



Risk Assessment Form (RA1)

Department:	Service:	School: <i>New Delaval Primary School</i>
Activity: <i>Schools opening during COVID19 pandemic</i>		
Version 7.2: Updated 07 December 2021 (subject to further change if government guidance is updated)		
<p><i>This risk assessment incorporates the content of the Schools COVID-19 operational guidance, as well as additional further protective measures which Headteachers may wish to retain as part of the risk assessment process. This document should be read in conjunction with the H&S Briefing – 2 September 2021 which provides further information, including duties under health and safety legislation. This risk assessment must be amended to record the specific arrangements in place within your school. Academies are welcome to use this risk assessment, however, references to certain arrangements/procedures may differ. The school specific risk assessment should be kept under review. Schools should retain copies of all previous versions of their risk assessment.</i></p>		
People at Risk: <i>Staff, pupils, visitors, volunteers, parents, contractors</i>	Additional Information: guidance on completion: risk assessment form Guidance for full opening: special schools and other specialist settings, NCC Health and Safety Bulletin <i>Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.</i> <i>Further additional information/links to documentation is available at the bottom of the document.</i>	
Name of Person Completing Form: Deborah Worrall	Job Title: Head Teacher	Date: 9/12/21
		Review Date: 10/01/22

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Initial Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<i>Prevalence of COVID-19 variants of concern in the community (Omnicron variant)</i>	<i>Higher risk of transmission.</i>	<i>H</i>	<i>All relevant risk assessments and arrangements have been reviewed and updated in light of temporary local and national rules surrounding the Omnicron variant.</i>	<i>L</i>	<i>[Please see e-courier article dated 7 December 2021]</i>
<i>Inadequate testing / maintenance and fire safety arrangements during the covid19 pandemic. Opening after reduced occupancy</i>	<i>Equipment / system failure leading to enhanced physical or biological risks to people</i>	<i>M</i>	<i>Essential maintenance/testing as detailed below will continue to be undertaken during periods of reduced occupancy [ensure the necessary checks have taken place for any parts of the building being reopened]. 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 are maintained as normal. Fire doors are always operational and fire evacuation procedures have been reviewed An updated fire drill schedule has been agreed with School Fire Officer and Caretaker. Weekly fire alarm testing takes place. This will take place every Wednesday at 4:30pm.</i>	<i>L</i>	<i>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. Deep cleaning of every area of classes/surfaces completed by 03/09/21 by Caretaker and Cleaning Team. All Statutory testing is within date. Key holder information updated. Catering Team deep clean of kitchen weekly. Catering equipment and kitchen facilities have ongoing maintenance checks. No asbestos/rodents.</i>
<i>Inadequate safety management documentation (policies, risk assessments etc)</i>	<i>Increased risk of contracting Coronavirus through lack of planning.</i>	<i>M</i>	<i>The arrangements in the Covid19 risk assessment are monitored 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</i>	<i>L</i>	<i>Advice will be provided directly from the NCC public health team. The Northumberland Local Outbreak Prevention Plan is also available on the</i>

	<p><i>Equipment / system failure leading to enhanced physical or biological risks to people.</i></p>		<p><i>review, with staff given the opportunity to comment and feedback on arrangements.</i></p> <p><i>Procedures have been documented for:</i></p> <ul style="list-style-type: none"> ● <i>Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school</i> ● <i>A school *Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community. [see model plan]</i> 	<p><i>County Council webpage.</i></p> <p><i>Ensure staff aware of procedures. Procedures communicated to staff via email updates and over TEAMs as and when changes needed.</i></p> <p><i>Communication ongoing via email, and meetings.</i></p> <p><i>School outbreak plan updated (09/12/21) to take account of Plan B and Omicron.</i></p>
<p><i>Outbreak of Covid-19 in local area or school resulting in the need to step up protective measures</i></p>		<p><i>H</i></p>	<p><i>A school *Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community. [see model plan]. Further advice is sought from the NCC Public Health Team once numbers increase as per the threshold figures determined in the plan.</i></p> <p><i>[*All education settings should have an outbreak management plans which outlines how it would operate if any of the measures described in the Contingency Framework Guidance are implemented.]</i></p>	<p><i>L</i></p> <p><i>The Northumberland Local Outbreak Prevention Plan will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from the NCC public health team/health protection team.</i></p> <p><i>[certain protective measures may need to be reintroduced in response to an outbreak].</i></p> <p><i>Contact the NCC Public Health Team for advice and reporting all positive test results, via the webform. They</i></p>

				<p><i>will respond as soon as possible, where required. Before and during this process it is recommended that schools with potential outbreaks review their outbreak control plan and use this <u>checklist</u> to review current arrangements and additional measures that could be implemented.</i></p> <p><i>Ensure staff aware of procedures for completing web form and contacting Public Health team.</i></p> <p><i>Communication ongoing via email, and meetings.</i></p> <p><i>School has a Contingency plan in place. – See plan.</i></p> <p><i>Should this be needed then school will work closely with PHE and LA.</i></p>
<p><i>Inadequate ventilation.</i></p> <p><i>Unable to achieve a comfortable (or legal minimum) temperature within the building.</i></p>	<p><i>Increase in risk of transmission of Covid19.</i></p> <p><i>Occupants become cold - poor concentration levels impact on learning.</i></p>	<i>H</i>	<p><i>As each school is different in terms of size, layout and type of ventilation systems, they are to record their own arrangements for ventilating specific areas/spaces here. Where these are more complex, you may wish to record these arrangements in a separate risk assessment and share this with staff.</i></p> <p><i>Due regard is to be given to the information on how best to maintain ventilation in the H&S FAQ document, *HSE information, CIBSE - Ventilation Guidance and the latest government guidance for schools.</i></p> <p><i>General principles when using natural ventilation include opening windows. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully when unoccupied to purge the air in the space (e.g. between</i></p>	<p><i>L</i></p> <p><i>HSE video on Covid19 and ventilation:</i> https://www.youtube.com/watch?v=hkK_LZeUGXM</p> <p><i>[*Where Co2 monitors have been issued by DfE as a tool for identifying poorly ventilated areas for improvement, these are only used in accordance with instruction and training provided – see also HSE information provided earlier. Click here for access to the ventilation document sharing platform which includes a ‘how to use guide’]</i></p> <p><i>Occupied rooms with no ventilation -</i></p>

			<p><i>classes, during break and lunch). Rooms should, where possible, be fully ventilated for at least 15 minutes prior to and following use.</i></p> <p><i>Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</i></p> <p><i>Opening high level windows in preference to low level to reduce draughts</i></p> <p><i>Rearranging furniture where possible to avoid direct drafts.</i></p> <p><i>Mechanical ventilation/heating systems are maintained in accordance with the manufacturers recommendations. [For mechanical ventilation and extraction system please refer to documentation above].</i></p> <p>Windows opened from 7am each morning.</p>	<p><i>their use should be avoided.</i></p> <p><i>Consider installation of window fans to provide natural ventilation.</i></p> <p><i>Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms.</i></p> <p><i>Providing flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn.</i></p> <p><i>[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 has been carried out and further maintenance undertaken where needed. See FAQ for further details or contact Property Services or your heating maintenance company for further advice.]</i></p> <p>All work complete from NCC is respect of ventilation checks.</p> <p>Doors and windows open and good airflow. Children wear additional indoor clothing as requested.</p> <p>Ventilation and CO2 monitors in all classroom areas.</p> <p>Staff instructed on the use of</p>
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<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 medical conditions.</p>	H	<p>General protective measures across school</p> <p>Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 is followed, with protective measures being escalated if there is an outbreak within the school. Anyone travelling from a foreign country must comply with government guidance on self isolation: Travel abroad and coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>Good hand hygiene is encouraged amongst staff and pupils. 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>Good respiratory hygiene is encouraged. Promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided along with bins for used tissues and other waste. This waste is bagged and disposed of.</p> <p>Appropriate cleaning regimes are in place, including regular cleaning of areas and equipment [for example, twice per day – you should have documented cleaning schedules in place], with a particular focus on frequently touched surfaces.</p> <p>Occupied spaces are well ventilated (see separate section below)</p>	M	<p>Notices and information on Covid rules/protective measures are displayed in school.</p> <p>The e-Bug Coronavirus website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</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> <p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>Any eligible staff are encouraged to seek medical direction in respect of vulnerable status. Individual risk assessments will be completed and discussion with HT if they should feel uncomfortable. Those with underlying conditions will have made this decision via a letter from or discussion with their medical adviser.</p>

		<p>Staff maintain social distancing where possible.</p> <p>Face coverings are worn by staff/visitors in accordance with the school's face covering risk assessment and any individual risk assessment [this control should be considered during periods of high transmission of COVID-19, with more stringent use during outbreaks in schools]</p> <p>Most staff, and eligible pupils, have now received both Covid19 vaccines. All individuals are encouraged to take up their vaccine, including any booster vaccination, where appropriate. This offers very good protection against the virus to reduce spread and also reduces the chance of a person becoming severely unwell.</p> <p>Vulnerable Staff (see model CEV/CV individual risk assessment for process/further guidance, including vaccination status)</p> <p>An individual Risk Assessment is in place for staff who are 'clinically extremely vulnerable' (CEV), 'clinically vulnerable' (CV) and pregnant. A separate assessment is in place for those from a BAME background. Given the change in the school Covid risk assessment for the Autumn term, risk assessments for all vulnerable staff will be reviewed. Reviews will also take place if there is an outbreak within the school.</p> <p>Unvaccinated vulnerable staff <u>Where the individual is vulnerable and unvaccinated, more robust control measures or reasonable adjustments to their role must be made.</u> In relation to unvaccinated CEV staff or those who are 28 weeks pregnant or more, where the risk cannot be adequately reduced, these staff are supported to work from home, unless robust control measures or reasonable</p>	<p>Pregnant workers model risk assessment (to be completed in conjunction with the above CEV/CV assessment for vulnerable staff). [Schools should be aware that pregnant women from 28 weeks' gestation, or those with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19).] This is amended as and when necessary.</p> <p>See also: Advice for Pregnant Workers and COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding (Includes information on additional risk factors for pregnant women, such as age, BMI, third trimester, BAME background)</p> <p>BAME risk assessment</p> <p>Head teachers/Senior managers are to ask staff to inform them immediately if their situation changes.</p> <p>All staff are vaccinated.</p>
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adjustment to their role can be implemented.

Advice is sought from the school's own HR/Occupational Health provider and the person consults their physician where appropriate.

Children

All children, young people and adults follow guidance prescribed by this risk assessment in the school setting.

Eligible children have now been offered a COVID-19 vaccination. Clinical studies have shown that young people under 18, including those originally considered to be CEV, are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List. Department for Health and Social Care provide further guidance in their [FAQ](#) document.

Those children who may be at a higher risk from COVID-19 and have been prescribed specific clinical advice, have been identified by the school. The specific advice is being followed and taken into account within an individual risk assessments/healthcare plans. The child's parents/carers and where necessary the relevant healthcare professional(s) have been consulted. Remote education is supported where necessary.

Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include any specific advice that has been prescribed [see also: [model risk assessment for CV/CEV pupils](#)]

Visitors/Contractors

When making appointments, contractors/visitors are

Staff to be consulted/trained on any resultant measures to be introduced as a result of any specific clinical advice for young people/children. [Northumberland EHCP planning Tool and Risk Assessment](#)

Where children have an Individual Healthcare Plan, arrangements must be 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><i>briefed not to attend school if displaying symptoms of COVID-19. The normal process for recording visitor details to the site is followed. Electronic sign-in devices or pens are regularly cleaned.</i></p> <p><i>Reception areas/waiting areas are marked to identify social distancing.</i></p> <p><i>Visitor contact information is retained for 21 days to support the NHS test and trace programme (Visitor Audit/Questionnaire). This should include details of all visiting staff.</i></p> <p><i>Visitors are kept to a minimum/essential visits only.</i></p>	<p><i>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</i></p> <p><i>No EHCP children or medical needs which would prevent them from returning.</i></p> <p><i>Visitors will be required to wear a face covering in school.</i></p> <p><i>Visitor Sign in Book as normal security procedure. Contractors not allowed into school until 3.30pm unless a building emergency. Test and Track forms to be completed and held for 21 days. Gloves, aprons and sanitisers available at the Main entrance. Contractors will be reminded of Social Distancing. Notices on Main Door and Handwashing posters around whole school - Illness procedure available</i></p> <p><i>Parents must leave the site immediately and avoid social gatherings.</i></p> <p><i>Drop off times at school from 8:30am. This helps to reduce the number of parents on site at any one time.</i></p> <p><i>Parents encouraged to wear face coverings when collecting and dropping off. Letter issued in autumn term.</i></p> <ul style="list-style-type: none"> <i>· Request/queries will be via email or phone to Main office</i> <i>· Staff encouraged not to enter Main Office, work stations already socially distanced</i> <i>· Visitors to school have access to hand sanitiser, Test and Track forms and PPE</i>
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					<ul style="list-style-type: none"> · Visitor Passes wiped down after use · Social Distancing Entry/Exit Procedures for children · Extensive pupil teaching on good hygiene · Lidded bins to encourage 'Catch it, bin it, kill it' · Disposable tissues available in every classroom · Posters in toilets re frequent handwashing · Directional arrows to control flow in the building · All staff and children wash hands after each lesson and before and after leaving the classroom · Lunch Time – 3x sessions will take place to reduce the number of pupils in the hall at any time. <p>Break Time –Break times and lunch arrangements ensure reduced opportunity for mixing classes.</p> <p>Regular cleaning. Additional sanitising stations are in place including outside staff toilets</p>
<i>Staff/Pupils displaying</i>	<i>Others contracting virus</i>	<i>H</i>	<i>Staff/pupils have been instructed they must not attend school if they are symptomatic/test positive.</i>	<i>M</i>	Schools follow the process detailed in the NCC flowchart

<p>symptoms of coronavirus whilst at school</p> <p><u>[*symptomatic persons are required to have a PCR test]</u></p> <p>Contact with others who are symptomatic or who have tested positive</p>		<p>A protocol is in and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school.</p> <p>PHE guidance on action to take if a person becomes symptomatic on site is followed along with the PHE guidance on 'cleaning and waste'.</p> <p>Head Teacher parent / carer is notified immediately and the staff member / pupil is sent home, avoiding public and school Transport where possible, and advised to take an urgent PCR test. If they are seriously ill 999 are contacted.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a 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. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>PPE is only required by staff caring for the child while they await collection in the following circumstances: (see also Symptomatic children action list for schools and Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE))</p> <ul style="list-style-type: none"> • a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained • if contact is necessary, then disposable gloves, apron and a face mask should be worn • eye protection (e.g. visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from 	<p>“Managing Covid-19 in Northumberland Schools and settings” and complete the new simplified report form in relation to the symptomatic person (both for staff and pupils).</p> <p>Ensure home and emergency contacts are up to date.</p> <p>The school has a small supply of PCR home test kits which can be used in very exceptional cases (Coronavirus (COVID-19): test kits for schools and FE providers)</p> <p><u>Positive cases of Covid-19 confirmed by a PCR test must be recorded via ANVIL, as they may be RIDDOR reportable (for schools in the H&S SLA and normally utilise ANVIL).</u></p> <p>Close contacts of a confirmed case</p> <p>NHS Test and Trace will carry out close contact tracing if the PCR test comes back positive. Individuals who are no longer required to self isolate if they are a close contact can attend school but will be advised to book a PCR test by Test and Trace. Those who do not meet the criteria are legally required to self isolate. [from 16 August the criteria changed in relation to certain double vaccinated</p>
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			<p><i>coughing, spitting or vomiting.</i></p> <ul style="list-style-type: none"> • <i>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</i> <p><i>Any members of staff who have helped someone with symptoms should be vigilant for symptoms and self-isolate and arrange a PCR test if they become symptomatic</i></p> <p><i>Staff / pupil or parents / carers are requested to inform the school as soon as they receive their test result (positive or negative).</i></p> <p><i>If the PCR test comes back positive, the individual should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</i></p> <p><i>Where the staff member / pupil tests negative, they can return to their setting when they are medically fit to do so.</i></p>	<p><i>adults and young people under 18 years old].</i></p> <p><i>In respect of the Omicron variant of COVID-19, all individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant, irrespective of vaccination status and age, will be contacted and <u>required to self-isolate immediately and asked to book a PCR test.</u> Close contacts will be informed by the local health protection team or NHS Test and Trace if they fall into this category and will be provided with advice about self-isolation.</i></p> <p><i>If a member of staff is awaiting collection, they should wait, in Main Reception where they can be isolated, the main door should be opened for ventilation.</i></p> <p><i>There are clear Government procedures to be followed if any child/member of staff display any symptoms of the infection.</i></p> <p><i>They would be isolated in a ventilated room and parents would be asked to attend immediately. They should take a PCR test.</i></p> <p><i>If the test comes back as negative no further action required. The child can return to school upon receipt of the negative test result provided they are well enough to do so.</i></p> <p><i>If the test comes back as positive Public Health and Track and Trace will inform school of the actions they need to take if necessary. All information received from public health will be shared with parents, carers immediately</i></p>
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					<p>If any other person in the class has symptoms of COVID, the above will also be followed but contact Public Health immediately, and follow their advice.</p> <p>IMPORTANT: Any members of staff who have helped someone with symptoms and any pupils who have been in close contact would need to self-isolate and be alert to developing symptoms.</p> <p>For those testing positive via a LFD test please refer to Weekly staff/pupil home testing above.</p> <p>Office staff are aware of guidelines and kept up to date with changes in case of enquiries from parents</p> <p>PHE guidance on 'cleaning and waste' should be adhered to.</p> <p>Any child or member of staff displaying any of the 3 main symptoms will need to take a PCR test.</p>
<p>All teaching/classroom activities; early years, primary and secondary (see also section on 'Shared Learning Spaces/practical teaching below)</p>	<p>Contracting coronavirus - staff and pupils, passing onto vulnerable persons</p>	<p>H</p>	<p>The following measures are in place;</p> <ul style="list-style-type: none"> • Classrooms are well ventilated [see specific section on ventilation] • A suitable cleaning schedule is in place for desks/chairs/equipment (minimum twice a day) • Staff supervise 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. • Pupils are asked to report if they become unwell 	<p>L</p>	<p>Review Schools: coronavirus operational guidance</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p> <p>Breakfast and after-school provision are provided [delete if appropriate or record arrangements in separate Covid risk assessment for these</p>

			<p>and staff informally monitor for presence of symptoms. The school protocol for persons becoming symptomatic on site is followed [add link to document or refer to separate part of risk assessment]</p> <ul style="list-style-type: none"> • No sharing of stationery (pens, pencils) <p>Groupings</p> <p>Although bubble groups are no longer in place, where natural groupings are achievable, which limit mixing and don't impact on education, this is implemented [add details].</p> <p>Early year/nursery – children are able to remain in a group in the same space with limited or no mixing with other year groups. A separate play area is provided. Parental drop off/pick up is done outdoors, where possible.</p> <p>First/Primary – children are able to remain in a group in the same space with limited or no mixing with other year groups. [especially achievable for single form entry].</p> <p>In Primary Schools, the same groups are taught in the same classrooms, to limit the amount of movement around the school and potential contact with other groups.[where this doesn't impact on learning]</p> <p>Sport and physical education:</p> <ul style="list-style-type: none"> • Activities proceed in accordance with the advice provided by relevant National Governing Body, sport providers and/or the sports facility • Promote good hand hygiene practices and maintain a cleaning regime focusing on frequently touched surfaces. 	<p>activities]</p> <p>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</p> <p>Science - practical work is in line with CLEAPSS Guide to doing practical work during the COVID-19 pandemic. Risk assessments are in place.</p> <p>On advice from the Public Health Team, bubble groups may need to be reintroduced as an additional protective measure if there is an outbreak in school. Previous arrangements for bubble groups will be reinstated [record detail of groupings in outbreak plan or add to this risk assessment].</p> <p>Refer to:</p> <ul style="list-style-type: none"> • guidance on grassroot sports for public and sport providers, safe provision and Sport England Guidance • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and Step 4 Covid advice
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			<ul style="list-style-type: none"> • <i>Ventilation is maximised in accordance with the arrangements stated above.</i> • <i>Work with external coaches, clubs and organisations for curricular activities are subject to routine risk assessment to confirm that Covid-19 arrangements are safe and appropriate. Note; venues may have capacity limits that are to be followed.</i> <p>● Lunchtime cleaning between morning and afternoon attendance 11.45-12.30pm. Lunchtime cleaning of all phase toilets and collection of PPE and cleaning cloths</p> <ul style="list-style-type: none"> ● <i>Indoor and outdoor competition between different schools can now take place [review of risk assessment needed - refer to links provided in adjacent column].</i> <p>Where guidelines allow, staff involved in teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible.</p> <ul style="list-style-type: none"> ● Wednesday and Thursday – NUFC. Instructor teaches from front and adults wear masks and maintain social distance 	<p>Staff distance at front of class where possible</p> <p>No children have an EHCP or medical needs which would prevent them from attending. Parents of children with asthma have been asked to seek medical advice and inform school that it is safe for their child to return</p> <p>Request/queries will be via email or phone to Main office</p> <ul style="list-style-type: none"> · Staff encouraged not to enter Main Office, work stations already socially distanced · Visitors to school have access to hand sanitiser, Test and Track forms and PPE · Visitor Passes wiped down after use · Social Distancing Entry/Exit Procedures for children in place due to the nature and flow of the building. · Extensive pupil teaching on good hygiene · Lidded bins to encourage 'Catch it, bin it, kill it' · Disposable tissues available in every classroom · Posters in toilets re frequent handwashing - Directional arrows to control flow in the building · All staff and children wash hands after each lesson and before and after leaving the classroom · Staggered lunches in place to allow fewer children in hall for shorter periods of time. 3x lunch sessions. <p>A hybrid approach to assemblies will be used in the first instance for example use of Zoom for some groups with fewer children in the</p>
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					hall.
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Enhanced cleaning takes places within these areas in line with the cleaning schedule (including shared equipment/furniture/frequently touched points).</p> <p>One way circulation routes are in place. Corridor spaces have arrows showing direction of travel.</p> <p>Some toilets will be shared between pairs of year groups due to building layout.</p> <ul style="list-style-type: none"> • There will be a greater emphasis on PE and Outdoor learning. • Thrive trainers are also booked to support year groups from September. • Children will stay in their classrooms except where Intervention groups are in place. Where this is the case resources and tables will be cleaned by assistants between lessons. • Lunches will be staggered to ensure children can play in the same designated zone on the yard or the field and reduce numbers for social distancing 	M	<p>When reviewing areas/spaces consider:</p> <p>Widening routes where possible. Removing unnecessary obstacles. 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.</p> <p>Hall will be in use for lunch. Lunch arrangements will take place over an extended period of time to allow safe use of the hall and smaller numbers of children in situ at any one time.</p> <p>Table cleaned ready for next group.</p> <p>Children to be allocated seat.</p> <p>Usual school meal arrangements in place for the present time. The numbers of children using toilets at any one time is restricted. No mixing of natural groupings within the shared toilet areas. Good hand hygiene is encouraged</p>
Staff use of communal areas/working with different groups. Use of supply teachers and	Contracting coronavirus - staff pupils, visitors, parents/carers	H	Staff breaks are organised to avoid congestion in staff rooms. [Consider making additional space available for staff to take breaks and plan how spaces are to be set up, for example, use of floor markings to help staff maintain distancing, limit number usage, remove chairs to minimise use of the space, etc].	L	<p>*Review and apply the guidance for working safely in offices if applicable (e.g. receptions and shared offices)</p> <p>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</p>

<p>temporary workers</p>		<p><i>More frequent cleaning of shared spaces should also occur. Shared crockery/cutlery has been removed and staff use their own equipment.</i></p> <p>Staff will be reminded to limit their use of any shared crockery/cutlery and where possible to use their own equipment, e.g. mugs. The dishwasher will be used to ensure items are cleaned and gloves/wipes will be on hand for loading/unloading the machine. Disposable cups will be provided for visitor use.</p> <p><i>Measures are applied within shared offices and staff room(s) to maintain social distancing (2m or 1m plus a risk mitigation)*</i></p> <p><i>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.</i></p> <p><i>Staff maintain 2m distance (or 1m plus a risk mitigation) from pupils where possible (especially with other adults and older children). Face to face contact within 1m of anyone is minimised.</i></p> <p><i>Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, continuing to take care to maintain distance from other staff and pupils (where possible). All temporary staff are made aware of the content of the Covid risk assessment and any other relevant information as soon as possible after the booking is confirmed.</i></p> <p>Review and apply the guidance for working safely in offices if applicable (e.g. receptions and shared offices)</p> <ul style="list-style-type: none"> · Staff sit on alternate chairs to socially distance · Staff use own mugs, wash and take to classroom with them. 	<p><i>Plastic screens in place in main reception office.</i></p> <p>Limited number of staff in the staff room.</p> <p>Staff to use additional areas for breaks. _ Refreshment stations set up in EYFS kitchen and Tech room in addition to usual staffroom.</p> <p>Face Covering RA completed and given we are in an area of high incidence and local lockdown. Face Covering/Shield to be worn in communal areas.</p> <p>Hand sanitising stations outside toilets and shared facilities such as photocopier and other paper cutting station.</p> <p>One in one out approach to upstairs toilet areas.</p> <p>If 2m distance cannot be consistently maintained the teacher can choose to wear a face shield or mask.</p> <p><i>Visiting supply teachers to take LFD test prior to entering the building and working with staff and children.</i></p>
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			<p>Kettles and hard surfaces cleaned with wipes upon leaving by individuals.</p> <ul style="list-style-type: none"> • Staff restrict entrance to other classes/Main office but make use of TEAMS or telephone preferably. • Document holders outside classrooms for exchange of books or registers • Staff toilets cleaned regularly <p>Only other teaching staff entering school may be NUFC support staff or supply teachers if needed all to complete Test and Trace forms.</p> <p>All temporary staff are provided with this information and this is done as soon as possible. Review and apply the guidance for working safely in offices if applicable (e.g. receptions and shared offices) Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</p>		
Outdoor education and off-site visits	Contracting coronavirus - staff, pupils, public	H	<p>Offsite activity and educational visits are being conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations as they relate to each of the home nations. In England this means the following may proceed subject to full and thorough risk assessment ensuring public health advice is followed.</p> <ul style="list-style-type: none"> • From the start of the 2021/2022 academic year establishments may go on international visits*. • Day visits and residential visits within the UK may proceed <p>Full and thorough risk assessment is achieved by application of:</p> <ul style="list-style-type: none"> • Evolve Generic Risk Assessments** along with; • the production of an Event Specific Planning to ensure full a thorough risk assessment. <p>Those conducting International Visits ensure that a visit specific "International Travel COVID-19 Plan" is</p>	L	<p>Onsite activities do not require the submission of an Evolve form but, like all activities involving significant risk, they must be subject to a suitable and sufficient risk assessment.</p> <p>* Those conducting international visits are advised to give careful consideration to the risk of disruption to education resulting from isolation and testing requirements and also ensuring adequate financial protection in place.</p> <p>** Including but not limited to "the Evolve Coronavirus (COVID-19) Generic Risk Assessment. Evolve</p>

			<p><i>produced and submitted for approval prior to travel.</i></p> <p><i>Visit approvals are applied in line with the NCC Code of Practice for Offsite & Educational Visits.</i></p> <p><i>Correct application of protocols applied by Evolve ensures adherence to government advice for health and safety guidance on educational visits.</i></p> <p><i>Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system for updates to the above.</i></p> <p><i>Where the establishment is a non-NCC Establishment (e.g. an academy) the EVC or Head checks to ensure appropriate insurance, arrangements are in place.</i></p>		<p><i>Generic Risk Assessments take into account the requirements outlined by “Schools COVID-19 operational guidance. Updated 02 December 2021” and prescribes broad arrangements as to how these may be applied.</i></p> <p><i>As per pre-existing practice, establishments are to review these assessments to ensure the stated arrangements are applied where applicable and reasonable to do so. Visit specific arrangements that are either not specified by or are prompted by the generic risk assessments are to be set out in Event Specific Plan.</i></p>
<i>Play activities</i>	<i>Contracting coronavirus - staff and pupils</i>	<i>H</i>	<p><i>Existing school play risk assessment has been reviewed and shared with staff.</i></p> <p><i>Toys and play equipment are included in the cleaning schedule. For large outdoor play equipment, which is difficult to clean, good hand hygiene is adopted before and after breaktime.</i></p> <p><i>The use of equipment which can't be cleaned easily is avoided or minimised where possible.</i></p>	<i>L</i>	<p><i>Children will use external doors to access field/playground at playtimes and lunchtime. Internal movement within corridors kept to a minimum. Corridors marked up with directional arrows and 2m distancing tape.</i></p> <p><i>Trail to be used on alternative days by Year 3 and year 4. Reception equipment only by Reception. (Reception equipment is of wood construction.) Sprayed regularly with disinfectant and handwashing before and after use.</i></p> <p><i>Soft toys will be removed from EYFS and library areas. Reading mats in library and classrooms also removed or minimised. Limited soft furnishings in settings</i></p>

<i>Provision of school meals service</i>	<i>Contracting coronavirus - staff, pupils</i>		<p><i>The school kitchen is fully open and normal legal requirements will apply. Kitchen operations comply with the guidance for food businesses on coronavirus (COVID-19).</i></p> <p><i>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]</i></p>		<p><i>Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, such as additional cleaning, wearing face masks when serving children)</i></p> <p><i>. All kitchen staff receive this RA</i> <i>· Kitchen staff do not sit and congregate but use changing rooms 1 at a time and clean toilet regularly.</i> <i>Use of face coverings for serving dinners</i></p>
<i>Parents/carers picking up/collecting pupils from school</i>	<i>Contracting coronavirus - staff, pupils, public</i>	<i>H</i>	<p><i>Parents are not permitted into the school building to hand over children [including nursery/early years if this can be done outdoors]. During periods of high transmission, parents are requested to wear face coverings during busy times whilst on school premises.</i></p> <p><i>Supervising staff maintain social distancing with parents and have access to a face mask.</i></p> <p><i>School digital communications channels are used to engage and advise parents on protective steps being taken and associated requirements, such as not attending if they or their child is symptomatic.</i></p>	<i>L</i>	<p><i>Parents are permitted onto the school site. This will be kept under review and amended accordingly Parents arrive and leave via the main gate..</i></p> <p><i>School gates and classrooms open at 8.30am to allow a gradual drop off children into the classrooms in the morning hence cutting time parents need to hang around on site.</i></p> <p><i><u>Collection</u></i></p> <p><i>Children are handed to parents at the end of the day from the classroom doors by staff</i></p>
<i>Use of School Transport (external provision only)</i>	<i>Contracting coronavirus - staff, pupils, transport provider</i>	<i>H</i>	<p><i>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</i></p> <p><i>The school encourages pupils to walk or cycle to school where possible.</i></p> <p><i>Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk</i></p>	<i>M</i>	<i>Children under the age of 3 should not wear face coverings. Children aged from 3-10 can wear face coverings if they are able to handle it as directed, but they are not required to.</i>

			<p><i>Assessment for Coronavirus.</i></p> <p><i>A review has been undertaken by the school of dedicated transport use and consideration has been given to:</i></p> <ul style="list-style-type: none"> <i>• Maintaining groupings where possible so pupils sit within the year groups. [this measure will help in reducing the risk of transmission and assist if bubble groups needs to be reintroduced if there is an outbreak – see outbreak management plan].</i> <i>• The use of hand sanitiser before boarding and after disembarking is encouraged via messages to parents.</i> <i>• supporting use of face coverings for pupils in Year 7 and above on transport, where they are likely to come into contact with people outside of their group or who they do not normally meet. The school should support the school transport team/transport providers to resolve any non-compliance issues with the wearing of face coverings</i> <i>• ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open</i> <p><i>The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements</i></p> <p><i>Where staff are required to assist with accessing transport and fitting of seat belts/restraints, where possible only those normally working directly with the pupil provide such support.</i></p>		<p><i>Home to school transport is in line with current guidance: Dedicated Transport to schools and colleges COVID-19 operational guidance</i></p> <p><i>No Transport used.</i></p>
<i>Staff travelling to and from work.</i>	<i>Contracting coronavirus, spread of virus</i>	<i>H</i>	<p><i>Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers.</i></p> <p><i>In particular:</i></p>	<i>M</i>	<p><i>Review Guidance:</i></p> <p><i>How to wear and make a cloth face covering</i></p>

			<ul style="list-style-type: none"> • <i>Wear a face covering when using public transport, travelling in a taxi or a private vehicle with others.</i> • <i>wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser</i> 		Coronavirus (COVID-19): UK transport and travel advice
<i>Children who are non-compliant / displaying challenging behaviour</i>	<i>Contracting coronavirus - staff, pupils</i>	<i>M</i>	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>Staff working with pupils who spit uncontrollably are given more opportunities to wash their hands than other staff.</i></p> <p><i>Pupils who regularly who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' are also given more opportunities to wash their hands where appropriate.</i></p>	<i>L</i>	<p><i>For further information visit: NCC Local SEND Offering 0-25 yrs.</i></p> <p><i>All risk assessments, behaviour crisis plans and EHCPs include valid COVID-19 controls.</i></p> <p><i>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</i></p> <p><i>Parents will be asked to come and collect their child immediately if the child is deliberately or defiantly not following expectations during a period of high infection within the school.</i></p>
<i>Personal care activities</i>	<i>Contracting coronavirus or passing onto vulnerable or</i>	<i>H</i>	<i>Most staff and CEV pupils have now been double vaccinated. Social distancing is implemented where possible.</i>	<i>L</i>	<i>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</i>

	<i>shielded children</i>		<p><i>Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.</i></p> <p><i>Any queries are directed to the school nurse.</i></p> <p><i>Staff know how to safely put on and take off PPE. PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.</i></p>	<p><i>No additional PPE is generally needed other than that already identified via risk assessment.</i></p> <p><i>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure (AGP) - advice is provided by the school nurse and a risk assessment produced. Specific detailed guidance and requirements when performing AGPs is included in: Safe Working in education, childcare and children's social care</i></p> <p><i>PPE provided in classes, First Aid Room and EYFS</i></p> <p><i>Hand sanitiser stations at main reception and throughout school.</i></p> <p><i>Intimate Care and administering First Aid. Staff must wear PPE including aprons, fluid resistant masks and eye goggles. Instructions how to put on and take off PPE have been issued to staff.</i></p>
<i>Use of hand sanitiser</i>	<p><i>Ingestion of hand sanitiser.</i></p> <p><i>Alcohol vapours ignited resulting in burns to hands</i></p>	<i>M</i>	<p><i>Always wash hands with soap and hot/warm water wherever possible.</i></p> <p><i>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 are in place for its use.</i></p> <p><i>When using alcohol-based hand sanitisers make sure all liquid is evaporated before smoking, touching any</i></p>	<p><i>L</i></p> <p><i>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.</i></p> <p><i>All hand sanitisers have been checked for alcohol content.</i></p> <p><i>Handwashing is a priority and will be a first port of call.</i></p> <p><i>Direction given by adults in respect of using</i></p>

			<p><i>electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</i></p> <p><i>Skin friendly skin cleaning wipes can be used as an alternative</i></p>		<p><i>hand sanitisers to ensure the product is well absorbed before using computer or other such equipment.</i></p> <p><i>Hand sanitiser stations are used located across school both wall mounted and table top. There is an additional point in main entrance area and individual bottles for pupils on each desk.</i></p> <p><i>Stock is checked daily and replenished as necessary.</i></p>
<i>Insufficient cleaning/exposure to virus on objects/surfaces</i>	<i>Contracting coronavirus</i>	<i>H</i>	<p><i>Increased cleaning to take place using standard cleaning products (minimum twice a day). Additional cleaning hours/resources have been arranged with the priority being for frequently touched areas. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.</i></p> <p><i>In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected.</i></p> <p><i>Staff wash hands if handling pupils' homework/books.</i></p> <p><i>Classrooms are cleaned in line with cleaning schedule. Bins for tissues are emptied throughout the day.</i></p> <p><i>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’ (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.</i></p>	<i>L</i>	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>Bleach should be avoided, and a suitable alternative product(s) used. If schools are advised to use a bleach-based product, only bleach <u>sprays</u> should be used. Its 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</i></p>

Staff know how to put on and take off PPE correctly:
PHE - [Putting on PPE](#); PHE - [Taking off PPE](#)

See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.

Cleaning Team aware of guidance for binning PPE after a suspect case

- Follow latest Gov.Uk Guidance re System of Controls for Prevention and Response
- Hard surfaces, touchpoints and toilets will be cleaned at regular intervals during the day.

- Cleaning of each class area will occur each night with increased cleaning hours as necessary. Caretaker and cleaning team clear of the arrangements for disposing of waste if there is a case. · Sanitiser and wipes in Main Entrance

- Cleaning spray bottles available in all bubbles locked away or placed in high cupboards

- Additional cleaning identified on hard surfaces between lessons as necessary.

Constant pupil handwashing on entry and exit to all lessons.

- Extensive amount of soap, hand sanitiser, surface cleaner, aprons and gloves available

- Careful management of toilet areas.

- Pupils stay in their own natural groupings and will follow corridor directions if groups have to pass.

- Under Government guidance PPE is not required to be worn but all staff cleaning, dealing with First Aid or changing young children will be required to wear, aprons, gloves and fluid resistant masks.

- Children will not require temperature checks or PPE to be worn in school in line with Government guidance. If pupils wear masks walking to school, they will be politely asked to place them in a bin before entering the site. ● Increased teaching about hygiene.

- Copious amount of soap, hand sanitiser and wipes available in each classroom.

shared with staff.

See sample [COSHH risk assessment](#)

Classrooms ventilated, windows and doors open. Ventilation system checked . Co2 monitors in place in classrooms and crowded areas. Staff encouraged to sanitise hands between books if marking Constant pupil handwashing on entry and exit to all lessons and encourage good respiratory hygiene – see cloakroom posters, Catch it, Bin it, Kill it.

- Staff aware of system for dealing with staff member or a child who displays symptoms, procedures laminated in PPE boxes Increased handwashing encouraged
- Staff aware of Government guidance control systems.
- PPE used when any member of staff is cleaning including aprons and gloves

<p>Lateral flow device Covid testing carried out incorrectly.</p> <p>Weekly staff/pupil home testing.</p>	<p>Transmission of Covid 19 virus</p>	<p>H</p>	<p>The national guidance issued in relation to the COVID-19 testing programmes in schools has been implemented: Link to Covid testing documentation/training [delete as appropriate]</p> <p>Separate school specific risk assessment(s) are in place to cover both on-site and home testing activities [add link to your risk assessments].</p> <p>Temporary and teacher training staff should be offered testing in the same way as wider school staff.</p>	<p>M</p>	<p>[see NCC model risk assessments: Covid19 Home Testing – School Staff/Pupils</p> <p>Covid19 - Testing on School Sites</p> <p>These are based on the DfE/PHE How to Guides/SOPs but should be tailored to record specific arrangements in place at your school]</p> <p>Prior to ATS testing at school, schools take steps to identify if an individual has tested positive 90 days prior to the current test. This is to identify the potential for false positive test results. Those falling into this category are advised not to test until the 90-day period ends unless they develop COVID-19 symptoms.</p> <p>Staff carry out home LFD test twice a week and report results to school and DfE.</p>
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<p><i>Inadequate first aid provision</i></p>	<p><i>Serious injury or death</i></p> <p><i>First aider contracting coronavirus or spreading virus to others.</i></p>	<p>H</p>	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>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 on dealing with minor accidents) [this is in line with HSE guidance]</i></p> <p>CPR</p> <p><i>In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths.</i></p> <p><i>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</i></p> <p><i>A first aider should conduct a dynamic risk assessment</i></p>	<p>L</p>	<p><i>See HSE guidance First aid during the coronavirus (COVID-19) outbreak</i></p> <p><i>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:</i></p> <p>Early years foundation stage: coronavirus disapplications - GOV.UK [see section on paediatric first aid and requalification]</p> <p><i>A range of first aid equipment is available in the medical room and a number of staff are first aid trained and hold relevant certificates.</i></p> <p><i>All fluid accidents will be treated in PPE. Minimum of gloves, mask and apron.</i></p> <p><i>Additional First aid items have been purchased- masks, shields, gloves, aprons. Further items procured from LA and additional hand sanitiser unit procured.</i></p>
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			<p><i>of the situation they are faced with and apply appropriate precautions for infection control.</i></p> <p><i>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</i></p>		
<p><i>Lack of communication with staff / parents / others</i></p>	<p><i>Confusion / misinformation resulting in breakdown of arrangements.</i></p>	<p><i>H</i></p>	<p><i>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.</i></p> <p><i>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g., Google Hangouts.</i></p> <p><i>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]</i></p> <p><i>The arrangements in place for children are shared with them in an age-appropriate way.</i></p>	<p><i>L</i></p>	<p><i>Parents have access to the Covid19 Quick Guide checker - this is available on the school's webpage and has been brought to the attention of parents. (this includes advice when returning from another Country)</i></p> <p><i>Staff have been involved and cooperative with the planning and preparation for the full opening return to school on 8th September</i></p> <p><i>Staff and Governors have been fully supportive and have been emailed a copy of information regarding full opening.</i></p> <p><i>Parents have received relevant updates in relation to the measures put in place in school and for their child's specific year group. This information has been shared by letter, email and school website.</i></p> <p><i>Use of Teams for online meetings and communications.</i></p>

<p>Home working & use of Display Screen Equipment (DSE)</p>	<p>Musculoskeletal problems arising from incorrect postures</p>	<p>M</p>	<p>NCC bulletin on homeworking and DSE use is made available to staff. This follows HSE guidance on homeworking, including the principles of good DSE use is followed.</p> <p>NCC DSE policy is available to staff.</p>	<p>L</p>	<p>Anyone requiring a Workplace Assessment to contact Office staff/complete online form</p>
<p>Uncertainty due to the unprecedented nature of the pandemic</p> <p>Maintaining staff wellbeing and mental health</p>	<p>Stress and anxiety arising through uncertainty, lack of control and reduced contact</p>	<p>M</p>	<p>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</p> <p>Shared distribution of workload, e.g. rota for staff in school and those homeworking.</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> <p>SLT carry out 'check ins' with staff on informal basis</p> <ul style="list-style-type: none"> · Regular anonymous surveys Stress risk assessment reviewed. · Staff updated when changes occur · Staff and Governors sent Risk Assessment and given time to read Changes made incorporated into new RA · Virtual meetings/trainings offered by Google 	<p>L</p>	<p>Stress risk assessment reviewed.</p> <p>Education and Skills – Staff Wellbeing padlet</p> <p>Supporting Emotional and Mental Health - Information for Schools.</p> <p>Telephone support & counselling</p> <p>Wellbeing guide for staff working in schools and trusts</p> <p>Weekly reviews and staff / team meetings.</p> <p>Staff signposted to various resources and counselling organisations by email, 1 to 1 and poster format.</p>

<p><i>Pupil uncertainty surrounding attendance/return to school/self isolation</i></p>	<p><i>Stress and anxiety impacting themselves and staff</i></p>	<p><i>M</i></p>	<p><i>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.</i></p> <p><i>Provision of pastoral and extra-curricular activities available to all pupils designed to:</i></p> <ul style="list-style-type: none"> • <i>support the rebuilding of friendships and social engagement</i> • <i>address and equip pupils to respond to issues linked to coronavirus (COVID-19)</i> • <i>support pupils with approaches to improving their physical and mental wellbeing</i> <p><i>Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) plan) are required to learn from home due to restricted attendance due to an outbreak, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</i></p> <p><i>[see government guidance for further information and apply as appropriate - record details here].</i></p>	<p><i>L</i></p> <p><u>Kooth – support for young people from 11-25</u></p> <p><i>The government has launched the <u>Wellbeing for Education Return programme</u>, 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.</i></p> <p><u>Supporting Emotional and Mental Health - Information for Schools.</u></p> <p><u>PHE offer access to a free online Psychological First Aid course</u> that teaching staff can access. The course provides practical and emotional support to children and young people affected by emergencies or crisis situations, such as COVID.</p> <p>Completed risk assessment to be put on school website.</p> <p>PSHE focus for first half term. School councillor provision increased to three days a week and twilight opportunities for staff to access.</p>
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<p><i>On-site vaccination programmes carried out by School Age Immunisation Service (SAIS) team</i></p>	<p><i>Transmission of COVID-19 from/to visiting team.</i></p> <p><i>Disruption due to anti-vaccination demonstrations.</i></p> <p><i>Stress and anxiety to staff</i></p>	<p><i>M</i></p>	<p><i>Existing arrangements for visitors followed. All vaccination sessions are carried out by the SAIS, who have COVID-19 protective measures in place, including wearing of appropriate PPE and robust hygiene procedures.</i></p> <p><i>Immunisation team staff will liaise with schools ahead of the vaccination session(s) to agree plans/arrangements.</i></p> <p><i>In the event of a protest or disruptive activity outside the school, or if the school becomes aware that a protest is planned, they will alert the Police (if deemed appropriate), SAIS and NCC Children's Services (David Street) to discuss the best way to manage the situation.</i></p> <p><i>[Include school-specific additional controls - existing security arrangements, escalation arrangements and information sharing with the Police.]</i></p>	<p><i>L</i></p>	<p><i>The school follows government guidance surrounding the COVID-19 vaccination programmes for schools:</i></p> <p>https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools/covid-19-vaccination-programme-for-children-and-young-people-guidance-for-schools</p> <p><i>Not applicable to primary as no onsite vaccinations at this time.</i></p>
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Useful Links:

- Government/Public Health England Advice: <https://www.gov.uk/coronavirus> / [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
- HSE Advice: <https://www.hse.gov.uk/news/coronavirus.htm>
- NCC Guidance: <http://staff/Communications/Coronavirus-information.aspx>
- Northumberland Education: <http://northumberlandeducation.co.uk/coronavirus/>
- DfE Advice: DfE.coronavirushelpline@education.gov.uk
- [NCC PPE Risk Assessment; NCC Staff Risk assessment](#)
- [NCC Health and Safety Team webpage](#)
- [Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control](#)
- [NCC Control of Infection Policy](#)
- [Public Health - Q&A for Teachers and Parents](#)
- [NCC Corporate Health and Safety Advice - FAQs for School Head Teachers](#)
- [Corporate H&S Briefing Note - 10/7/2020](#)
- [Northumberland Covid19 Dashboard](#)
- [Q&A Videos from PHE for School Staff](#)
- [Local Restrictions tiers - What you need to know](#)
- [NCC Evolve System](#)
- [Health and safety on educational visits](#)

Document History

Item	Nature of change	Date of Update
Staff/Pupils displaying symptoms of coronavirus whilst at school	Update to reflect change in self isolation requirements for close contact of suspected or confirmed cases of the Omicron variant.	07/12/2021
Outdoor education and off-site visits	Planning requirements for those conducting International Travel.	07/12/2021

<u>Outbreak of Covid-19 in local area or school resulting in the need to step up protective measures</u>	Link added to NCC Public Health outbreak checklist.	13/10/2021
<u>Inadequate ventilation</u>	Link added to DFE ventilation document sharing platform.	13/10/2021
<u>Contact with others who may have Coronavirus</u>	Link added to updated pregnant worker risk assessment.	13/10/2021
<u>On-site vaccination programmes carried out by School Age Immunisation Service (SAIS) team</u>	New section	13/10/2021
N/A	Updated version 7 for schools returning in September 2021	27/08/2021
N/A	<u>Previous version (v6.3) of school Covid risk assessment</u> <u>All previous versions of school Covid risk assessment</u>	N/A