|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department:** *Education* | **Service:** *Schools* | | **School:** *Whittingham C of E Primary* | |
| **Activity:** *Schools opening during COVID19 pandemic*  ***Version 6.1: Updated 07 April 2021 (See pink coloured text for updates; also recorded in Document History)***  ***School updates in red***  To be read in conjunction with[*NCC Health and Safety Bulletin*](https://drive.google.com/open?id=1ngX6Dw0fsA3HsS9y6BPUep3m6R0G66Rq) *and* [*Schools coronavirus operational guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)  [*Guidance for full opening: special schools and other specialist settings*](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings)*,~~;~~* [*National Lockdown Rules*](https://www.gov.uk/guidance/national-lockdown-stay-at-home?utm_source=66664b8c-6ee0-4c42-ae67-5f2e5d703736&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily#going-to-work) | | **Site:**  *Whittingham C of E Primary*  *Whittingham*  *Alnwick*  *Northumberland*  *NE66 4UP* | | |
| **People at Risk:**  *Staff, pupils, visitors, volunteers, parents, contractors*  ***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*** | | **Additional Information:**[***guidance on completion: risk assessment form***](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/Staff%20Information/Health%20and%20safety/guidance-on-completion-risk-assessments.pdf)  *Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.*  *Further additional information/links to documentation is available at the bottom of the document.* | | |
| **Name of Person Completing Form: Belinda Athey Job Title: Headteacher Date: 17.4.21** A final copy for circulation and comment sent out 19.4.21. This is a working document and staff consultation is minuted at least weekly. | | | | **Review Date: Ongoing** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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)** |
| *Prevalence of mutant Covid19 strain (VOC-202012/01) in the community* | *Higher risk of transmission.* | *H* | *Schools reopened nationally to all pupils from 8 March 2021.*  *Face coverings continue to be worn by pupils/staff in year 7 upwards in classroom settings. See separate* [*risk assessment.*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EX0Ax7aGeDBFhEhNxqnjhwMBWuxbrE3Dtztc_35GOJ11OQ)  *Covid control measures in place at the school have been reviewed and the school risk assessment updated and will be robustly followed and enforced. The amended risk assessment is shared with staff and will continue to be reviewed and updated. Staff have an opportunity to feed into this review and is part of the weekly staff meeting process as well as conversations with the HT if any members of staff are unable to attend the meetings or find a different way of communicating easier.*  *Copies of the RA are also available on the school website and past copies can be found -* [*https://whittingham.eschools.co.uk/website/latest\_copy\_of\_the\_school\_covid\_19\_risk\_assessment/522905*](https://whittingham.eschools.co.uk/website/latest_copy_of_the_school_covid_19_risk_assessment/522905)  *Considering the above, the Covid control measures in place at the school are constantly reviewed and the school risk assessment updated and will be robustly followed and enforced.*  *All CEV pupils are now able to attend school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.*  *Individual Healthcare Plans for all pupils are reviewed where appropriate [see also* [*model risk assessment for CV/CEV pupils]*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EXASsSdVX7pFlpl2ZmJfTc0BbhEY2-Aymphl8OQKM_lBHQ) | *M* | *~~Those staff who have recently been reclassified as Clinically Extremely Vulnerable (CEV) following a change in assessment criteria by the NHS and existing CEV staff are working from home (see existing section on p4 of this document) in line with national guidance (extended to 31 March 2021). CEV pupils are being educated from home~~. We do not have any staff or pupils expected to work on site from these categories.*  *The individualised Risk Assessments put in place for those staff who are 'clinically extremely vulnerable’ (CEV), ‘clinically vulnerable’ (CV), pregnant or from a BAME background are reviewed and adjustments made to reduce the risk of transmission as appropriate. Where the risk cannot be adequately reduced, CEV/CV/pregnant (in particular those more than 28 weeks pregnant) staff should be supported to work from home. This may also need to be considered for staff from a BAME background, depending on their risk assessment. We currently do not have any members of staff in this category although amendments were in place where necessary in Spring 1.*  *Individual Healthcare Plans for all pupils are reviewed where appropriate [see also* [*model risk assessment for CV/CEV pupils*](https://docs.google.com/document/d/1io_pUJ3BTip5mwlN7vgG26oTiFlVKTRQB7Ul-zELyw4/edit)*] In place.*  *\* From 1 April, CEV individuals are no longer advised to shield. Staff who are CEV will still be supported to work from home where possible. Where they cannot work from home, a review of their individual risk assessment has taken place prior to their return to school.*  *Please refer to the CEV* [*School Staff risk assessment template*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EXSdnbFmKm1PtnAYIHBCO5gBm_M3JASQPesJyeFD_kVZnA?e=CRmQAl) |
| *Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic.*  *Opening after reduced occupancy* | *Equipment / system failure leading to enhanced physical or biological risks to people* | *M* | *Essential maintenance/testing as detailed below has continued to be undertaken during 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. All checks have continued and we have had maintenance checks carried out of school hours wherever possible and a robust system is in place to avoid transmission and also to track and trace visitors.*  *Fire doors are always operational and fire evacuation procedures have been reviewed and allow for social distancing as appropriate. A fire drill is planned [roll call lists updated/each class or cohorted group should stay together (where possible) and be assigned predetermined evacuation points which are sufficiently distanced from other groups - ‘walk throughs’ may be considered as an alternative so cohorted groups don’t mix during evacuation but children must be familiar with sound of the evacuation alarm and be able to respond to it]. In an emergency situation, a full evacuation will take place as usual.*  *Fire doors are always operational and fire evacuation procedures have been reviewed and allow for social distancing as appropriate* | *L* | *Provision is in place to make adjustments and revisit fire drills.*  *Fire drill in place following regular drills throughout the year ( See Fire Log).*  *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. In place and all classes have external doors and being used safely by bubbles so there are no significant changes to our usual procedure.*  *[See* [*H&S FA**Q document*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EZ8UvoW88aZCi74_cavsuuIBWlHIpnJFVMVn1mM_pulI3Q) *for further information on carrying out fire drills].* |
| *Inadequate ventilation.*  *Unable to achieve a comfortable (or legal minimum) temperature within the building.* | *Increase in risk of transmission of Covid19.*  *Occupants become cold - poor concentration levels impact on learning.* | *H* | *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. Due regard is to be given to the information on how best to maintain ventilation in the* [*H&S FAQ document*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EZ8UvoW88aZCi74_cavsuuIBWlHIpnJFVMVn1mM_pulI3Q)*,* [CIBSE - Ventilation Guidance](https://go.cibse.org/l/698403/2020-10-24/3bvyrx/698403/1603540438B53rOzcU/Covid_19_Ventilation_guidance_v4.pdf) *and the latest* [*government guidance for schools*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)*.*  *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 classes, during break and lunch). Rooms should, where possible, be fully ventilated for at least 15 minutes prior to and following use.*  *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)*  *Opening high level windows in preference to low level to reduce draughts*  *Rearranging furniture where possible to avoid direct drafts.*  *Mechanical ventilation/heating systems are maintained in accordance with the manufacturers recommendations. [For mechanical ventilation and extraction system please refer to documentation above]. All of the above is in place and we currently have doors open where the risks allow. However, during very cold whether please see revert to guidance and refer to room thermometers to enable staff and pupils are working within expected temperature range.* | *L* | *Occupied rooms with no ventilation - their use should be avoided.Not in use.*  *Consider installation of window fans to provide natural ventilation.*  *There are adequate windows and also external doors in the classrooms.*  *Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms.*  *Providing flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn. In place*  *[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*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EZ8UvoW88aZCi74_cavsuuIBWlHIpnJFVMVn1mM_pulI3Q) *or contact Property Services or your heating maintenance company for further advice.] Our heating system has been checked and is working well* |
| *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 (detail specific arrangement for this) 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.*  *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.* * *Responding to an outbreak of Coronavirus - see section below.* | *L* | *Advice will be provided directly from the NCC public health team. The* [*Northumberland Local Outbreak Prevention Plan*](https://www.northumberland.gov.uk/coronavirus/Local-COVID-19-Outbreak-Prevention-and-Control-Pla.aspx#:~:text=The%20local%20outbreak%20prevention%20and,they%20are%20suspected%20or%20confirmed.) *is also available on the County Council webpage.*  *Staff to refer to documentation on shared drive* |
| *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***  *The individual Risk Assessments in place for those staff who are\*'clinically extremely vulnerable’ (see section on p2) (CEV), ‘clinically vulnerable’ (CV), pregnant or from a BAME background have been reviewed and reasonable adjustments made to their role to reduce the risk of transmission. Where the risk cannot be adequately reduced, these staff ~~CV/pregnant staff~~ should be supported to work from home. In particular, women over 28 weeks pregnant should be supported to work from home as it is unlikely that most roles within schools can accommodate strict social distancing. This may also need to be considered for staff from a BAME background, depending on their risk assessment.*  *~~Those staff who have recently been reclassified as Clinically Extremely Vulnerable (CEV) following a change in assessment criteria by the NHS and existing CEV staff are working from home in line with national guidance (extended to 31 March 2021). [see note in Document History in relation to NCC employed staff] .~~*  *Outside of this time, 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 each staff member recording the details of their 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)*]*  *We currently do not have members of staff in the above category working in school but will review as necessary.*  *Staffing levels are reviewed to ensure adequate levels are in place at all times. In place*  ***Children*** [*Children in clinically vulnerable and clinically extremely vulnerable health categories (as defined by PHE guidance)*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)  *Most children originally identified as ‘clinically extremely vulnerable’ (CEV) no longer need to follow shielding advice as more evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions. Those children whose doctors have confirmed they are still required to shield (see also p2) are not attending school and appropriate arrangements have been made so that education can continue at home.*  *Outside of these times, for those pupils in*  *the CEV category, 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 for all pupils are checked to ensure they are up to date and include advice from the relevant health professional, where appropriate [see also* [*model risk assessment for CV/CEV pupils*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EXASsSdVX7pFlpl2ZmJfTc0BbhEY2-Aymphl8OQKM_lBHQ)*]We currently do not have any pupils in the above category but would review if the need arose.*  *Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.*  ***All Visitors/Contractors***  *External visits are restricted to those that are absolutely necessary (this would include essential maintenance required). Where possible these are arranged to avoid visiting 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 for 21 days to support the NHS test and trace programme (*[*Visitor Audit/Questionnaire*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EaxDINLacdFLmlJPUUY8hakBbSC9kFcwveLGqeEQ-IhiCg?e=4mqCkB)*). This should include details of all visiting staff.*  ***General***  *General measures which been applied within school*   * *grouping children together* * *avoiding contact between groups* * *arranging classrooms with forward facing desks* * *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* [*Schools: coronavirus operational guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf) *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 (specific school/task risk assessments should be amended as appropriate).*  *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.*  *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 are worn when required under national or local rules or where use has been risk assessed as being required [see separate* [*model risk assessment on use of face coverings*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EX0Ax7aGeDBFhEhNxqnjhwMBWuxbrE3Dtztc_35GOJ11OQ) *[add link to school specific assessment or record decision/arrangements here]. Arrangements have been put in place for safe disposal/storage of face coverings if worn - 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 cleaning products.*  *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 school risk assessments for clinically/clinically extremely vulnerable staff*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EX1uKMn9LANJo112HGnLQ14BtvUSUjGpwi0MarJ_4yv24Q?e=pyskjq)  [*Pregnant workers model risk assessment*](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/Staff%20Information/Health%20and%20safety/Policy%20Documents%20and%20Guidance/Pregnant-Worker.doc) *(to be completed in conjunction with the above assessment for vulnerable staff).*  *[Schools should be aware that pregnant women from 28 weeks’ gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19).]*  [*See also: Advice for Pregnant Workers*](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees)  [*BAME risk assessment*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EYbMg147HxFAlCEJYQos9j8BAmTFdqyXz8EvNWtfDDJLrg?e=pKfDaS)  *Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.*  *The potential risks from COVID-19 to children and young people who have an EHCP/additional educational support needs must be assessed in light of individual circumstances including any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required. Assessments are in writing and existing assessments may be updated. Staff to be consulted/trained on any resultant measures to be introduced.*  *Northumberland* [*EHCP planning Tool and Risk Assessment*](https://northumberlandeducation.co.uk/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.*  [*Schools: coronavirus operational guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)  *Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.*  *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. As per previous RA’s maintenance and visits are organised wherever possible out of the school day. Track and Trace documentation and procedures followed.*  *Notices and information displayed in school.*  *The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.In place and reviewed regularly.*  *Children are grouped in class bubbles and there is not contact within these groups other than on school transport (mentioned later)*  *In place where possible and seating plans of children in their class bubbles in KS 1 and 2 have been updated accordingly and will only be changed after school has closed to pupils on Friday evening prior to a Monday morning start.*  *Staff supply HT with updated copies of these plans.*  *Staff are reminded of this and within KS1 and 2 a designated area for staff which is distanced from the pupils is encouraged and promoted. Wherever possible in EY staff remain distanced and emphasis on outdoor learning is in place.*  *These measures have been effectively in place so far and children will be regularly reminded.*  *In place (see separate RA for face coverings). Staff are also given the opportunity to wear a face shield / visor and any other PPE if they wish.*  *In place.*  *Classroom environment / seating in KS 1 and 2 has been adapted for the whole school return on March 8th.*  *Visitors to wait outside and track and trace and any other safeguarding details are asked for via email prior to visiting.*  *Continue to remind staff and pupils that the use of hand sanitiser should not replace the frequent use of soap and warm water.Children sanitise their hands on entering school, prior and after breaktimes and prior to leaving school. They also wash their hands with soap and warm water if they have sneezed or coughed and prior to lunch.*  *Within the children’s ‘kit list’ they are required to bring in their own packed of disposable tissues although spares are given if required.*  *Posters and signage remind the children of this approach.*  *In addition to extensive cleaning schedule each room has a supply of ‘blue roll’ and apple fresh and for electronic devices if needed Wilko anti bac wipes or similar with COSSH sheets in place.*  *The* [*e-Bug Coronavirus website*](https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus) *contains free resources for schools, including materials to encourage good hand and respiratory hygiene.* |
| *All teaching/classroom activities; early years, primary and secondary*  *(see also section on ‘Shared Learning Spaces/practical teaching below)* | *Contracting coronavirus - staff and pupils, passing onto vulnerable persons* | *H* | ***Cohort (bubble) Groups (see also*** [***H&S briefing for Heads***](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EZULF590MYdFjTrsGSyAYqMBBQcIVO_cxuz2j64qxuT5FQ?e=4xir0x)***)***  *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 and consistent, as possible, taking into account delivery of the curriculum, and are detailed below (enter school specific detail; the following is given as guidance):*   * + *EYFS - Setting should still consider how they can minimise mixing between groups, however they can return to normal group sizes.*   + *Key Stage 1 & 2 - Full class sized cohorts (if possible)*   + *Key Stage 3 - Full class sized cohorts (if possible)*   + *Key Stage 4 & 5 - May require year group sized cohorts to deliver full curriculum.*   *(Larger year group bubbles may be required in addition to KS4/5 mentioned above - Middle Schools may need these to accommodate setting arrangements). Where larger bubble groups are required, ‘class groups’ are kept in the same room with the same ‘class group’ as much as possible. Mixing of ‘class groups’ is minimised as much as possible.*  *(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).*  ***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.* * *Face covering are worn by pupils/staff in year 7 and above in classrooms (where social distancing cannot be achieved).* * *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, larger bubble groups are assigned ‘zones’ within the building. This limits the amount of movement around the school and potential contact with other groups.* * *Where possible the same desks are used by the same pupils each day and desks are front facing, with pupils sat side by side rather than face to face. Circular tables have been taken out of use.* * *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.* * *Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive use have been introduced.* * *The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed. Where cleaning or disinfecting is not possible or practical, resources are: [add details of specific facilities or equipment]* * *restricted to one user* * *left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles/individuals* * *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.*   *Sport and physical education*   * *Only activities whose national governing bodies have developed guidance that has been approved by the government are undertaken. (i.e. sports on the list available* [*grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events*](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events)*)* * *Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not.* * *Inter-school activities are suspended.* * *Equipment thoroughly cleaned between each use by different individual groups.* * *Activity venues reviewed and outdoor sports are prioritised where possible, and large indoor spaces used where it is not.* * *Ventilation is maximised in accordance with the arrangements stated above.*   *All of the above is in place*   * *Work with external coaches, clubs and organisations for curricular activities are subject to specific risk assessment to confirm that arrangements are safe and appropriate.Under review* * *Extra-curricular activities (i.e. before and after school clubs) are reviewed and only proceed where; a) it is necessary to support parents with work related activity, training/education or for the purpose of provision of respite care, and b) risk assessment confirms that arrangements are safe and appropriate. Under review* | *L* | *Review* [*Schools: coronavirus operational guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)  Staff have agreed to wear face coverings ( and visors if required) in communal areas and where this is not possible staff have agreed to wear the relevant lanyaerd ( more of these in BA’s office) for This is in pollowing Hand S Lessons learnt document (which was also circulated to staff) constant reminders are in place to remind staff to follow the RA and also to be aware of the additional guidance in lessons learnt.  Additional emphasis in this RA regarding maintaining social distancing over lunchtime. As our staffroom is small we have taken the library out of general use so that there is a maximum of 2 members of staff in the staffroom so this should not be used for eating lunch as this number includes people using the photocopier and sink  3 members of staff in the library have their lunch.  A rota system is in place for this to safely happen  Sitting 1 – 11.30 – 12.00 – EM /TM  Sitting 2 – 12.00 -12.30 – TT RD NC  Sitting 3 – 12.30 -1.00 HL  Sitting 4 1.00 -1.30 -EM FC CC  [*Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak*](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)  *Breakfast and after-school provision is currently not offered and has not been since Spring Term 2020 although this is under constant review*  *[Schools should continue to work closely with external wraparound providers pupils may use to minimise mixing between children. This can be achieved by taking steps such as trying to keep children in the same school day bubble or school together, or in consistent groups.*  *If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member.*  *Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.]*  [*Schools coronavirus operational guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)  [*Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak*](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)  *Access rooms directly from outside where possible. This is in place and while the school dinner hall may be used it is entered via each classroom door. The hall must not be entered by staff from other bubbles if children from another bubble are using it – external classroom doors to be used to reach the front of school facitities (staffroom, library and office)*  *No sharing of stationery etc. This continues to be part of the ‘kit list’ which can be provided as necessary*  *Note: Government guidance states that schools should not put rotas in place.*  *Very clear reminder set out prior to the return of all pupils March 8th ( sent out 23rd February 2021)* [*https://whittingham.eschools.co.uk/website/back\_to\_school\_march\_8th\_2021/544688*](https://whittingham.eschools.co.uk/website/back_to_school_march_8th_2021/544688)  *Timetabling has been reviewed with staff since our return 22.2.21 and copies are on the shared google drive.*  *Therapies are not currently part of any pupil’s plan but this will be reviewed if and when the need arises.*  *In place*  *All staff teaching PE please read and also refer to my PE co-ordinator folder on the shared drive- section COVID 19*  *Please continue to only use PE and playtime equipment which you have allocated for your class bubble for the half term. Clear prior to using and prior to returning to the whole school equipment store at the end of the half term.*  *PE activities are carried out in line with local and national restrictions - refer to ‘Physical Activity in Schools’ section of* [*Schools: coronavirus operational guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf) *(which signposts to all relevant other publications).*  *Schools consult government approved list of activities available at:* [*return to recreational team sport framework*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework)*. Schools consult government approved list of activities available at:* [*return to recreational team sport framework*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework)*. From 29 March, outdoor competition between different schools can take place.*  *Indoor competition between different schools can take place from 12 April. We are currently continuing with virtual competitions and not taking place in any others although will review this accordingly.*  *Active Northumberland Schools at Home have three YouTube videos available. They are an online resource for children working remotely, require no equipment and are led by Active Northumberland instructors. The links are as follows: (Have been used but work well)*   * *8-12s -* [*https://youtu.be/wGF-ahJ11oA*](https://youtu.be/wGF-ahJ11oA) * *13-16's -* [*https://youtu.be/btEjeYDRz3E*](https://youtu.be/btEjeYDRz3E) * *Dance -* [*https://youtu.be/ihghJ-e4k9Y*](https://youtu.be/ihghJ-e4k9Y)   Refer to:   * guidance on [grassroot sports for public and sport providers](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers), [safe provision](https://www.gov.uk/www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events) and [facilities](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities), and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) * advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools) * guidance from Swim England on school swimming and water safety lessons available at [returning to pools guidance](https://www.swimming.org/swimengland/pool-return-guidance-documents/) documents * [using changing rooms safely](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities)   As with competitions, we are not currently resuming swimming provision but will continue to review. |
| *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).Teaching spaces are not shared. Only dinner hall and there is a robust rota and cleaning system in place.* * *Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible.*   *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 etc [signpost or link to specific risk assessments] See appendix* | *L* | *Music - activities are undertaken in line with* [*Schools - coronavirus operational guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)  *and* [*working safely during coronavirus (COVID-19): performing arts*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts)*. A separate risk assessment is in place*  *Music tuition via Music North have sent their own RA. We are all using the Charanga Scheme for music COVID 19 section which has adapted planning and risk measures of control outlined there.*  *Performances in front of live audiences are not permitted. [see* [*H&S FAQ document*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EZ8UvoW88aZCi74_cavsuuIBWlHIpnJFVMVn1mM_pulI3Q) *for further information on alternatives such as live streaming)]*  *Science - practical work is in line with CLEAPSS* [*Guide to doing practical work during the COVID-19 pandemic*](http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf)*. Risk assessments are in place.* |
| *Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,* | *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 should be considered, or place a divider down the middle of the corridor if the width allows).*  *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.*  *Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Different cohort groups are kept apart and tables cleaned between each cohort group. If such measures are not possible, children should be brought their lunch in their classrooms.*  *Table seating plans for those in the same class/cohort group are arranged so children are seated as far apart as possible or where this isn’t possible are seated side by side. [it is accepted that this won’t always be possible and schools should balance this against the practicality of completing lunch sittings within a reasonable timescale].*  *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*  *All of the above is in place and is reviewed regularly.* | *M* | *When reviewing areas/spaces consider:*  *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.*  *Accommodate extended queuing:*  *- Defined queue areas*  *- “Do not join the queue” when capacity reached signs*  *Deliveries.*  *People with additional needs.*  *Use of stewards*  *Revised rota for lunch sittings circulated for consultation - 5.3.21 .* |
| *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. 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. More frequent cleaning of shared spaces should also occur. Shared crockery/cutlery has been removed and staff use their own equipment.*  *Measures are applied within shared offices and staff room(s) to implement social distancing.*  *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.*  *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. All temporary staff are provided with this information and this is done as soon as possible after the booking is confirmed.*  *Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.*  *In place as possible* | *L* | *Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices) This is under review and currently our Office Manager is working from home as the office space is limited*  [*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 and off-site visits* | *Contracting coronavirus - staff, pupils, public* | *H* | *~~In accordance with government advice as prescribed by the DfE the schools is not undertaking educational visits at the current time.~~*  *The school is resuming educational day visits no earlier than 12 April. The school is resuming domestic residential educational visits no earlier than 17 May. International visits are held in abeyance until further government guidance becomes available.*  *Offsite activity and educational visits are being conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations. This is achieved by application of the* [*Evolve*](https://evolve.edufocus.co.uk/evco10/index.asp) *Generic Risk Assessment (including but not limited to “the Evolve Coronavirus (COVID-19)" Generic Risk Assessment) and Event Specific Planning to ensure full a thorough risk assessment.*  *Visit approvals are applied in line with the NCC Code of Practice for Offsite & Educational Visits.*  *Correct application of protocols applied by Evolve ensures adherence to government advice for* [*health and safety guidance on educational visits*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits)*.*  *It is recognised by the school that the above advice is indicative and subject to change in line with the roadmaps’ response to the pandemic. Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system for updates to the above.*  *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.]* | *L* | *~~Note: This position does not preclude undertaking local PE activity making use of external facilities, and travel to and from, those facilities in line with government guidance, and the use of external coaches, clubs and organisations, subject to a suitable and sufficient risk assessment. The latter is to be achieved through submission and approval of an Evolve form.~~*  *~~More structured visits involving multiple activities and travel beyond the immediate locality of the school is considered to fall outside of this position. Examples have been provided to EVCs and Heads. Queries relating to scope should be directed to them in the first instance then the Corporate Health and Safety Team if further clarification is required.~~* *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.* |
| *Play activities* | *Contracting coronavirus - staff and pupils* | *H* | *Existing school play risk assessment has been reviewed against government advice and shared with staff.*  *Break times are staggered (including lunch), so that children are not moving around the school at the same time.*  *Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups, more frequently cleaned and checked between use of groups. For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of use.*  *Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.* | *L* | *Please note signage in place where items are out of use.If you notice signage has become damaged or missing please replace ( store of masters in unmanned office). Any equipment that has been agreed to be used needs to be sprayed with apple fresh before and after every use.*  *Please refer to updated timetable 5.3.21*  *In place* |
| *Provision of school meals service* | *Contracting coronavirus - staff, pupils* |  | *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)*](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)*.*  *Catering staff are aware of the content of this risk assessment and the measures required for use of communal staff areas have been implemented e.g. for toilets/staff room/changing rooms. [see also section on use of communal areas for seating plans etc]* |  | *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)*  *A very clear system was in place in December, some minor improvements have been made and all staff involved have been informed as well as all other staff in email trail.* |
| *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.*  *Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival.*  *Drop off/collection times are staggered.*  *(enter specific arrangements as to how this will be achieved).*  *https://mail.google.com/mail/u/1/#inbox/FMfcgxwLsmhNzVvqnhHhPsLBwLWCPvjs*  *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.*  *If it is necessary for a childminder to pick up or drop off a child at school and walking is not practical, then a private vehicle for single household use is preferable. Use of public transport should be minimised.* | *L* | *Link to animation produced by NCC Communications Team regarding parental drop off/collection:* [*https://youtu.be/bPzaIrAx8Js*](https://youtu.be/bPzaIrAx8Js)  *All of the suggested controls are in place and parents have been reminded of the procedures.*  *Children are collected from the buses first by each bubble TA and taken to their external classroom door where the teacher will greet them. The TA then returns to greet and safely brings into school the children who do not get school transport to their external classroom door a similar process is in place for the end of day.*  *Wherever possible a member of the SLT remains on ‘gate duty’ to help and support families to adhere to restrictions and to greet children individually.*  *Currently parents and carers are not permitted on school site unless there is an appointment with an external agency or circumstance that cannot be carried out over the telephone or via google meet. There are clear and safe pick up points allocated with adequate signage and frequent communication to staff, parents and the wider community.*  *Due to the rural nature of school public transport is very limited and we do not have any families who use public transport but will review if this is the case.* |
| *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*  *The degree of public transport use by pupils is quantified so; a) staggered start times may be considered to enable more journeys to take place outside of peak hours and, b) to support the Local Authority in identifying where it may need to provide additional dedicated school transport services to depress demand for public transport and to increase capacity in the system.*  *Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus to facilitate use of hand sanitiser where possible, social distancing and use of face coverings.*  *A review has been undertaken by the school of dedicated transport use and consideration has been given to:*   * *grouping school based cohorts together on designated school transport so children either sit with their ‘bubble’ or within the same constant group****.*** * *use of hand sanitiser upon boarding and disembarking* * *It is now mandatory for children and young people over 11 to wear a face covering when travelling on dedicated home to school transport (unless exempt). The school should support the school transport team/transport providers to resolve any non-compliance issues with the wearing of face coverings* * *implementing organised queuing and boarding where possible to support social distancing in vehicles where it is possible* * *supporting use of face coverings for children over the age of 11 on transport where they are likely tocome into contact with people outside of their group or who they do not normally meet* * *ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open*   *The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements and to plan the staggering of start and finishing times. Where applicable, consideration has been given to pupils using public transport to help them to avoid peak travel times and keep this to an absolute minimum. Arrangements for staggering times have been communicated to parents in advance.*  *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* | *Note 1: Children who are allocated to a specific cohort/bubble in school are not required to utilise school transport in those cohorts only. Children from different cohorts may share the same transport providing stated control measures are put in place.*  *Note 2: 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.*  *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)*.*  *Home to school transport is in line with current guidance:* [*Transport to school and other places of education: 2020 to 2021 academic year*](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020)  *Where fewer pupils are attending school during periods of national lockdown, sufficient levels of capacity should be maintained to maximise social distancing on vehicles. For example, through alternate seating or separation between year groups or schools where this is possible.*  *The school apply to guidance contained within* [*Schools Coronavirus Operational Guidance*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#history) *when assessing who is a close contact, when an individual who uses school transport tests positive.*  *Staffing has been increased to support the safe loading and unloading of pupils.* |
| *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)  [*Passenger guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/901694/covid-19-passenger-guidance-infographic.pdf)  *Reminders to families of children who use face coverings on school transport to provide a clear Ziploc bag to safely store it.*  *Reminder also sent in HT Blog 5.3.21 about behaviour expectations on school transport* |
| *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.*  *Staff working with pupils who spit uncontrollably are given more opportunities to wash their hands than other staff.*    *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.* | *L* | *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.*  *In place led by BA - SENCO*  *Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).*  *To monitor if this is an issue upon full re-opening to pupils.* |
| *Personal care activities* | *Contracting coronavirus or passing onto vulnerable or shielded children* | *H* | *Social distancing is implemented where possible.*  *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.*  *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.* | *L* | *PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.*  *We have a robust system for the allocation and ordering of stock so that our supplies remain constant – CK and SW*  *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 (AGP) - advice is provided by the school nurse and a risk assessment produced. Specific detailed guidance and requirements when performing AGPs is included is:* [*Safe Working in education, childcare and children’s social care*](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fsafe-working-in-education-childcare-and-childrens-social-care%2Fsafe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe&data=04%7C01%7CSamantha.barron%40northumberland.gov.uk%7Ce7792937c2b9450eabeb08d887c722c4%7Cbb13a9de829042f0a980dc3bdfe70f40%7C0%7C0%7C637408636634013716%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ggkt%2FQwBMeePCIepPcIjVNhtI9vLHsPOqxavNlLXeXI%3D&reserved=0)  We currently do not have any pupils who require this procedure but will review as necessary*.* |
| *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://northumberland365.sharepoint.com/:w:/s/StaffPortal/ESag99efY2JKsMMm7B9E8fQBM2rkQ-EfpLFyDYLcEvbsOg) *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. In place*  *An alternative hand gel supplied by Govt) is available in this instance.* |
| *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. Where classrooms are shared (practical lessons), the room and equipment is cleaned between different group use. 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://northumberland365.sharepoint.com/:w:/s/StaffPortal/ESVijqJ-hvhMi7XzVLrsAxoBB0SzZrMSMJFZVshI2xVoCg?e=G7qxTt)  *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.*  *In place and also see separate RA for EY*  *Extensive cleaning schedule and procedures in place.*  *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) |
| *Lateral flow device Covid testing carried out incorrectly.*  *Weekly staff/pupil home*  *testing.*  *Testing pupils returning to school [year 7 plus]* | *Transmission of Covid 19 virus* | *H* | *The national guidance issued in relation to the COVID-19 testing programmes in schools has been implemented:* [*Link to Covid testing documentation/training*](https://drive.google.com/drive/folders/1jYv0MjFyIIbzgPn_1S10OuRgfrj_b5_P) *As we are are Primary School we do not have any Y7 pupils*  *Following initial on-site testing for pupils in year 7 and above returning to school from 8 March, twice weekly home testing is now offered to staff/pupils. Although voluntary, this is strongly encouraged by the school.*  *Separate school specific risk assessment(s) are in place to cover both on-site and home testing activities [add link to your risk assessments].*  *Temporary and teacher training staff should be offered testing in the same way as wider school staff.* | *M* | *[see NCC model risk assessments:*  *Covid19 Home Testing – School Staff/Pupils (link to follow)*  [*Covid19 - Testing on School Sites*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EcD1pk_90MdJgvMPZ_9BAdsBHnWQrUcwlJ71oxgi2plDbA?e=xKq3dq)  *These are based on the DfE/PHE How to Guides/SOPs but should be tailored to record specific arrangements in place at your school]* |
| *Staff displaying symptoms of coronavirus whilst at school*  *[\*symptomatic persons are required to have a PCR test]*  *Contact with others who are symptomatic or who have tested positive* | *Others contracting virus.* | *H* | ***Staff have been instructed they must not attend school if they are symptomatic/test positive, or if anyone in their household, support bubble or childcare bubble is symptomatic/tested positive. This also applies to staff travelling from foreign countries (who will have to self-isolate either at home or in managed isolation on return to the Country).***  ***Schools follow the process detailed in the NCC flowchart “Managing Covid-19 in Northumberland Schools and settings” and complete the*** [***report form***](https://form.northumberland.gov.uk/form/auto/covid19_schools) ***in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.***  *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.*  *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. Household contacts of the individual who is symptomatic are required to self isolate straight away (this can cease if the test comes back negative).*  *Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.*  *Staff should inform the school as soon as they receive their test result (positive or negative).*  *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.*  [*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)*.*  *All staff are aware of these procedures. Any new staff are directed to the staff information folder and all these details are in here.*  *Where the staff member tests positive via a \*PCR test; based on advice from the NCC Public Health Team, close contacts should be identified and sent home and advised to self-isolate in line with* [*Government Stay at Home guidance*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their isolation period they should follow* [*guidance for households with possible or confirmed coronavirus (COVID-19) infection*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)*.*  *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.*  *All staff aware of these procedures* | *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 if someone becomes symptomatic whilst at school.*  *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. 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*](https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers)*)*  [*Letter from PHE and NHS Test and Trace to school and college leaders*](https://www.gov.uk/government/publications/letter-from-phe-and-nhs-test-and-trace-to-school-and-college-leaders/letter-from-phe-and-nhs-test-and-trace-to-school-and-college-leaders)  *For those testing positive via a LFD test please refer* [*to Weekly staff/pupil home*](#Lateralflowdevice) *testing above.* |
| *Pupils displaying symptoms of coronavirus whilst at school*  *[\*symptomatic persons are required to have a PCR test]*  *Contact with others who are symptomatic or who have tested positive* | *Others contracting virus.* | *H* | ***Pupils/parents have been instructed that pupils must not attend school if they are symptomatic/test positive, or if anyone in their household, support bubble or childcare bubble is symptomatic/tested positive. This also applies to those travelling from foreign countries (who will have to self-isolate either at home or in managed isolation on return to the Country).***  ***Schools follow the process detailed in the NCC flowchart “Managing Covid-19 in Northumberland Schools and settings” and complete the*** [***report form***](https://form.northumberland.gov.uk/form/auto/covid19_schools) ***in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.***  *Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home. Household contacts of the individual who is symptomatic are required to self isolate straight away (this can cease if the test comes back negative). 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 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.*  *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*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943697/Symptomatic_children_action_list_FE.pdf) *and* [*Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)*))*   * *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 coughing, spitting or vomiting.*   *See which includes specifications for PPE to be used; this should be recorded in this risk assessment and your protocol)).*  *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.*  *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 once they are recovered as usual from their illness and the fellow household members can end their self-isolation.*  ***~~First/Primary/Middle/ Secondary Schools~~***  *Where the pupil tests positive via a PCR test based on advice from the NCC Public Health Team, close contacts should be identified and sent home and advised to self-isolate in line with* [*Government Stay at Home guidance*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves during their isolation period they should follow* [*guidance for households with possible or confirmed coronavirus (COVID-19) infection*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)*.*  [*~~PHE guidance(Section 1 - Part 9)~~*](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) *should be adhered to.* | *M* | *Ensure emergency contacts are up to date. In place*  *A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school. Addition to p 29-30 - Pupil will be taken to isolation room, member of staff doing this will be in full PP and will ensure that nobody else is in this room. The children in the class bubble will be taken outside while the indoor area(s) used will be thoroughly cleaned. Another member of staff will contact the child’s parents for immediate pick up. The staff member in PPE will stay with the child until pick up time at the school external gate by the child’s guardian.(locking the isolation room door which should not be opened until the area can be fully and safely cleaned by SW in full PPE - 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/) *and will involve direct discussion with those in close contact with a person who tests positive for Covid19. 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*](https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers)*) Parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative).*  [*Letter from PHE and NHS Test and Trace to school and college leaders*](https://www.gov.uk/government/publications/letter-from-phe-and-nhs-test-and-trace-to-school-and-college-leaders/letter-from-phe-and-nhs-test-and-trace-to-school-and-college-leaders)  [*Symptomatic children action list for schools*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943697/Symptomatic_children_action_list_FE.pdf) *(important - please note that in Northumberland support to schools is being provide by the NCC public health team rather than Public Health England/Health Protection Team)*  *For those testing positive via a LFD test please refer* [*to Weekly staff/pupil home*](#Lateralflowdevice) *testing above.* |
| *Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down* |  | *H* | *The* [*Northumberland Local Outbreak Prevention Plan*](https://www.northumberland.gov.uk/coronavirus/Local-COVID-19-Outbreak-Prevention-and-Control-Pla.aspx#:~:text=The%20local%20outbreak%20prevention%20and,they%20are%20suspected%20or%20confirmed.) *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.* | *L* | *The school have a plan in place to deal with partial or full closure of the school. (add link to school specific plan) In place - Emergency Response Plan on Google Drive plus see link to letter - https://whittingham.eschools.co.uk/website/ice\_letter/534359* |
| *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://northumberland365.sharepoint.com/:w:/s/StaffPortal/EZ8UvoW88aZCi74_cavsuuIBWlHIpnJFVMVn1mM_pulI3Q) *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) | *L* | *Where First Aid at Work and Emergency First Aid at Work certificates expired on or after 16 March 2020 and staff cannot access requalification training because of coronavirus, staff may qualify for an extension up until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021. 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* [*First aid during the coronavirus (COVID-19) outbreak*](https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm)  We still meet the measures required for First Aid trained staff  *Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:*  [*Early years foundation stage: coronavirus disapplications - GOV.UK*](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications) *(see section on paediatric first aid and requalification)* |
| *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.* | *L* | *Parents have access to the* [*Covid19 Quick Guide checker*](https://northumberland365.sharepoint.com/:b:/s/StaffPortal/EaSg1tLlYVNAug6sSFbHbUUBHbOtoJPogADj3Bpo-K7LOA?e=9zlbsX)  *- 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; under* [*national lockdown rules*](https://www.gov.uk/guidance/national-lockdown-stay-at-home) *international travel is not allowed except for certain legally permitted reasons)*  *On news page and also on Home Learning section of website, emails, Tapestry and Class Dojo messages, Twitter and Facebook pages* |
| *Increased staff home working & use of Display Screen Equipment (DSE)* | *Musculoskeletal problems arising from incorrect postures* | *M* | *NCC* [*bulletin*](https://northumberland365.sharepoint.com/:b:/s/StaffPortal/EYwzd4INA8BFuEkgzao1gOgBBNvN-sG_lNZUyh2TBrggCQ?e=hBm4OR)  *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://northumberland365.sharepoint.com/:w:/s/StaffPortal/EW9lMmmGB_xMgNuVUuY7yZsBZfd7uwy4GfOL-X_bf6pneA) *is available to staff.* | *L* | *We now have a high percentage of staff who are working from home for PPA time or meetings please all ensure that you have clicked on the links and read the documentation and agree to follow the policy and procedures.* |
| *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 those 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.*  [*Supporting Emotional and Mental Health - Information for Schools.*](https://northumberlandeducation.co.uk/emotional-health-and-wellbeing-2/)  [*Telephone support & counselling*](https://www.educationsupport.org.uk/helping-you/telephone-support-counselling)  [*Wellbeing guide for staff working in schools and trusts*](http://northumberlandeducation.co.uk/wp-content/uploads/2020/06/workforce-education-NEOST-Staff-Wellbeing-guide-for-schools-and-trusts-16-June-2020.pdf)  [*Resources for school employees - information regarding wellbeing*](http://northumberlandeducation.co.uk/coronavirus-hr/)  Also all NCC staff have access to QWell – Info poster in staffroom |
| *Pupil uncertainty surrounding attendance/return to school/self isolation* | *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*   *Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) plan) are self-isolating, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access education support.*  *[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* | *The government has ~~recently~~ launched the* [*Wellbeing for Education Return programme*](https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing)*, 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.*  [*Supporting Emotional and Mental Health - Information for Schools.*](https://northumberlandeducation.co.uk/emotional-health-and-wellbeing-2/)  [*PHE offer access to a free online Psychological First Aid course*](https://www.gov.uk/government/news/phe-launches-new-psychological-first-aid-training) *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.*  *Regular Health and Wellbeing Updates circulated to staff and also section on shared google drive.*  *All staff trained ( or training) in Place to Be Mental Health Champion – BA lead for Mental Health and Wellbeing* |

**Useful Links:**

* *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)
* *[NCC Corporate Health and Safety Advice - FAQs for School Head Teachers](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EZ8UvoW88aZCi74_cavsuuIBWlHIpnJFVMVn1mM_pulI3Q)*
* [*Corporate H&S Briefing Note - 10/7/2020*](https://docs.google.com/document/d/1qs4cbslP43wLz5MsoDJZ7OCTo_1AyQq76kXIc_KYhls/edit)
* [*Northumberland Covid19 Dashboard*](https://public.tableau.com/profile/julian5701#!/vizhome/COVID-19inNorthumberland/Introduction)
* [*Q&A Videos from PHE for School Staff*](https://northumberlandeducation.co.uk/qa-videos-to-help-school-staff-2/)
* [*Local Restrictions tiers - What you need to know*](https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know)

**Document History**

|  |  |  |
| --- | --- | --- |
| **Item** | **Nature of change** | **Date of Update** |
| [Prevalence of mutant Covid19 strain (VOC-202012/01) in the community](#Prevalenceofmutantcovid) | Removal of reference to temporary arrangements in place during limited school opening. Updated wording around CEV/CV/pregnant staff. | 02/03/2021 |
| [Opening after reduced occupancy](#Openingafterreducedoccupancy) | New hazard added to section. Ensure any unoccupied parts of the schools have had the necessary maintenance/statutory testing carried out. | 02/03/2021 |
| [Inadequate ventilation](#Inadequateventilation) | Amended text. | 02/03/2021 |
| [Contact with others who may have Coronavirus](#contactwithothers) | Updated text regarding CEV/CV/pregnant staff. Updated links | 02/03/2021 |
| [All teaching/classroom activities; early years, primary and secondary](#Allteachingclassroomactivities) | Updated links. Reference to the wearing of face coverings in classrooms. Updated text regarding wraparound care. Information concerning cleaning of equipment used in the delivery of therapies. Augmented text regarding PE. | 02/03/2021 |
| [Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities](#UseOfSharedLearningSpaces) | Amended text regarding Music/live performances | 02/03/2021 |
| [Children who are non-compliant / displaying challenging behaviour](#ChildrenWhoAreNonCompliant) | Information regarding more frequent hand washing where stated circumstances dictate. | 02/03/2021 |
| [Lateral flow device Covid testing carried out incorrectly.](#Lateralflowdevice) | Reference to updated LFD testing requirements (detail in two new separate model risk assessments for On-site and Home Testing) | 02/03/2021 |
| [Contact with others who are symptomatic or who have tested positive](#ContactWithOthersWhoAreSymptomatic) | New hazard added to section. Clarification on staff self-isolation. | 02/03/2021 |
| [Pupils displaying symptoms of coronavirus whilst at school](#Pupilsdisplayingsymptoms) | New hazard added to section. Clarification on self-isolation requirements. | 02/03/2021 |
| [Pupil uncertainty surrounding attendance/return to school/self isolation](#Pupiluncertainty) | Link added to PHE Psychological First Aid course. | 02/03/2021 |
| [Outdoor education on-site and off-site visits](#Outdooreducation) | Clarification on required use of an EVOLVE form. | 08/02/2021 |
| [Inadequate Ventilation](#Inadequateventilation) | Ensure mechanical ventilation and heating systems are maintained. | 03/02/2021 |
| [Outdoor education on-site and off-site visits](#Outdooreducation) | Amendment to reflect updated guidance regarding Physical Activity. | 03/02/2021 |
| [Use of School Transport (external provision only)](#Useofschooltransport) | Updated link for School Transport Guidance. | 03/02/2021 |
| [Staff displaying symptoms of coronavirus whilst at school](#Staffdisplayingsymptoms) | Household contacts of a symptomatic individual should also self-isolate immediately. | 03/02/2021 |
| [Pupils displaying symptoms of coronavirus whilst at school](#Pupilsdisplayingsymptoms) | Household contacts of a symptomatic individual should also self-isolate immediately. Clarified wording that pupils can return to school if their PCR test is negative and they feel well enough to do so. | 03/02/2021 |
| [Testing pupils returning to school [secondary/special schools only]](#Testingpupilsreturingtoschool) | Year 7 and above: Update to reflect pausing of daily serial testing for close contacts as per PHE statement. Inclusion of one-off testing for pupils returning to school. | 21/01/2021 |
| [Staff displaying symptoms of coronavirus whilst at school](#Staffdisplayingsymptoms) | Removal of reference to daily serial testing. Schools with year 7 and above should revert to previous protocol of self-isolation. | 21/01/2021 |
| [Pupils displaying symptoms of coronavirus whilst at school](#Pupilsdisplayingsymptoms) | Removal of reference to daily serial testing. Schools with year 7 and above should revert to previous protocol of self-isolation. | 21/01/2021 |
| [Inadequate first aid provision](#Inadequatefirstaid) | Updated text on extensions to first aid certificates. | 21/01/2021 |
| [Outdoor education on-site and off-site visits](#Outdooreducation) | Update with advice against undertaking of educational visits. | 21/01/2021 |
| [Prevalence of mutant Covid19 strain (VUI-202012/01) in the community](#Prevalenceofmutantcovid) | Working with smaller groups. CV staff/pregnant workers to work from home (where possible). Special school provision. Removal of requirement to have a specific risk assessment in place for staff living with CEV individuals (historic requirement relating to obsolete guidance) | 13/01/2021 |
| [Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic](#Inadequatetestingmaintenance) | If only using part of school due to reduced numbers ensure fire doors are kept operational at all times. | 13/01/2021 |
| [Contact with others who may have Coronavirus](#contactwithothers) | Removal of requirement to have a specific risk assessment in place for staff living with CEV individuals (historic requirement relating to obsolete guidance). Link added to guidance on pregnant workers. Link to e-bug covid website added. | 13/01/2021 |
| [All teaching/classroom activities; early years, primary and secondary](#Allteachingclassroomactivities) | Updated text on wraparound care.  Link to Active Northumberland activities for children being educated at home. | 13/01/2021 |
| [Use of supply teachers and temporary workers](#Staffuseofcommunal) | Updated text on temporary/teacher training staff. | 13/01/2021 |
| [Use of School Transport (external provision only)](#Useofschooltransport) | Updated text on school transport provision during lockdown – maintain sufficient provision to maximise social distancing. | 13/01/2021 |
| [Lateral flow device Covid testing carried out incorrectly](#Lateralflowdevice) | Temporary and teacher training staff should also be offered testing. | 13/01/2021 |
| [Pupils displaying symptoms of coronavirus whilst at school](#Pupilsdisplayingsymptoms) | NCC Public Health team will not contact schools with the results of a PCR test – parents/carers should notify the school of results. | 13/01/2021 |
| [Lack of communication with staff/parents/others](#Lackofcommunication) | Link to guidance that includes advice when returning from another country. International travel is not permitted under lockdown rules. | 13/01/2021 |
| [Prevalence of mutant Covid19 strain (VUI-202012/01) in the community](#Prevalenceofmutantcovid) | New section. National lockdown rules in place from 5/1/2021. CEV to work from home. CEV pupils to be educated from home. | 07/01/2021 |
| [Contact with others who may have Coronavirus](#contactwithothers) | Updated guidance on pregnant staff over 28 weeks. | 07/01/2021 |
| [All teaching/classroom activities; early years, primary and secondary](#Allteachingclassroomactivities) | Link to school guidance for local and national restrictions for physical education and sports. | 07/01/2021 |
| [Lateral flow device Covid testing carried out incorrectly](#Lateralflowdevice) | New section. | 07/01/2021 |
| [Staff displaying symptoms of coronavirus whilst at school](#Staffdisplayingsymptoms) | Removal of 14 day isolation guidance and redirect to up to date Government advice. Asymptomatic mass testing arrangements added. Schools to update their own risk assessment to reflect the status of the national testing programme. | 07/01/2021 |
| [Pupils displaying symptoms of coronavirus whilst at school](#Pupilsdisplayingsymptoms) | Removal of 14 day isolation guidance and redirect to up to date Government advice. Schools to update their own risk assessment to reflect the status of the national testing programme. | 07/01/2021 |
| [Activity](#kix.6f8lz176pzv) / [Useful Links](#kix.9bkvfx4ucc9z) | Link added to ‘local restriction tiers’ guidance. Heads to familiarise themselves with rules. | 01/12/2020 |
| [Contact with others who may have Coronavirus](#kix.i7yauxodmjqv) | Update on CEV staff/pupils under local tier restrictions who can now return to school. | 01/12/2020 |
| [Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities](#kix.vglykkxxqrsp) | Update on performances under local tier restrictions. See also H&S FAQ document. | 01/12/2020 |
| [Pupil uncertainty surrounding attendance/return to school/self isolation](#kix.xc47jbk7fqgh) | Update on vulnerable pupil support arrangements whilst self isolating. | 01/12/2020 |
| [Contact with others who may have Coronavirus](#kix.i7yauxodmjqv) | Updated guidance on CEV individuals. In relation to staff employed by the County Council, to comply with government advice a decision has been made by the Council’s Executive Team that all CEV staff must work from home.  CEV pupils to be educated from home.  Change to the definitions which make an individual CEV (chronic kidney disease (stage 5) and adults with Downs Syndrome now included). | 17/11/2020 |
| [All teaching/classroom activities; early years, primary and secondary](#kix.bc8y6uyfa2g9) | Updated guidance on sport and physical activity. Link added to wrap around provision and extra-curricular activity guidance. | 17/11/2020 |
| [Use of School Transport (external provision only)](#kix.djvbokkrp2w) | Updated guidance on ventilation on home to school transport. Link added to the updated ‘Autumn term - transport for schools’ guidance. | 17/11/2020 |
| [Pupils displaying symptoms of coronavirus whilst at school](#kix.toby4eaf8myd) | Link added to ‘[Safe working in education, childcare and children’s social care settings](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)’ guidance. | 17/11/2020 |
| [Parents/carers picking up/collecting pupils from school](#kix.m7t3apyogb0f) | Link added to animation aimed at parents.  Advice for child minders collecting/dropping off pupils from different households. | 17/11/2020 |
| [Personal Care Activities](#kix.yiwz3kqlse71) | New guidance for those schools carrying out aerosol generating procedures (AGP) | 17/11/2020 |
| [Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic](#kix.13e2j0nbfpz1) | Link added to H&S FAQ document - new information on fire drills. | 02/11/2020 |
| [Inadequate Ventilation](#t2ozfutlltpq) | New section based on updated CIBSE ventilation guidance (Oct 2020) and updated government guidance on schools fully opening. Further information can be found in the H&S FAQ document. Note regarding heating systems moved into this section from the section above. | 02/11/2020 |
| [Contact with others who may have Coronavirus](#kix.i7yauxodmjqv) | Update on face coverings. Link added for wrap around provision guidance. Link added to model pregnant workers risk assessment - this should be completed in conjunction with the CV/CEV assessment. | 02/11/2020 |
| [All teaching/classroom activities; early years, primary and secondary](#kix.bc8y6uyfa2g9) | Update on wrap around provision and extra-curricular activity. | 02/11/2020 |
| [Staff use of communal areas/working with different groups and Use of supply teachers](#kix.46f6bb10rvh) | Update on shared staff areas. | 02/11/2020 |
| [Outdoor education on-site and off-site visits](#kix.8spu7ik1ehrs) | Non-NCC establishment advice wording updated. | 02/11/2020 |
| [Use of School Transport (external provision only)](#kix.djvbokkrp2w) | Advice on face coverings updated - these are now mandatory for those in year 7 and above. Schools should support school transport team/providers in helping with compliance issues on wearing face covering. | 02/11/2020 |
| [Pupils displaying symptoms of coronavirus whilst at school](#kix.toby4eaf8myd) | Advice on PPE requirements updated (rather than hyperlinking to government guidance on specification for PPE it is documented) | 02/11/2020 |
| [Outdoor education on-site and off-site visits](#kix.8spu7ik1ehrs) | Wording regarding insurance arrangements. | 29/10/2020 |
| [Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic](#kix.13e2j0nbfpz1) | Renamed from ‘School re-opening following partial or full closure and lack of statutory testing/maintenance’ as schools are now fully open and wording changed to reflect this. Update on wall mounted fan convector coil heating systems. | 07/10/2020 |
| [Contact with others who may have Coronavirus](#kix.i7yauxodmjqv) | Link to ‘EHCP Planning Tool’ added. | 07/10/2020 |
| [Use of School Transport (external provision only)](#kix.djvbokkrp2w) | Update in respect of NCC School Coronavirus (COVID-19) advice regarding use of face coverings. | 07/10/2020 |
| [Staff displaying symptoms of coronavirus whilst at school](#kix.u240xfha5s77) | Update in respect of process for reporting cases. Link added for NCC flowchart for reporting covid cases. | 07/10/2020 |
| [Pupils displaying symptoms of coronavirus whilst at school](#kix.toby4eaf8myd) | Update in respect of process for reporting cases. Links added for NCC flowchart for reporting covid cases and ‘Symptomatic Children Action List.’ | 07/10/2020 |
| [Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down](#kix.nk1gl4qfwa8) | Advice to be sought from NCC’s public health team/health protection team. | 07/10/2020 |
| [Lack of communication with staff/parents/others](#kix.4e751c94aizj) | Link added for ‘Parent Quick Guide Checker.’ | 07/10/2020 |
| [Uncertainty due to the unprecedented nature of the pandemic](#kix.v0puha135e1a) | Links added for staff support and a free counselling helpline. | 07/10/2020 |
| [Pupil uncertainty surrounding attendance/return to school](#kix.xc47jbk7fqgh) | Link added for pupil emotional and mental health support. | 07/10/2020 |
| [Useful Links](#kix.9bkvfx4ucc9z) | New section, previously listed under ‘Additional Information’. Links to the ‘Northumberland Dashboard’ and ‘Q&A videos from PHE’ added. | 07/10/2020 |
| [Contact with others who may have Coronavirus](#kix.i7yauxodmjqv) | Link updated to guidance for special schools and other specialist settings - Annex EHC Plans. | 09/09/2020 |
| [Activity](#kix.6f8lz176pzv) | Link added for ‘Schools Full Opening’ guidance. | 07/09/2020 |
| [School re-opening following partial or full closure and lack of statutory testing/maintenance](#kix.5du089muruy) | Guidance withdrawn. | 07/09/2020 |
| [Contact with others who may have Coronavirus](#kix.uyxjh2kyawzk) | Link added for clinically/clinically extremely vulnerable generic staff risk assessments. Updated info on clinically/clinically extremely vulnerable pupils and link added to model risk assessment. Updated info on face coverings and link added to generic face covering risk assessment. | 07/09/2020 |
| [All teaching/classroom activities; early years, primary and secondary](#kix.bc8y6uyfa2g9) | Guidance withdrawn and replaced with ‘Schools Full Opening’ guidance. | 07/09/2020 |
| [Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities](#kix.vglykkxxqrsp) | Updated guidance on sports and music activities. Updated guidance on science practicals from CLEAPSS. | 07/09/2020 |
| [Parents/carers picking up/collecting pupils from school](#kix.m7t3apyogb0f) | Guidance withdrawn. | 07/09/2020 |
| [Use of School Transport (external provision only)](#kix.djvbokkrp2w) | Minor update to align more closely with guidance text relating to grouping on school transport, wearing of face coverings and social distancing. | 07/09/2020 |
| [Children who are non-compliant / displaying challenging behaviour](#kix.1e85jsas5ub0) | Guidance withdrawn. | 07/09/2020 |
| [Personal care activities](#kix.yiwz3kqlse71) | Guidance withdrawn. | 07/09/2020 |
| [Staff displaying symptoms of coronavirus whilst at school](#kix.u240xfha5s77) | Updated advice regarding a staff member testing positive. Link added to a letter from PHE to all school leaders. | 07/09/2020 |
| [Pupils displaying symptoms of coronavirus whilst at school](#kix.toby4eaf8myd) | Updated advice regarding a pupil testing positive. Link added to a letter from PHE to all school leaders. | 07/09/2020 |
| [Pupil uncertainty surrounding attendance/return to school](#kix.xc47jbk7fqgh) | Link to the ‘Wellbeing for Education Return Programme’ added. | 07/09/2020 |
| [Contact with others who may have Coronavirus](#kix.uyxjh2kyawzk) | Updated links to model school risk assessments for CV/CEV staff and pupils. Minor wording changes and removal of link to withdrawn government document (changes are in red text) | 25/8/2020 |
| General | Some re-ordering of hazards (rows) to achieve better flow. | 30/07/2020 |
| [Additional information](#kix.8qypow3l5x68) | New/updated additional documentation | 30/07/2020 |
| [School re-opening following partial or full closure and lack of statutory testing/maintenance](#kix.5du089muruy) | Minor wording changes.  Review fire risk assessment. | 30/07/2020 |
| [Inadequate safety management documentation (policies, risk assessments etc)](#kix.3lb9h54c7jp5) | New section. | 30/07/2020 |
| [Contact with others who may have Coronavirus](#kix.uyxjh2kyawzk) | 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](#kix.bc8y6uyfa2g9) | 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](#kix.vglykkxxqrsp) | 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.fv1jl7tfr24l) | 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.46f6bb10rvh) | 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](#kix.8spu7ik1ehrs) | Updated to illustrate requirement for EVCs and Heads to monitor Evolve for policy and guidance updates. | 30/07/2020 |
| [Provision of school meals service](#kix.fjcqxf6xmpnv) | New section. Ensure arrangements in place are applied to kitchen facilities. | 30/07/2020 |
| [Use of School Transport (external provision only)](#kix.djvbokkrp2w) | Updated arrangements regarding more children accessing transport. | 30/07/2020 |
| [Staff travelling to and from work](#kix.4n4vco8cnbku) | Minor amendment and link to government guidance | 30/07/2020 |
| [Personal care activities](#kix.yiwz3kqlse71) | 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](#kix.d5zfvayg9pzi) | 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](#kix.2ugb7hfndl57) | 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](#kix.u240xfha5s77) | 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](#kix.toby4eaf8myd) | 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](#kix.nk1gl4qfwa8) | New section. | 30/07/2020 |
| [Inadequate first aid provision](#kix.9sc3c536g4n6) | 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](#kix.xc47jbk7fqgh) | New section. | 30/07/2020 |
| [Activity](#kix.6f8lz176pzv) 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](#kix.8qypow3l5x68) | Amendment.  [NCC Corporate Health and Safety Advice - FAQs for School Head Teachers](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/EZ8UvoW88aZCi74_cavsuuIBWlHIpnJFVMVn1mM_pulI3Q), link to [vulnerable staff risk assessments (including BAME](https://docs.google.com/document/d/1RhkhC7HPA666i309M1Tv_0SvdfVLeMoW5RxZzw2HTIY/edit#bookmark=kix.57pvlhj2fy9q)) and [Public Health Q&A for Teachers and Parents](https://docs.google.com/document/d/1RhkhC7HPA666i309M1Tv_0SvdfVLeMoW5RxZzw2HTIY/edit#bookmark=kix.58bgwznftpf6) | 05/06/2020 |
| [School re-opening following partial or full closure and lack of statutory testing/maintenance](#kix.5du089muruy) | 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.](#kix.uyxjh2kyawzk)  [Inadvertent transmission to others](#kix.uyxjh2kyawzk) | 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](#kix.bc8y6uyfa2g9) | 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.fv1jl7tfr24l) | Amendment.  Update regarding assemblies. Updated guidance on PE activities from AfPE. | 05/06/2020 |
| [Parents/carers picking up/collecting pupils from school](#kix.m7t3apyogb0f) | Amendment  Queuing system/greeting process for parents. New links to government guidance added. | 05/06/2020 |
| [School Transport](#kix.djvbokkrp2w) | New section | 05/06/2020 |
|  |
| [Staff travelling to and from work.](#kix.4n4vco8cnbku) | New section | 05/06/2020 |
| [Children who are non-compliant / displaying challenging behaviour](#kix.1e85jsas5ub0) | New section | 05/06/2020 |
| [Use of hand sanitiser](#kix.d5zfvayg9pzi) | 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://northumberland365.sharepoint.com/:w:/s/StaffPortal/EZ8UvoW88aZCi74_cavsuuIBWlHIpnJFVMVn1mM_pulI3Q) document for further information) | 05/06/2020 |
| [Insufficient cleaning/exposure to virus on objects/surfaces](#kix.2ugb7hfndl57) | Amendment.  Update regarding taking resources home and marking homework. | 05/06/2020 |
| [Staff displaying symptoms of coronavirus whilst at school](#kix.u240xfha5s77) | 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](#kix.toby4eaf8myd) | 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](#kix.9sc3c536g4n6) | 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](#kix.4e751c94aizj) | New section | 05/06/2020 |

**Additional Activity RA created following RA feedback 15.6.20 and updated following consultation August 2020 prior to school re-opening September 3rd and also regularly updated through staff updates from then on. First update of 2021 - 14.1.21 Most recent 6 .5.21**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department:** *Whittingham C of E Primary School* | **Service:** *Education - Schools* | | **Reference:** | |
| **Activity:** *Additional Activity RA* | | **Site:** *Whittingham C of E Primary* | | |
| **People at Risk:** *Staff and Children (wider community)* | | **Additional Information:**  *To further enhance COVID 19 RA Version 2,3 4.0 – 4.5, 5.0-5.1 and 6.0 provided by NCC.* | | |
| **Name of Person Completing Form: Belinda Athey Job Title: HT Date:6.3.21** | | | | **Review Date: Ongoing** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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)** |
| *Breaktimes – children mixing in bubbles* | *Children mixing and potentially spreading COVID 19* | *M* | *Meticulous hand hygiene – washing and sanitising hands.*  *Breaktime rota.*  *Areas that cannot be guaranteed as clean (or not easy to clean) are out of order with distinctive signage and all staff aware.* | *L* |  |
| *Play and sports equipment* | *Children mixing and potentially spreading COVID 19* | *M* | *Meticulous hand hygiene – washing and sanitising hands.*  *All equipment was deep cleaned 17.5.20 then resources allocated to each bubble and to be kept within the bubble and cleaned after use.*  *Games devise to limit the use of hands such as foot golf.*  *Resources that cannot be easily cleaned are taken out of use,* | *L* |  |
| *Stationary, work books and laptops* | *Children mixing and potentially spreading COVID 19* | *M* | *Meticulous hand hygiene – washing and sanitising hands. Hand washing with soap and water is best practice*  *Children given own resources pack including pencils, rubber paint brush etc.*  *Children have own laptop or ipad*  *Children use own individual work books and self marking is in place wherever possible and does not affect pupil prgress.*  *Staff have agreed to a system of marking and this is minuted 2.9.20 and 3.9.20 and 1-1 4.11.20, 6.11.20 meetings and there will be a staff meeting on this Nov 2020.*  *All of the above are kept in the child’s own labelled box or stored safely as being marked and meticulous hand hygiene is in place.* | *L* | *Children in KS1 and 2 should not be sharing devices and there should be enough to ensure this does not happen. If devices need to be swapped this should only be done on a Friday* |
| *Reading books* | *Children mixing and potentially spreading COVID 19* | *M* | *Meticulous hand hygiene – washing and sanitising hands.*  *Books can be taken home. Must be removed out of contact for at least 48 hours. System in place – Class teacher to oversee, additional books have been purchased plus we now have an online book system - Myon* | *L* |  |
| *Resources – i.e. maths equipment* | *Children mixing and potentially spreading COVID 19* | *M* | *Meticulous hand hygiene – washing and sanitising hands.*  *Individual resource packs set up for children as needed. Kit list sent out July 2020 and reminders August 2020 and March 2021 and regular reminders from there on as needed. All letters on school news section of the school website* | *L* |  |
| *Small World* | *Children mixing and potentially spreading COVID 19* | *M* | *Meticulous hand hygiene – washing and sanitising hands. Staff continue to review what resources can be easily cleaned.*  *Individual resource packs set up for children. Where this is not possible the resource is wiped before and after use* | *L* | *Please also refer to EYFS specific RA December 2020 and updated by EYFS on staff shared drive.* |
| *Sand / water / playdough* | *Children mixing and potentially spreading COVID 19* | *M* | *Meticulous hand hygiene – washing and sanitising hands.*  *Sand out of action - this will be reviewed as necessary* | *L* |  |
| *Packed lunches and water bottles* | *Children mixing and potentially spreading COVID 19* | *M* | *Meticulous hand hygiene – washing and sanitising hands.*  *To be brought in bag ( plastic requested) and to be kept in child’s allocated area ONLY.* | *L* |  |
| *Clothing* | *Children mixing and potentially spreading COVID 19* | *M* | *Meticulous hand hygiene – washing and sanitising hands.*  *Letter out to parents and reminders will continue to be sent about the importance of clean uniform.* | *L* |  |
| *Families not adhering to government guidelines* | *Children mixing and potentially spreading COVID 19* | *M* | *Shared current guidance with staff and governors regarding families can be contacted directly and child to stay at home to ensure safety of staff, children and families Staff meeting to reinforce this message 15.6.20. Keep reviewing as per current guidance from September 2020.* | *L* |  |
| *Outdoor equipment including Forest Schools Area* | *Children mixing and potentially spreading COVID 19* | *M* | *Meticulous hand hygiene – washing and sanitising hands.*  *Areas that cannot be easily cleaned remain out of use.*  *Areas that can be cleaned to be cleaned prior or after use can be used.* | *L* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Cleaning* | *Virus mixing and potentially spreading COVID 19* | *M* | *Stringent cleaning schedule adhered to –*  *PPE worn during cleaning.*  *Deep clean 1- 21st, 22nd, 23rd and 24th March*  *Deep clean 2 1st June Deep Clean July- August 2020.*  *Deep clean October, December 2020 and February 2021.*  *Cleaning checks made each morning.*  *Cleaning schedule for all classrooms mid point of the day to include high touch points, children’s work surfaces and washroom facilities*  *Thorough cleaning each evening*  *All of this is in addition to cleaning ( wiping with approved product) as we go as agreed with staff.* | *L* |  |
| *Registers* | *Virus mixing and potentially spreading COVID 19* | *M* | *Registers to remain in classroom. Staff to report absences to be emailed or message via Google Hangout to CK by 9.15 a.m.*  *Emails to be kept on throughout the day as this is how you will be contacted ie End of Day Arrangements.*  *We will continue to not allow children out at different points of the day for non-urgent appointments.* | *L* |  |
| *Phonecalls* | *Virus mixing and potentially spreading COVID 19* | *M* | *The office does not allow for social distancing and there is not the capacity or practicability to fit Perspex screens therefore we are looking to leave the wireless phone for use in the staffroom or continue home working where possible. Contact CK by message if a families telephone number is needed. Remembering to wipe telephone and areas used before and after use.* | *L* |  |
| *Paper based letters/ accident slips* | *Virus mixing and potentially spreading COVID 19* | *M* | *Continue to be paperless. Informing parent/ carer of an accident ( if it warrants this) by telephone* | *L* |  |
| *School Fruit Scheme for EY / KS 1* | *Virus mixing and potentially spreading COVID 19* | *M* | *This has resumed. Safe delivery procedure in place. EY and KS 1 staff please collect fruit from this point ( do not leave as it will perish)* | *L* |  |
| *Forgotten items* | *Virus mixing and potentially spreading COVID 19* | *M* | *During AutumnTerm if an important item was forgotten the family was contacted. They then put the item in the sealed plastic box at the wooden gate and it was retrieved by class staff. To continue* | *L* |  |
| *Handling of Money* | *Virus mixing and potentially spreading COVID 19* | *M* | *No handling of money – Teachers 2 Parents System in Place* | *L* |  |
| *Changing Nappies* | *Virus mixing and potentially spreading COVID 19* | *M* | *2 members of staff (1 socially distant to ensure safeguarding) Disabled toilet with changing facilities PPE to be worn and nappies to be disposed of as per current practice. Children wearing pull ups are able to attend to themselves. Those that cannot see point below.* | *L* |  |
| *Children needs assistance changing after an “accident’ ( toilet)*  *Accident - First Aid* | *Virus mixing and potentially spreading COVID 19* | *M* | *Children encouraged to change themselves where able and staff to aid only if necessary. If this is the case PPE to be worn.*  *All staff have First Aid training. PPE to be worn whilst administering First Aid.* | *L* |  |
| *Catch It Kill It Bin It* | *Virus mixing and potentially spreading COVID 19* | *M* | *Allocated bins in all classrooms ( double bagged – change on main RA) for catch it kill it bin it and hands to be washed after disposing tissue. Bins will be kept in outdoor shelters to be used outside.* | *L* |  |
| *Lunch service* | *Virus mixing and potentially spreading COVID 19* | *M* | *Staggered lunch service and tables distanced. Children sitting side by side and where this is not possible ( Y3 and 4 – large class) sitting at a table in own bubbles.*  *Bubbles not mixing. Dinners set out for EY so they can sit down and eat straight away (new airline style trays will be used for this purpose). If meals need to be cut up this will be done as the meals are served.*  *Extensive cleaning in between sittings. Only 1 visit to hatch for KS 1 and 2. Puddings will be served at table. Cutlery handed out (children no longer choosing own cutlery)* | *L* |  |
| *Pick up and drop off* | *Virus mixing and potentially spreading COVID 19* | *M* | *Staggered times. Once children are off their bus bubble they will go straight into their class bubble (sanitising hands on entrance to school). Parents/ Carers have allocated pick up points.* | *L* |  |
| *School pets* | *Virus mixing and potentially spreading COVID 19* | *M* | *Follow handling animals protocol. Class 3 responsibility for guinea pig and will only handle these animals.*  *Reading Dog Jess – to review following further advice.* | *L* |  |
| *Lunchtime* | *Virus mixing and potentially spreading COVID 19* | *M* | *Thorough additional cleaning schedule in place, including mid point of the day cleaning of frequently used areas.* | *L* |  |
| *Reading Books* | *Virus mixing and potentially spreading COVID 19* | *M* | *Children to have 1 reading book to read at home. When this has been finished this will be placed in a quarantine box for 48- 72 hours before re- circulation. The children will have a separate reading book at school and once finished the same procedure will be in place.*  *Paper Reading Records or planners will not be used. Communication to be online. Only items in kit list permitted in school to reduce transfer.* | *L* |  |
| *Staff meetings* | *Virus mixing and potentially spreading COVID 19* | *M* | *Daily Health and Safety/ Catch ups if needed to be less than 15 minutes and to be held socially distant in a large ventilated room – hall. Meetings over 15 minutes to be held virtually.* | *L* |  |
| *Paper based items and marking work* | *Virus mixing and potentially spreading COVID 19* | *M* | *Communication to parents to be via telephone or online (no paper based letters) Staff working with current guidelines and looking to develop a COVID secure marking procedure. Class timetable (Y1 -6) to be shared on School 360. Class messages now be put on either Tapestry or Class Dojo - Individual messages will be arranged through this.* | *L* |  |
| *Assisting children* | *Virus mixing and potentially spreading COVID 19* | *M* | *Teaching and support staff to maintain distance wherever possible but where help is needed may work alongside the child for less than 15 minutes ( or less if individual staff member requires to enable them to continue to feel safe) Keep looking at guidelines for updates.* | *L* |  |
| *Cooking/preparing food with the children* | *Virus mixing and potentially spreading COVID 19* | *M* | *Thorough table/utensil cleaning before and in between and after use. Chn to be in small groups with two adults. Adults and chn to wash and sanitise hands before and after. Chn are to only touch the food they are eating – adults will place food directly onto their plates.* | *L* | *01/10/20 19.10.20 11.2.21* |
| *CHRISTMAS or other celebrations* | *Virus mixing and potentially spreading COVID 19* | *M* | *Decorations – outdoor only*  *Chinese new year – above kitchen hatch only.*  *Christmas lights may be in the classroom but out of children’s reach and MUST be PAT tested or brand new and a receipt available. NO tree, tinsel etc*  *Singing or practicing for 15th December and for Easter – singing practice should be outside or in a large space that can be adequately ventilated or has extremely high ceilings ( church)*  *Music Hub guidance is that staff should remain 3 metres away. I suggest that we follow this also.*  *Advent calendar – only used quarantined chocolates. Do not use fabric advent calendars At KS 1 and 2 advent calendars in use ONLY if class teacher is happy with this and chocolate to be in separate envelopes with number on.*  *Christmas cards /– sending and receiving amongst children – allocated date for collecting, quarantine and sending out again as per letter. Cards not permitted at any other time.*  *Decision has been made regarding the sending of cards amongst staff and a quarantine system is now in the staffroom. Staff only to use this if they feel comfortable with this.*  *Christmas cards from staff to the children will not happen this year – could I possibly (socially distanced etc) film each member of staff wishing the children a Happy Christmas and I will try and edit it to make it Christmassy and send it out on the last day of term. ( I will put on google calendar when I hope to do this).*  *As is our policy, staff do not give children presents.*  *Receiving of presents – not in place from families this year – letter to parents. Also reminded families about not sending in cakes / sweets*  *Children making cards for Mothers Day / Easter. Resources per child allocated. Made on Monday to send out on Thursday.*  *Use of Church –Easter ( 2021 to be reviewed) – has been unused for months, BA liaising with church warden regarding opening. A clean will be carried out before and after each bubble have been in the church.* | *L* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department:** *Education* | **Service:** *Schools* | | **Reference:** | |
| **Activity:** *Use of face coverings in Schools and Educational Settings*  ***Version 4 updated 02/03/2021 (See orange text for updates; also recorded in Document History)***  *This update is based on the revised* [*government guidance for schools*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf) *returning on 8 March and the updated specific guidance on* [*face coverings in educational settings*](https://www.gov.uk/government/publications/face-coverings-in-education)  *This is a model risk assessment designed to assist Headteachers in making an informed decision on whether to implement, as part of their Covid risk assessment, the wearing of face coverings by staff, pupils and visitors, within certain areas of the school.* | | **Site:**  **Whittingham C of E Primary**  **Whittingham**  **Alnwick**  **Northumberland**  **NE66 4UP** | | |
| **People at Risk:**  *Staff, pupils, visitors, volunteers, parents, contractors*  *Our pupils are Primary aged and therefore do not wear face coverings in school. However pupils may wear face coverings on school transport.*  *Our staff also are happy to wear face coverings in communal areas and if exempt wear a sunflower lanyard* | | **Additional Information:**[***guidance on completion: risk assessment form***](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/Staff%20Information/Health%20and%20safety/guidance-on-completion-risk-assessments.pdf)  *Refer to 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)  *NCC Advice:* [*http://staff/Communications/Coronavirus-information.aspx*](http://staff/Communications/Coronavirus-information.aspx)  *HSE Advice:* [*https://www.hse.gov.uk/index.htm*](https://www.hse.gov.uk/index.htm)  *DFE Advice:* [*Face coverings in education - GOV.UK*](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education) */* [*government guidance for schools*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)  *WHO Advice -* [*Q&A: Children and masks related to COVID-19*](https://www.who.int/news-room/q-a-detail/q-a-children-and-masks-related-to-covid-19)  *PHE -* [*How to 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)  [*COVID-19 in Northumberland - Public Health Dashboard*](https://public.tableau.com/profile/julian5701#!/vizhome/COVID-19inNorthumberland/Introduction)  [*NCC School Risk Assessment Template*](https://northumberland365.sharepoint.com/:w:/s/StaffPortal/ETBm99fu1W5DkqkuhzClRdQBMvqjzPVWawpUp1r9t3mMlQ?e=IJbLMH) | | |
| **Name of Person Completing Form: B Athey Job Title: Headteacher Date:6.3.21** | | | | **Review Date: Ongoing** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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)** |
| *Inappropriate decision to implement wearing of face coverings in school* | ***All staff, pupils, visitors*** | *H* | ***During Periods of*** [***National Rules***](https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19)  *National guidance provided by the DfE/Public Health England is applied in relation to wearing of face coverings.*  *~~(under local rules this would be when an area moves to a “High” or “Very High” level under the~~* [*~~local COVID alert level framework~~*](https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know)*~~)~~*  *Year 7 and above*  *Face coverings are worn by adults and pupils ~~in areas outside classrooms~~ when moving around communal areas where social distancing is difficult to maintain, such as corridors, and also in classrooms.*  *Face coverings are also worn by pupils in year 7 and above when travelling on dedicated school transport*  *Primary/Middle/Early Years/Special school (years 1 to 6)*  *Face coverings are worn by staff and visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas) [children are not required to wear these]*  *Risk Assessment*  *This risk assessment has been undertaken in light of national guidance in relation to the use of face covering in schools and with consideration to the following:*  *~~Schools that teach children in year 7 and above where the above national or local rules~~* ***~~are not in place~~*** *~~will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas, and it has been deemed appropriate in those circumstances. This can be determined by undertaking a risk assessment and it should be based on the following aspects:~~*   * *The ages of the young people within the establishment.* * *~~The prevalence of the virus in your area. This can be determined by using the COVID-19 in Northumberland - Public Health Northumberland County Council (this displays COVID-19 Positive Case Information in England - please note this is not live data, however, it does provide a general indication of levels from the previous week for the area and surrounding areas where pupils may travel from).~~* * *The layout of the building makes it difficult to maintain social distancing. These areas have been assessed and are identified in this assessment [record details].* * *The inability to stagger timetables/breaks/lunch to reduce the flow of pupils in communal areas, such as busy corridors/stairwells etc, at times when there is significant pupil movement. This will include arrival and departure times.* * *~~the likelihood of contact with other persons or pupils outside of an established cohort group.~~* * *~~Queuing e.g. before boarding school transport, outside classrooms, meal times etc. [edit as appropriate to your setting]~~* * *Individual needs of pupils including their ability to cope with face coverings, apply them safely or to be able to communicate effectively~~.~~* * *~~To assist in managing high levels of anxiety amongst pupils, parents and staff. However, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they may inhibit teaching and learning.~~*   *The control measures within the risk assessment are monitored regularly to ensure compliance and the risk assessment is kept under review and shared with staff.* |  | *[Perspex face visors/face shields are not an adequate substitution as they are unlikely to offer protection against aerosol transmission and therefore would need to be worn alongside a face covering].*  *~~A member of the senior management team is tasked to oversee periodic monitoring of the prevalence of the virus in the area of the school or educational setting (at least weekly is advised to keep in line with data releases COVID-19 Positive Case Data).~~*  *~~Prevalence of the virus nationally can also be found using the link:~~* [*~~Interactive Map.gov.uk~~*](https://coronavirus.data.gov.uk/details/interactive-map)  *~~In primary schools/Early Years/special schools and other settings where social distancing is not possible in areas outside of classrooms between~~* ***~~members of staff or visitors~~****~~, for example in staff rooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear face coverings.~~*  *~~Where Middle school headteachers assess that the wearing of face coverings is required, this should only be for staff, visitors and pupils in year 7 and above for use in communal areas, such as corridors, and classrooms.~~*  ***Out of School Settings***  *Face coverings are to be used where it is a requirement of the indoor setting and where the activity is taking place in an area in which children in year 7 and above or staff are likely to come into contact with other members of the public and/or where social distancing cannot easily be maintained.* |
| *Inappropriate use and disposal of face coverings* | ***All staff, pupils, visitors***  *Potential exposure to live virus resulting in contracting Coronavirus.*  *Inadvertent transmission to others.* | *H* | *Schools should have a process for removing face coverings when those who use face coverings arrive at school, and for when face coverings are worn at school.* *This process should be clearly communicated with staff and pupils with clear instructions on* [*how to put on, remove, store and dispose of face coverings*](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own)*. The process should also cover:*   * *Who is required to wear a face covering and when they should wear it ~~covering in the classroom prior to entering or leaving communal areas~~. [amend as appropriate; these should be kept on within classrooms for year 7 and above where distancing cannot be maintained]* * *Ensuring the cleaning of hands before putting the face covering on and after taking the face covering off. ~~for example when entering the classroom.~~ Hand sanitiser is provided in classrooms and pupils are supervised in its use.* * *Safe storage in individual, sealable plastic bags between use.* * *Arrangements to prevent the use of coverings which are inappropriate, soiled, damp or damaged etc.* * *Where disposable face coverings are worn these should be put into a bin bag in a non-recyclable bin (general waste) after use.* |  | *School to maintain a supply of sealable plastic bags.*  *See Guidance on arrangement for disposal of waste*  [*World Health Organisation (WHO) - 'How to wear a fabric mask safely' video*](https://www.youtube.com/watch?time_continue=26&v=9Tv2BVN_WTk&feature=emb_logo) |
| *Individuals not wearing a face covering* | ***All staff, pupils, visitors***  *Potential exposure to live virus resulting in contracting Coronavirus.*  *Inadvertent transmission to others.* |  | *~~Face coverings are not required by law for employees as employers already have a legal obligation to provide a safe working environment.~~*  *Parents should provide face coverings for pupils. If pupils who are required to wear a face covering forget or are unable to provide one, the school has communicated alternative arrangements to parents, such as providing a disposable or reusable face covering.*    *The establishment holds a stock of disposable face coverings for use by staff and pupils where needed.*  *Arrangements for receiving visitors should be amended to ensure they wear face coverings where appropriate.* |  | *Staff will already have access to face coverings of their choice for use in the community and these can be worn in school. If for any reason staff (or pupils if relevant) don’t have access to a face covering, education settings should take steps to have a small contingency supply available to meet such needs.*  *Some individuals are exempt from wearing face coverings. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.[transparent face coverings can be worn in this circumstance although evidence surrounding effectiveness in transmission of Covid is limited] The same exemptions will apply in education settings, and teachers and other staff should be sensitive to those needs.* |
| *Failure to communicate requirements for face coverings* |  |  | *A risk assessment has been undertaken to determine when and where face coverings should be worn. The outcome of this assessment has been communicated to all staff, pupils and parents and measures are in place to monitor and, where necessary, enforce compliance.*  *~~A~~ ~~member of the senior management team is tasked to oversee periodic monitoring of the prevalence of the virus in the area of the school or educational setting (at least weekly is advised to keep in line with data releases COVID-19 Positive Case Data).~~*  *Communications have been ~~drafted and~~ approved by the senior management team and issued as appropriate.~~in readiness for issue in the event of local restrictions being imposed~~* |  | *The requirement for the wearing of face coverings within classrooms by pupils in Year 7 and above has been communicated to pupils and parents.*  *Pupils (and parents)/staff have been reminded of the importance of ensuring face coverings are worn and handled correctly and that hand hygiene is practised before and after touching a face covering. This is supported by the class teacher.* |

**Document History**

|  |  |  |
| --- | --- | --- |
| **Item** | **Nature of change** | **Date of Update** |
| [Inappropriate decision to implement wearing of face coverings in school](#InappropriateDecision) | Removal of reference to local tier arrangements and discretionary local decision by Headteacher.  Additions - updates on latest government guidance for schools. Year 7 and above, face covering recommended to be worn in classrooms (where distancing cannot be achieved). Clarification regarding use of visors/face shields.  Requirement to keep control measures under review/review risk assessment regularly. | 02/03/2021 |
| [Inappropriate use and disposal of face coverings](#InappropriateUse) | Wording change to reflect changes in government guidance. | 02/03/2021 |
| [Individuals not wearing a face covering](#IndividualsNotWearingAFaceCovering) | Wording change. Reference to transparent face coverings. | 02/03/2021 |
| [Failure to communicate requirements for face coverings](#FailureToCommunicateRequirements) | Updated to reflect requirement to effectively communicate changes in the use of face coverings to staff, pupils and parents to help achieve compliance. | 02/03/2021 |
| *Inappropriate decision to implement wearing of face coverings in school* | Links added to view prevalence of the virus in your area.  Updated text to reflect requirements during periods of national and local rules [please note that the links to the [*local COVID alert level framework*](https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know) which have been added currently link by default to the national rules in place until 2 December, which supersede local rules. Once this period has ended, it is understood that areas will be placed into a category in the local Covid alert level] | 17/11/2020 |
| *Additional Information* | Link to updated guidance for the reopening of schools - including face coverings. | 03/09/2020 |
| *Inappropriate decision to implement wearing of face coverings in school* | Updated guidance on when to wear face coverings in school - including local lockdowns and face coverings in primary schools. | 03/09/2020 |
| *Inappropriate use and disposal of face coverings* | Updated guidance - process should be in place for wearing/removing face coverings. | 03/09/2020 |
| *Individuals not wearing a face covering* | Updated guidance on individuals who don’t have access to a face covering. | 03/09/2020 |
| Document created | N/A | 26/08/2020 |