBOlcE23gxzNs5qO9) *on homeworking and DSE use is made available to staff. This follows HSE* [*guidance on homeworking*](https://www.hse.gov.uk/toolbox/workers/home.htm)*, including the principles of good DSE use is followed.*  *NCC* [*DSE policy*](https://drive.google.com/open?id=10WQDkXu0M6cF56OyaTKvDFVUjYg3bXNN) *is available to staff.* | *L* |  |
| *Uncertainty due to the unprecedented nature of the pandemic*  *Maintaining staff wellbeing and mental health* | *Stress and anxiety arising through uncertainty, lack of control and reduced contact* | *M* | *Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.*  *Shared distribution of workload, e.g. rota for staff in school and that homeworking.*  *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.* | *L* | *Stress risk assessment reviewed.* |
| *Pupil uncertainty surrounding attendance/return to school* | *Stress and anxiety impacting themselves and staff* | *M* | *Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. [consider publishing risk assessment on school webpage]. Parents have the opportunity to discuss concerns with school staff.*  *Provision of pastoral and extra-curricular activities available to all pupils designed to:*   * *support the rebuilding of friendships and social engagement* * *address and equip pupils to respond to issues linked to coronavirus (COVID-19)* * *support pupils with approaches to improving their physical and mental wellbeing*   *Regular phone calls with parents and good monitoring of systems.*  *[see* [*government guidance*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) *for further information and apply as appropriate - record details here].* | *L* |  |

**Document History**

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| **Item** | **Nature of change** | **Date of Update** |
| General | Some re-ordering of hazards (rows) to achieve better flow. | 30/07/2020 |
| [Additional information](#c4zex789w6l1) | New/updated additional documentation | 30/07/2020 |
| [School re-opening following partial or full closure and lack of statutory testing/maintenance](#7epr64osw73) | Minor wording changes.  Review fire risk assessment. | 30/07/2020 |
| [Inadequate safety management documentation (policies, risk assessments etc)](#4ow3g24o8a84) | New section. | 30/07/2020 |
| [Contact with others who may have Coronavirus](#jk3y2ujkhcz) | Staff/children living with someone who is shielding can now return.  Updated guidance for Clinically Extremely vulnerable children and staff - mostly able to return to school.  Model school specific risk assessment template for vulnerable/extremely vulnerable staff returning will be available early August.  Visitor information to be retained and kept for 21 days.  Specific guidance on hand washing requirements for children.  Information on face coverings. | 30/07/2020 |
| [All teaching/classroom activities; early years, primary and secondary](#ni97n5bs1erq) | Amended wording in hazard column.  Updated guidance on cohort/bubble group sizes, social distancing, classroom arrangements, including layout. Some text moved to new section below. | 30/07/2020 |
| [Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities](#y0j54yli3ay) | New section - some control measures moved from previous section. | 30/07/2020 |
| [Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces](#kix.eq6hqxn4b9z4) | Minor changes. Use of staff areas moved into separate section. Reference to practical lessons moved into separate section. Additional text added for use of dining hall (see also new section on provision of school meals) | 30/07/2020 |
| [Staff use of communal areas/working with different groups and Use of supply teachers](#kix.m52tx0qo3cq) | New section pulling together measures for staff areas and to record arrangements for temporary and visiting staff. | 30/07/2020 |
| [Outdoor education on-site and off-site visits](#4g67op4iteob) | Updated to illustrate requirement for EVCs and Heads to monitor Evolve for policy and guidance updates. | 30/07/2020 |
| [Provision of school meals service](#3rh9gyp2wp83) | New section. Ensure arrangements in place are applied to kitchen facilities. | 30/07/2020 |
| [Use of School Transport (external provision only)](#ayybit1znkh7) | Updated arrangements regarding more children accessing transport. | 30/07/2020 |
| [Staff travelling to and from work](#6kmcae5ea3h0) | Minor amendment and link to government guidance | 30/07/2020 |
| [Personal care activities](#7h4yb0ri6spo) | Reference to care activities involving aerosol generating procedures and clarification that no additional PPE generally needed other than that normally identified via risk assessment. | 30/07/2020 |
| [Use of hand sanitizer](#ucx5xzd8yngw) | Reference to skin friendly skin wipes (confirmed with NCC public health that these should contain alcohol to be as effective as sanitiser).  Bulk storage arrangements for hand sanitiser (updated fire risk assessment). | 30/07/2020 |
| [Insufficient cleaning/exposure to virus on objects/surfaces](#sl4y1fu41u28) | Updated government guidance on cleaning and waste (15 July).  Ensure cleaning schedule is in place which cleaners are briefed on and records are kept of cleaning undertaken. | 30/07/2020 |
| [Staff displaying symptoms of coronavirus whilst at school](#131k4ts5jda3) | Clarification on isolation of bubble groups. Requirement to notify NCC public health team of all symptomatic persons. Removal of specific self-isolation periods as this is liable to change (currently changed from 7 to 10 days) - schools should keep up to date with the latest requirement. | 30/07/2020 |
| [Pupils displaying symptoms of coronavirus whilst at school](#j9ls95fu6rl8) | As above. | 30/07/2020 |
| [Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down](#ais20dfv104v) | New section. | 30/07/2020 |
| [Inadequate first aid provision](#gthahl37ug2o) | Updated guidance based on HSE advice. Government advice for schools is that no PPE is needed, however, based on HSE advice if PPE is available it should be used. | 30/07/2020 |
| [Pupil uncertainty surrounding attendance/return to school](#lmo5cmr37dg1) | New section. | 30/07/2020 |
| [Activity](#m2z5x5gzegdu) and People at Risk | Information of how updates have been incorporated and updated link to all school related government guidance added. Amended text regarding need to review risk assessment. | 05/06/2020 |
| [Additional Information Section](#c4zex789w6l1) | Amendment.  [NCC Corporate Health and Safety Advice - FAQs for School Head Teachers](#xajn05xvyv27), link to [vulnerable staff risk assessments (including BAME](#zbw6k472vw1i)) and [Public Health Q&A for Teachers and Parents](#4mjprdk6ecay) | 05/06/2020 |
| [School re-opening following partial or full closure and lack of statutory testing/maintenance](#7epr64osw73) | Amendment.  Update to explain in more detail the required checks/testing. Note regarding cleaning. Additional information on fire evacuation procedures/fire drills. | 05/06/2020 |
| [Contact with others who may have Coronavirus.](#jk3y2ujkhcz)  [Inadvertent transmission to others](#jk3y2ujkhcz) | Amendment  Para on staffing levels. Link to BAME risk assessment added. Revision to wording in “Children” section (no change to arrangements). Shielding households - slight amendment to wording. Link to updated SEND guidance. Recommendation to provide lidded bins/tissues. Social distancing advice in offices/reception. Hot/warm water required for hand washing (see H&S FAQ). Reinforcement that only essential visitors are permitted access to school. | 05/06/2020 |
| [Unable to achieve social distancing](#ni97n5bs1erq) | Amendment.  Staff role in health/hand hygiene arrangements. Changes to early years spaces requirements and group sizes. Secondary Schools are only permitted to have ¼ of yr. 10 and yr. 12 cohort in school at any one time. Rotas permissible in secondary schools. Some other minor textual changes. | 05/06/2020 |
| [Use of communal areas](#kix.eq6hqxn4b9z4) | Amendment.  Update regarding assemblies. Updated guidance on PE activities from AfPE. | 05/06/2020 |
| [Parents/carers picking up/collecting pupils from school](#k2mqvl4h2wlg) | Amendment  Queuing system/greeting process for parents. New links to government guidance added. | 05/06/2020 |
| [School Transport](#ayybit1znkh7) | New section | 05/06/2020 |
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| [Staff travelling to and from work.](#6kmcae5ea3h0) | New section | 05/06/2020 |
| [Children who are non-compliant / displaying challenging behaviour](#q4ykh5w3rj5x) | New section | 05/06/2020 |
| [Use of hand sanitiser](#ucx5xzd8yngw) | Clarification on use of alcohol based hand sanitiser and need to have safety data sheet and COSHH risk assessment in place. (See also [Health and Safety FAQ](https://docs.google.com/document/d/1zvt9DT6wfVlk0T3zAfHjPcVzDBY6Rad4_rfyM8b45_E/edit) document for further information) | 05/06/2020 |
| [Insufficient cleaning/exposure to virus on objects/surfaces](#sl4y1fu41u28) | Amendment.  Update regarding taking resources home and marking homework. | 05/06/2020 |
| [Staff displaying symptoms of coronavirus whilst at school](#131k4ts5jda3) | Amendment.  Requirement to have protocol in place for those who become symptomatic on premises.  Update on test and trace procedure and process for staff who test negative for Covid-19.  Public Health cleaning posters have been withdrawn | 05/06/2020 |
| [Pupils displaying symptoms of coronavirus whilst at school](#j9ls95fu6rl8) | Amendment.  Note regarding avoidance of School Transport added.  Requirement to have protocol in place for those who become symptomatic on premises.  Public Health cleaning posters have been withdrawn. | 05/06/2020 |
| [Inadequate first aid provision](#gthahl37ug2o) | Removal of appointed person as minimum - trained first aider recommended due to increase in numbers. Link to FAQs added. | 05/06/2020 |
| [Lack of communication with staff/parents/others](#fxel4gxuye2a) | New section | 05/06/2020 |