

Risk Assessment Form (RA1)

Department: Education	Service: Schools	School: Whittingham C of E Primary School
<p>Activity: Schools opening during COVID19 pandemic</p> <p>Version 7.3: Updated 16 December 2021 (subject to further change before if government guidance is updated - updates made will be added to the document history table at the bottom of the document)</p> <p>Note: orange text is retained from prior version 7.2 (Updated 07 December 2021) due to proximity of this update.</p> <p>This risk assessment incorporates the content of the Schools COVID-19 operational guidance, as well as additional further protective measures which Headteachers may wish to retain as part of the risk assessment process. This document should be read in conjunction with the H&S Briefing – 2 September 2021 which provides further information, including duties under health and safety legislation. This risk assessment <u>must</u> 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.</p> <p>Additional updates Dec 2021 in red. Please note we continue to work in class bubbles and follow the procedures that were in place before September 2021.</p>		
<p>People at Risk: Staff, pupils, visitors, volunteers, parents, contractors</p>	<p>Additional Information: guidance on completion: risk assessment form Guidance for full opening: special schools and other specialist settings, NCC Health and Safety Bulletin 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.</p>	

Name of Person Completing Form: Belinda Athey	Job Title: Headteacher Date:20.12.21
	Review Date: Ongoing

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Initial Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Prevalence of COVID-19 variant of concern in the community (Omicron variant)	Higher risk of transmission.	H	<p>All relevant risk assessments and arrangements have been reviewed and updated in light of temporary local and national rules surrounding the Omicron variant.</p> <p>Office workers who are able to work from home are supported to do so. Those staff who are unable to work from home attend school as usual. Face coverings are worn by staff, adult visitors and pupils in year 7 and above in communal areas [review face coverings risk assessment]</p> <p>Schools are not required to use the NHS COVID Pass, unless they are holding a specific event which meets the attendance thresholds (e.g a concert, party etc). Where applicable, the school will follow guidance on mandatory certification for such events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds [such events are currently not advised under local advice provided by the NCC Public Health Team. It is unlikely that many events taking place in school would meet the threshold for checks but schools should be aware of this requirement]. See: Carrying out mandatory COVID-19 status checks at your venue or event</p>	M	<p>[Please see e-courier article dated 7 December 2021]</p> <p>[Headteachers are advised to ensure they subscribe to the daily DfE email bulletins if they have not already done so.]</p>
<p>Inadequate testing / maintenance and fire safety arrangements during the covid19 pandemic.</p> <p>Opening after reduced occupancy</p>	Equipment / system failure leading to enhanced physical or biological risks to people	M	<p>Essential maintenance/testing as detailed below will continue to be undertaken during periods of reduced occupancy [ensure the necessary checks have taken place for any parts of the building being reopened].</p> <p>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.</p>	L	<p>Fire risk assessment has been reviewed and the associated modifications / additional measures implemented to maintain an effective fire strategy (e.g. escape routes, doors held open etc). Any changes to the fire risk assessment have been communicated to all staff.</p> <p>Our testing procedures have always been maintained as we have been</p>

			Fire doors are always operational and fire evacuation procedures have been reviewed		<p><i>open to pupils throughout the pandemic.</i></p> <p><i>Our fire drills are recorded in the fire log and we have already had a COVID secure fire drill this term.</i></p>
<p><i>Inadequate safety management documentation (policies, risk assessments etc)</i></p>	<p><i>Increased risk of contracting Coronavirus through lack of planning.</i></p> <p><i>Equipment / system failure leading to enhanced physical or biological risks to people.</i></p>	M	<p><i>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.</i></p> <p><i>Procedures have been documented for:</i></p> <ul style="list-style-type: none"> <i>● Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school</i> <i>● A school *Outbreak Management Plan is in place. This records how the school will respond</i> 	L	<p><i>Advice will be provided directly from the NCC public health team. The Northumberland Local Outbreak Prevention Plan is also available on the County Council webpage.</i></p> <p><i>All in place and updated on an ongoing process.</i></p> <p><i>In addition we are following Public Health Northumberland's Outbreak Checklist for Schools and are using the NCC webform to report cases and for queries and requests of guidance.</i></p> <p><i>We are also monitoring carefully the CO2 levels in rooms.</i></p> <p><i>We are assessing whether forward facing desks should be retained and if there are cases in school then we refer to the</i></p>

					<i>checklist to minimize risks</i>
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			to an outbreak of COVID-19 in the school or community. [see model plan]		
Outbreak of Covid-19 in local area or school resulting in the need to step up protective measures		H	<p>A school *Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community. [see model plan]. Further advice is sought from the NCC Public Health Team once numbers increase as per the threshold figures determined in the plan.</p> <p>[*All education settings should have an outbreak management plans which outlines how it would operate if any of the measures described in the Contingency Framework Guidance are implemented.]</p>	L	<p>The Northumberland Local Outbreak Prevention Plan will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from the NCC public health team/health protection team.</p> <p>[certain protective measures may need to be reintroduced in response to an outbreak].</p> <p>Outbreak Management Plan is in place, shared with staff and on shared staff information section on google drive</p>
<p>Inadequate ventilation.</p> <p>Unable to achieve a comfortable (or legal minimum) temperature within the building.</p>	<p>Increase in risk of transmission of Covid19.</p> <p>Occupants become cold - poor concentration levels impact on learning.</p>	H	<p>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.</p> <p>Due regard is to be given to the information on how best to maintain ventilation in the H&S FAQ document, *HSE information, CIBSE - Ventilation Guidance and the latest government guidance for schools.</p> <p>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</p>	L	<p>HSE video on Covid19 and ventilation: https://www.youtube.com/watch?v=hkK_LZeUGXM</p> <p>[*Where Co2 monitors have been issued by DfE as a tool for identifying poorly ventilated areas for improvement, these are only used in accordance with instruction and training provided – see also HSE information provided earlier]</p> <p>We are continuing with the vigorous ventilation plans that were in place on RA 6.3 with adaptations and updates but remaining cautious so as to keep our school community safe</p>

			<p>break and lunch). Rooms should, where possible, be fully ventilated for at least 15 minutes prior to and following use.</p> <p>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)</p> <p>Opening high level windows in preference to low level to reduce draughts</p> <p>Rearranging furniture where possible to avoid direct drafts.</p> <p>Mechanical ventilation/heating systems are maintained in accordance with the manufacturers recommendations. [For mechanical ventilation and extraction system please refer to documentation above].</p> <p>Measures are reviewed when events are planned that involve visitors being on site (e.g. school plays).</p>	<p>Occupied rooms with no ventilation - their use should be avoided. <i>In place</i></p> <p>Consider installation of window fans to provide natural ventilation.</p> <p>Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms. <i>There are PAT tested fans available from the staff room. Plus CO2 monitors</i></p> <p>Providing flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn.</p> <p>[Wall mounted fan convector coil heating systems - All schools have been contacted directly by the NCC Property Services team to identify buildings with this type of system - an inspection of these systems has been carried out and further maintenance undertaken where needed. See FAQ for further details or contact Property Services or your heating maintenance company for further advice.]<i>Our heating system was risk assessed by NCC and is well maintained and serviced.</i></p>
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<p>Contact with others who may have Coronavirus</p> <p>Inadvertent transmission to others</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	<p>H</p>	<p>General protective measures across school</p> <p>Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 is followed, with protective measures being escalated if there is an outbreak within the school. Anyone travelling from a foreign country must comply with government guidance on self isolation: Travel abroad and coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>Good hand hygiene is encouraged amongst staff and pupils. Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. Washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser</p> <p>Good respiratory hygiene is encouraged. Promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided along with bins for used tissues and other waste. This waste is bagged and disposed of.</p> <p>Appropriate cleaning regimes are in place, including regular cleaning of areas and equipment [for example, twice per day – you should have documented cleaning schedules in place], with a particular focus on frequently touched surfaces. Our rigorous cleaning programme from RA 6.3 is still in place.</p> <p>Occupied spaces are well ventilated (see separate section below)</p> <p>Staff maintain social distancing where possible. Staff are encouraged to use the staffroom and library at breaktimes so that social distancing can be maintained. Staff adhere to maximum numbers in smaller communal areas</p>	<p>M</p>	<p>Notices and information on Covid rules/protective measures are displayed in school.</p> <p>The e-Bug Coronavirus website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</p> <p>The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use. This continues to be in place</p> <p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>Where applicable in place and discussed weekly</p> <p>Pregnant workers model risk assessment (to be completed in conjunction with the above CEV/CV assessment for vulnerable staff). [Schools should be aware that pregnant women from 28 weeks' gestation, or those with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19).] There are currently no pregnant or breastfeeding staff but this will be updated as necessary.</p>
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			<i>Autumn term, risk assessments for all vulnerable staff</i>		
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		<p>will be reviewed. Reviews will also take place if there is an outbreak within the school.</p> <p>Unvaccinated vulnerable staff <u>Where the individual is vulnerable and unvaccinated, more robust control measures or reasonable adjustments to their role must be made.</u> In relation to unvaccinated CEV staff or those who are 28 weeks pregnant or more, where the risk cannot be adequately reduced, these staff are supported to work from home, unless robust control measures or reasonable adjustment to their role can be implemented.</p> <p>Advice is sought from the school's own HR/Occupational Health provider and the person consults their physician where appropriate.</p> <p>Children All children, young people and adults follow guidance prescribed by this risk assessment in the school setting.</p> <p>Eligible children have now been offered a COVID-19 vaccination. Clinical studies have shown that young people under 18, including those originally considered to be CEV, are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List. Department for Health and Social Care provide further guidance in their FAQ document.</p> <p>Those children who may be at a higher risk from COVID-19 and have been prescribed specific clinical advice, have been identified by the school. The specific advice is being followed and taken into account within an individual risk assessments/healthcare plans. The child's parents/carers and where necessary the relevant</p>		<p><i>In place as appropriate.</i></p> <p>Staff to be consulted/trained on any resultant measures to be introduced as a result of any specific clinical advice for young people/children. Northumberland EHCP planning Tool and Risk Assessment</p> <p>Where children have an Individual Healthcare Plan, arrangements must be made to ensure that any adults supervising the child understand and are familiar with the plan and have received any training that is indicated to care for the child.</p> <p>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional. <i>There are currently no pupils that have further clinical advice. If this changes appropriate measures will be implemented.</i></p>
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			<p>healthcare professional(s) have been consulted. Remote education is supported where necessary.</p> <p>Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include any specific advice that has been prescribed [see also: model risk assessment for CV/CEV pupils]</p> <p>Visitors/Contractors</p> <p>When making appointments, contractors/visitors are briefed not to attend school if displaying symptoms of COVID-19. The normal process for recording visitor details to the site is followed. Electronic sign-in devices or pens are regularly cleaned.</p> <p>Reception areas/waiting areas are marked to identify social distancing.</p> <p>Visitor contact information is retained for 21 days to support the NHS test and trace programme (Visitor Audit/Questionnaire). This should include details of all visiting staff.</p>		<p>Visitors are briefed and we send the Visitor Audit/ Questionnaire out electronically prior to appointments made in school. Where possible visits are still made out of school time and if this is not possible an allocated space is designated as appropriate.</p>
<p>Staff/Pupils displaying symptoms of coronavirus whilst at school</p> <p><u>[*symptomatic persons are required to have a PCR test]</u></p> <p>Contact with others who are symptomatic or</p>	Others contracting virus	H	<p>Staff/pupils have been instructed they must not attend school if they are symptomatic/test positive.</p> <p><i>A clear information sheet has also been produced for parents following frequently asked questions and misconceptions and as we have chosen to promote additional measures to keep our school community safe such as encouraging families to take regular lateral flow tests and to remind them our current recommendations. (Copy of google drive). This is kept up to date and changed as required</i></p> <p>A protocol is in and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school.</p>	M	<p>Schools follow the process detailed in the NCC flowchart “Managing Covid-19 in Northumberland Schools and settings” and complete the new simplified report form in relation to the symptomatic person (both for staff and pupils).</p> <p>Ensure home and emergency contacts are up to date.</p> <p><i>In place and emergency contacts all were updated once again September 2021</i></p> <p>The school has a small supply of PCR home test kits which can be used in very exceptional cases (Coronavirus</p>

					<p><u>(COVID-19): test kits for schools and FE providers</u></p> <p><u>Positive staff cases of Covid-19 confirmed by a PCR test must be recorded via ANVIL, as they may be RIDDOR reportable (for schools in the H&S SLA and normally utilise ANVIL).</u></p> <p><i>Close contacts of a confirmed case</i></p>
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<p>who have tested positive</p>			<p><i>During fine weather in Autumn Term we changed our isolation area to outside on the front gazebo on the playground as we felt that being outside this was an additional safety measure and where it is positioned is also within immediate line of sight for the school gate so parents or carers do not need to enter the school grounds. Once weather becomes colder, we may have to return to our isolation area within the library and if this is in use it will need to be vacated to allow for isolating pupil and cannot be used afterwards until it has been thoroughly cleaned PHE guidance on action to take if a person becomes symptomatic on site is followed along with the PHE guidance on ‘cleaning and waste’.</i></p> <p><i>Head Teacher / School Lead / parent / carer is notified immediately and the staff member / pupil is sent home, avoiding public and school Transport where possible, and advised to take an urgent PCR test. If they are seriously ill 999 are contacted.</i></p> <p><i>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. See above</i></p> <p><i>PPE is only required by staff caring for the child while they await collection in the following circumstances: (see also Symptomatic children action list for schools and Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE))</i></p>	<p><i>NHS Test and Trace will carry out close contact tracing if a PCR test comes back positive. Individuals who are no longer required to self isolate if they are a close contact can attend school, but will be advised to book a PCR test by Test and Trace. Those who do not meet the criteria are legally required to self isolate. [from 16 August the criteria changed in relation to certain double-vaccinated adults and young people under 18 years old].</i></p> <p><i>All adults who are fully vaccinated, and children aged between 5 to 18 years and 6 months, identified as a close contact, will be advised by NHS Test and Trace to take an LFD test every day for 7 days. They are asked to report the results through the Online Reporting System and to the school.</i></p> <p><i>Close contacts can continue to attend school during this period of testing, unless an LFD test comes back positive (or if they become symptomatic) where they must self-isolate and book a PCR test. Unvaccinated adults, and others who do not meet the criteria, must continue to self-isolate for 10 days.</i></p> <p><i>Further details are included in the Operational Guidance for Schools.</i></p> <p><i>In respect of the Omicron variant of COVID-19, all individuals who have been identified as a close contact of a suspected or confirmed case of the</i></p>
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					<p>Omicron variant, irrespective of vaccination status and age, will be contacted and required to self-isolate immediately and asked to book a PCR test. Close contacts will be informed by the local health protection team or NHS Test and Trace if they fall into this category and will be provided with advice about self-isolation.</p> <p>These measures continue to be in place and a reminder of this change has been sent to parents within the FAQ sheet sent out 27.9.21</p>
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			<ul style="list-style-type: none"> • a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained • if contact is necessary, then disposable gloves, apron and a face mask should be worn • eye protection (e.g. visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. • They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. <p>Any members of staff who have helped someone with symptoms should be vigilant for symptoms and self-isolate and arrange a PCR test if they become symptomatic</p> <p>Staff / pupil or parents / carers are requested to inform the school as soon as they receive their test result (positive or negative).</p> <p>If the PCR test comes back positive, the individual should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Where the staff member / pupil tests negative, they can return to their setting when they are medically fit to do so.</p>		
All teaching/classroom activities; early years, primary and secondary (see also section on 'Shared	Contracting coronavirus - staff and pupils, passing onto vulnerable persons	H	<p>The following measures are in place;</p> <ul style="list-style-type: none"> • Classrooms are well ventilated [see specific section on ventilation] In place • A suitable cleaning schedule is in place for desks/chairs/equipment (minimum twice a day) In place 	L	<p>Review Schools: coronavirus operational guidance</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p>

<p>Learning Spaces/practical teaching below)</p>			<ul style="list-style-type: none"> • Staff supervise hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices. • Pupils are asked to report if they become unwell and staff informally monitor for presence of symptoms. The school protocol for persons becoming symptomatic on site is followed [add link to document or refer to separate part of risk assessment] • No sharing of stationery (pens, pencils) <p>Groupings</p> <p>Although bubble groups are no longer in place, where natural groupings are achievable, which limit mixing and don't impact on education, this is implemented [add details].</p> <p>Early year/nursery – children are able to remain in a group in the same space with limited or no mixing with other year groups. A separate play area is provided. Parental drop off/pick up is done outdoors, where possible.</p> <p>First/Primary – children are able to remain in a group in the same space with limited or no mixing with other year groups. [especially achievable for single form entry].</p> <p>In Primary Schools, the same groups are taught in the same classrooms, to limit the amount of movement around the school and potential contact with other groups.[where this doesn't impact on learning]</p> <p>Sport and physical education: (See next page)</p>	<p>We continue to trailing the return of after school clubs for the KS2 classes and are held together. Last term these clubs were are held outside, staff hosting the clubs are happy with the measures in place and numbers havebeen limited. This will be reviewed and from Jan 2022 we are trialling 1 club with both KS 2 classes but will be numbers limited and also held in the school hall</p> <p>Staff are also asked to follow and read the link below -</p> <p>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</p> <p>Science - practical work is in line with CLEAPSS Guide to doing practical work during the COVID-19 pandemic. Risk assessments are in place.</p> <p>On advice from the Public Health Team, bubble groups may need to be reintroduced as an additional protective measure if there is an outbreak in school. Previous arrangements for bubble groups will be reinstated [record detail of groupings in outbreak plan or add to this risk assessment].</p> <p>For the rest of the school day we have maintained class bubbles. We have also maintained the use of equipment into class bubbles only andnot shared across the school.</p>
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					<p><i>On advice from the Public Health Team, bubble groups may need to be reintroduced as an additional protective measure if there is an outbreak in school. Previous arrangements for bubble groups will be reinstated [record detail of groupings in outbreak plan or add to this risk assessment].</i></p> <p><i>Refer to:</i></p> <ul style="list-style-type: none"> • guidance on grassroot sports for public and sport providers, safe provision and Sport England Guidance • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and Step 4 Covid advice
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			<ul style="list-style-type: none"> • Activities proceed in accordance with the advice provided by relevant National Governing Body, sport providers and/or the sports facility • Promote good hand hygiene practices and maintain a cleaning regime focusing on frequently touched surfaces.- • Ventilation is maximised in accordance with the arrangements stated above. • Work with external coaches, clubs and organisations for curricular activities are subject to routine risk assessment to confirm that Covid-19 arrangements are safe and appropriate. Note; venues may have capacity limits that are to be followed. 		<p>providers, safe provision and Sport England Guidance</p> <ul style="list-style-type: none"> • The coach is able to bring own equipment – However, as an additional measure at this time we will provide our own equipment for each bubble and ASC to be particularly careful • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and Step 4 Covid advice • The Partnership Football League (of which we are a part of) has resumed. I have asked the organiser and partnership schools if we can agree rules regarding spectators, social distancing etc. The League organiser has agreed to lead on this and follows advice from the FA. • We have not yet returned to swimming lessons but have these scheduled for one class bubble weekly during Summer Term 2022 but will review this as necessary. From Jan 2022 coached indoor PE will be using the larger space of the village hall * see separate RA
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<i>Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,</i>	<i>Contracting coronavirus - staff pupils, visitors, parents/carers</i>	<i>H</i>	<i>Enhanced cleaning takes places within these areas in line with the cleaning schedule (including shared equipment/furniture/frequently touched points).</i> <i>One way circulation routes are in place [if possible].</i>	<i>M</i>	<i>When reviewing areas/spaces consider:</i> <i>Widening routes where possible.</i> <i>Removing unnecessary obstacles.</i> <i>Signing and communications:</i>
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					<ul style="list-style-type: none"> - markings/signage at entrances - movement intersections. - encouraging people to wait and allow others to pass <i>pupils do not use the corridor at the front of school and staff wear face coverings and maintain social distancing. If for any reason a child needs to use this corridor, they will be accompanied by an adult</i> One-way movement. Separate entry and exit routes. <i>Classes have their own entry and exit points.</i> Enlarge access and exits.
<p>Staff use of communal areas/working with different groups.</p> <p>Use of supply teachers and temporary workers</p>	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Staff breaks are organised to avoid congestion in staff rooms. [Consider making additional space available for staff to take breaks and plan how spaces are to be set up, for example, use of floor markings to help staff maintain distancing, limit number usage, remove chairs to minimise use of the space, etc].</p> <p>More frequent cleaning of shared spaces should also occur. <i>Shared crockery/cutlery has been removed and staff use their own equipment.- reminder to staff please use own crockery unless having a school meal as these will be provided and washed at extremely high temperatures</i></p> <p>Measures are applied within shared offices and staff room(s) to maintain social distancing (2m or 1m plus a risk mitigation)*</p> <p>Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible. <i>This is part of our enhanced cleaning schedule.</i></p>	L	<p>*Review and apply the guidance for working safely in offices if applicable (e.g. receptions and shared offices) <i>We still have staggered breaktimes and lunchtimes. Staff are continued to be reminded of limit of 2 in the staffroom and if fabric seating is used it should be sprayed before and after using the antibacterial fabric spray provided (COSSH sheet is available)</i></p> <p>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</p> <p><i>The offices are interconnected so ventilation is extremely important and where unable to maintain social distancing masks should be worn.</i></p>

			<p>Staff maintain 2m distance (or 1m plus a risk mitigation) from pupils where possible (especially with other adults and older children). Face to face contact within 1m of anyone is minimised.</p> <p>Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, continuing to take care to maintain distance from other staff and pupils (where possible). All temporary staff are made aware of the content of the Covid risk assessment and any other relevant information as soon as possible after the booking is confirmed.</p>		<p>In place</p> <p>In place</p>
Outdoor education and off-site visits	Contracting coronavirus - staff, pupils, public	H	<p>Offsite activity and educational visits are being conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations as they relate to each of the home nations. In England this means the following may proceed subject to full and thorough risk assessment ensuring public health advice is followed.</p> <ul style="list-style-type: none"> From the start of the 2021/2022 academic year establishments may go on international visits. Day visits and residential visits within the UK may proceed <p>Full and thorough risk assessment is achieved by application of: the</p> <ul style="list-style-type: none"> <u>Evolve Generic Risk Assessments** along with;</u> <u>the production of an Event Specific Planning to ensure full a thorough risk assessment.</u> <p>Those conducting International Visits ensure that a visit specific "International Travel COVID-19 Forward Plan" is produced and submitted for approval prior to travel.</p> <p>Visit approvals are applied in line with the NCC Code of Practice for Offsite & Educational Visits.</p>	L	<p>Onsite activities do not require the submission of an Evolve form but, like all activities involving significant risk, they must be subject to a suitable and sufficient risk assessment. All school specific RA form an appendix to this RA and are updated as needed.</p> <p>* Those conducting international visits are advised to give careful consideration to the risk of disruption to education resulting from isolation and testing requirements and also ensuring adequate financial protection in place.</p> <p>* Evolve Generic Risk Assessments take into account the requirements outlined by "Schools COVID-19 operational guidance. Updated 2nd December 2021" and prescribes broad arrangements as to how these may be</p>

					<i>applied</i> <i>As per pre-existing practice,</i> <i>establishments are to review these</i>
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			<p>Correct application of protocols applied by Evolve ensures adherence to government advice for health and safety guidance on educational visits.</p> <p>Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system for updates to the above.</p> <p>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.</p>		<p>assessments to ensure the stated arrangements are applied where applicable and reasonable to do so. Visit specific arrangements that are either not specified by or are prompted by the generic risk assessments are to be set out in Event Specific Plan.</p> <p><i>We have not planned any residentials this school year</i></p>
Play activities	Contracting coronavirus - staff and pupils	H	<p>Existing school play risk assessment has been reviewed and shared with staff.</p> <p>Toys and play equipment are included in the cleaning schedule. For large outdoor play equipment, which is difficult to clean, good hand hygiene is adopted before and after breaktime.</p> <p>The use of equipment which can't be cleaned easily is avoided or minimised where possible.</p>	L	<p><i>In place - and in addition we are continuing to have separate play equipment for breaktimes. Larger equipment is cleaned or undergoes a 48 hour quarantine period between uses.</i></p>
Provision of school meals service	Contracting coronavirus - staff, pupils		<p>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).</p> <p>Catering staff are aware of the content of this risk assessment and the measures required for use of communal staff areas have been implemented e.g., for toilets/staff room/changing rooms. [see also section on use of communal areas]</p>		<p>Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, such as additional cleaning, wearing face masks when serving children)</p> <p><i>We continue to have staggered lunchtimes and have tables placed so that there is adequate space if two bubbles are dining at any one time and this is minimised and only happens 1 out of 3 sittings.</i></p> <p><i>Additional staff are in place to ensure that procedures agreed are followed</i></p>

					<i>carefully as well as enhanced cleaning between each sitting.</i>
<i>Parents/carers picking up/collecting pupils from school</i>	<i>Contracting coronavirus - staff, pupils, public</i>	<i>H</i>	<p><i>Parents are not permitted into the school building to hand over children [including nursery/early years if this can be done outdoors]. During periods of high transmission, parents are requested to wear face coverings during busy times whilst on school premises.</i></p> <p><i>Supervising staff maintain social distancing with parents and have access to a face mask.</i></p> <p><i>School digital communications channels are used to engage and advise parents on protective steps being taken and associated requirements, such as not attending if they or their child is symptomatic.</i></p>	<i>L</i>	<p><i>In place</i></p> <p><i>In place and parents are required to wear a face covering at this time.</i></p> <p><i>In place and regularly used.</i></p>
<i>Use of School Transport (external provision only)</i>	<i>Contracting coronavirus - staff, pupils, transport provider</i>	<i>H</i>	<p><i>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</i></p> <p><i>The school encourages pupils to walk or cycle to school where possible.</i></p> <p><i>Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus.</i></p> <p><i>A review has been undertaken by the school of dedicated transport use and consideration has been given to:</i></p> <ul style="list-style-type: none"> <i>Maintaining groupings where possible so pupils sit within the year groups. [this measure will help in reducing the risk of transmission and assist if bubble groups needs to be reintroduced if there is an outbreak – see outbreak management plan].</i> 	<i>M</i>	<p><i>Children under the age of 3 should not wear face coverings. Children aged from 3-10 can wear face coverings if they are able to handle it as directed, but they are not required to.</i></p> <p><i>Home to school transport is in line with current guidance: Dedicated Transport to schools and colleges COVID-19 operational guidance</i></p> <p><i>Parents are often reminded about ensuring their child has a plastic Ziploc bag to put their face covering in and when children enter the school gate they are reminded of this process</i></p>

			<ul style="list-style-type: none"> • The use of hand sanitiser before boarding and after disembarking is encouraged via messages to parents. • supporting use of face coverings for pupils in Year 7 and above on transport, where they are likely to come into contact with people outside of their group or who they do not normally meet. The school should support the school transport team/transport providers to resolve any non-compliance issues with the wearing of face coverings • ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open <p>The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements</p> <p>Where staff are required to assist with accessing transport and fitting of seat belts/restraints, where possible only those normally working directly with the pupil provide such support.</p>		<p><i>We continue to take children out to the buses in their class bubbles and stagger the boarding times of our pupils.</i></p> <p><i>In addition to class bubble staff being responsible for this another</i></p>
Staff travelling to and from work.	Contracting coronavirus, spread of virus	H	<p>Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers.</p> <p>In particular:</p> <ul style="list-style-type: none"> • Wear a face covering when using public transport, travelling in a taxi or a private vehicle with others. • wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser 	M	<p><i>Due to our rural location public transport is limited and we currently do not have any staff or pupils who use this method. We will review as necessary.</i></p> <p><i>Review Guidance:</i></p> <p>How to wear and make a cloth face covering</p> <p>Coronavirus (COVID-19): UK transport and travel advice</p>

Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils	M	<p>Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.</p> <p>Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers.</p> <p>All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.</p> <p>Staff working with pupils who spit uncontrollably are given more opportunities to wash their hands than other staff.</p> <p>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.</p>	L	<p>For further information visit: NCC Local SEND Offering 0-25 yrs.</p> <p>All risk assessments, behaviour crisis plans and EHCPs include valid COVID-19 controls.</p> <p>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</p> <p>Currently we do not have any children who display such behaviours but would review this as necessary and guidance if this were the case is available on the staff shared google drive.</p> <p>There is a previous RA in place for this which could be used and updated as needed</p>
Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<p>Most staff and CEV pupils have now been double vaccinated. Social distancing is implemented where possible. Reminder to staff to adhere to social distancing. Wearing of face coverings. Advanced hygiene procedures.</p> <p>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</p>	L	<p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>No additional PPE is generally needed other than that already identified via risk assessment.</p> <p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure</p>

			<p>PPE requirements for these tasks should be recorded and implemented.</p> <p>Any queries are directed to the school nurse.</p> <p>Staff know how to safely put on and take off PPE. PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.</p>		<p>(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</p> <p><i>We continue to not have any children who need personal care with an AGP</i></p>
Use of hand sanitiser	<p>Ingestion of hand sanitiser.</p> <p>Alcohol vapours ignited resulting in burns to hands</p>	M	<p>Always wash hands with soap and hot/warm water wherever possible.</p> <p>Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and COSHH risk assessment are in place for its use.</p> <p>When using alcohol-based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</p> <p>Skin friendly skin cleaning wipes can be used as an alternative</p>	L	<p>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.</p> <p><i>This is all in place but in addition to this importance on washing hands with soap and warm water in between hand sanitising.</i></p> <p><i>We also have the hand sanitiser that was provided by DFE that does not affect the children with more sensitive hands and this is in use for them.</i></p>
Insufficient cleaning/exposure to virus on objects/surfaces	Contracting coronavirus	H	<p>Increased cleaning to take place using standard cleaning products (minimum twice a day). Additional cleaning hours/resources have been arranged with the priority being for frequently touched areas. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.</p> <p>In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected.</p>	L	<p>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas. <i>Apple fresh (NCC recommended spray) sprays in every room with blue roll. This is stored safely and there are COSHH sheets for their use.</i></p>

			<p>Staff wash hands if handling pupils' homework/books.</p> <p>Classrooms are cleaned in line with cleaning schedule. Bins for tissues are emptied throughout the day.</p> <p>Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for dealing with this scenario is implemented, which incorporates the PHE guidance on 'cleaning and waste' (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed.</p> <p>Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE</p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p>		<p>Staff may wish to wear disposable gloves if required in addition to this.</p> <p><i>In place</i></p> <p>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product. <i>In place</i></p> <p>Bleach should be avoided, and a suitable alternative product(s) used. If schools are advised to use a bleach-based product, only bleach <u>sprays</u> should be used. Its use must be strictly controlled, and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff. <i>In place</i></p> <p>See sample COSHH risk assessment</p>
<p>Lateral flow device Covid testing carried out incorrectly.</p> <p>Weekly staff/pupil home testing.</p>	Transmission of Covid 19 virus	H	<p>The national guidance issued in relation to the COVID-19 testing programmes in schools has been implemented: Link to Covid testing documentation/training [see <i>link in 3rd colum and also appendices joined to this RA</i>)]</p> <p>Following initial on-site testing for pupils in year 7 and above returning to school, twice weekly home testing is now offered to staff/pupils. Although voluntary, this is strongly encouraged by the school.</p>	M	<p>[see NCC model risk assessments: Covid19 Home Testing – School Staff/Pupils</p> <p>Covid19 - Testing on School Sites</p> <p>These are based on the DfE/PHE How to Guides/SOPs but should be tailored to record specific arrangements in place at your school]</p>

Testing pupils returning to school [year 7 plus]			<p>Schools with years 7 and above should retain a small on-site testing centre so they can offer testing to pupils who are unable or unwilling to test themselves at home. <i>Staff have agreed to lateral flow testing 2x per week. This is then reported using the NHS app and to CK (office manager) Some staff have asked if they can test more frequently and more kits have been ordered to enable them to do so if they wish.</i></p> <p>Separate school specific risk assessment(s) are in place to cover both on-site and home testing activities [add link to your risk assessments]. <i>We do not carry out testing on site. See Home testing RA</i></p> <p>Temporary and teacher training staff should be offered testing in the same way as wider school staff.</p>		<p>Prior to ATS testing at school, schools take steps to identify if an individual has tested positive 90 days prior to the current test. This is to identify the potential for false positive test results. Those falling into this category are advised not to test until the 90-day period ends unless they develop COVID-19 symptoms.</p>
Inadequate first aid provision	<p>Serious injury or death</p> <p><i>First aider contracting coronavirus or spreading virus to others.</i></p>	H	<p>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken. First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information.</p> <p><i>First aiders assist at a safe distance from the casualty where possible and minimise the time they share a breathing zone. Where the casualty is able to, they are directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.</i></p> <p><i>Where available, and appropriate, fluid resistant face mask, gloves, disposable plastic apron and disposable eye protection is used which should be kept in or next to first aid kits. (see FAQ document on dealing with minor accidents) [this is in line with HSE guidance]</i></p>	L	<p>See HSE guidance First aid during the coronavirus (COVID-19) outbreak</p> <p>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:</p> <p>Early years foundation stage: coronavirus disapplications - GOV.UK [see section on paediatric first aid and requalification]</p> <p><i>We have sufficient members of staff who are Paediatric First Aid trained and now that training has commenced are working through a schedule of continued training and updating of training from January 2022.</i></p>

			<p>CPR</p> <p><i>In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths.</i></p> <p><i>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions</i></p> <p><i>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</i></p> <p><i>Further information is also contained in the Government publication: Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</i></p>		
Lack of communication with staff / parents / others	Confusion / misinformation resulting in breakdown of arrangements.	H	<p><i>Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.</i></p> <p><i>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g., Google Hangouts.</i></p> <p><i>Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe. [consider methods of communication,</i></p>	L	<p><i>Parents have access to the Covid19 Quick Guide checker - this is available on the school's webpage and has been brought to the attention of parents. (this includes advice when returning from another Country)</i></p> <p><i>This is also regularly referred to when speaking to parents and also periodically the link is shared in the Weekly HT Blog</i></p>

			<p><i>making information available on school webpage to provide assurance to parents]</i></p> <p><i>The arrangements in place for children are shared with them in an age-appropriate way.</i></p>		
Home working & use of Display Screen Equipment (DSE)	Musculoskeletal problems arising from incorrect postures	M	<p>NCC bulletin on homeworking and DSE use is made available to staff. This follows HSE guidance on homeworking, including the principles of good DSE use is followed.</p> <p>NCC DSE policy is available to staff.</p>	L	<p><i>All staff complete a working from home RA prior to working from home as we continue to promote that PPA</i></p>
<p><i>Uncertainty due to the unprecedented nature of the pandemic</i></p> <p><i>Maintaining staff wellbeing and mental health</i></p>	Stress and anxiety arising through uncertainty, lack of control and reduced contact	M	<p><i>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</i></p> <p><i>Shared distribution of workload, e.g. rota for staff in school and those homeworking.</i></p> <p><i>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.</i></p>	L	<p><i>Stress risk assessment reviewed.</i></p> <p>Education and Skills – Staff Wellbeing padlet</p> <p>Supporting Emotional and Mental Health - Information for Schools.</p> <p>Telephone support & counselling</p> <p>Wellbeing guide for staff working in schools and trusts</p> <p><i>Also Qwell and we have arranged some whole staff well being training through NASUWT on 15th November.</i></p>

<p><i>Pupil uncertainty surrounding attendance/return to school/self isolation</i></p>	<p><i>Stress and anxiety impacting themselves and staff</i></p>	<p><i>M</i></p>	<p><i>Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. [consider publishing risk assessment on school webpage]. Parents have the opportunity to discuss concerns with school staff.</i></p> <p><i>Provision of pastoral and extra-curricular activities available to all pupils designed to:</i></p> <ul style="list-style-type: none"> <i>• support the rebuilding of friendships and social engagement</i> <i>• address and equip pupils to respond to issues linked to coronavirus (COVID-19)</i> <i>• support pupils with approaches to improving their physical and mental wellbeing</i> <p><i>Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) plan) are required to learn from home due to restricted attendance due to an outbreak, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</i></p> <p><i>[see government guidance for further information and apply as appropriate - record details here].</i></p>	<p><i>L</i></p>	<p>Kooth – support for young people from 11-25</p> <p>The government has launched the Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.</p> <p>Supporting Emotional and Mental Health - Information for Schools.</p> <p>PHE offer access to a free online Psychological First Aid course 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. This was completed as a directed time task by staff last year and is a helpful reference(see CPD records). A number of staff are also attending Friends Resilience Training and the Friends Adult Resilience training is highly recommended.</p>
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Useful Links:

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

Document History

Item	Nature of change	Date of Update
<u>Prevalence of COVID-19 variant of concern in the community (Omicron variant)</u>	Additional guidance updated for omicron variant, including working from home if possible, wearing of face coverings, NHS Covid pass scheme for large events (unlikely to impact on schools).	16/12/2021
<u>Inadequate ventilation.</u>	Review measures when hosting events.	16/12/2021
<u>Contact with others who may have Coronavirus</u>	Visitors are requested to take an LFD before attending school site.	16/12/2021
<u>Staff/Pupils displaying symptoms of coronavirus whilst at school</u>	Update on close contact requirements – LFD daily tests are now strongly recommended.	16/12/2021
<u>Staff/Pupils displaying symptoms of coronavirus whilst at school</u>	Update to reflect change in self isolation requirements for close contact of suspected or confirmed cases of the Omicron variant.	07/12/2021
<u>Outdoor education and off-site visits</u>	Planning requirements for those conducting International Travel.	07/12/2021
<u>Outbreak of Covid-19 in local area or school resulting in the need to step up protective measures</u>	Link added to NCC Public Health outbreak checklist.	13/10/2021
<u>Inadequate ventilation</u>	Link added to DFE ventilation document sharing platform.	13/10/2021
<u>Contact with others who may have Coronavirus</u>	Link added to updated pregnant worker risk assessment.	13/10/2021

On-site vaccination programmes carried out by School Age Immunisation Service (SAIS) team	New section	13/10/2021
N/A	Updated version 7 for schools returning in September 2021	27/08/2021
N/A	Previous version (v6.3) of school Covid risk assessment All previous versions of school Covid risk assessment	N/A

Please also refer to the staff and school Health and Safety Library on Google Drive as all RA's are now stored electronically.

Face Coverings RA 27.9.21 and checked 20.12.21

Department: Education	Service: Schools	Reference: Whittingham C of E Primary
Activity: Use of face coverings in Schools and Educational Settings Version 6 updated 27/08/2021 and checked 20.12.21 (green) This update is based on the revised government guidance for schools and the contingency framework . and the updated specific guidance on face coverings in educational settings		Site: Whittingham C of E Primary NE 66 4UP. School specific updates in purple – We continued with the previous version of this RA for the first 3 weeks of term to enable us to judge the current situation, remain cautious and keep ourselves as safe as possible. Following consultation with staff during the first weeks of term we have decided that we will keep as a staff using face coverings in communal areas and that parents will only be allowed on school site if they agree to wearing a face covering at this time as rates in our local area are currently higher than we would wish.
People at Risk: Staff, pupils, visitors, volunteers, parents, contractors		Additional Information: guidance on completion of risk assessment form Refer to existing service/ task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC. School Outbreak Contingency Plan Template [Whittingham version -ON STAFF GOOGLE DRIVE)
Name of Person Completing Form: Belinda Athey Job Title: Headteacher Date: 27.9.21 and 20.12.21		Review Date: ongoing

This model risk assessment has been produced to assist Headteachers in making an informed decision on whether to implement, as part of their Outbreak Contingency Plan or during high levels of community transmission, the wearing of face coverings within certain areas of the school. Consideration is given to the following:

- The ages of the young people within the establishment.*
- The layout of the building.*
- the likelihood of contact with others they don't normally mix with.*
- Queuing e.g., outside classrooms, mealtimes etc.*
- 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.*

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.

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)
<i>Inappropriate decision to implement wearing of face coverings in school</i>	<i>All staff, pupils, visitors</i>	<i>H</i>	<p>National guidance provided by the DfE/Public Health England is applied in relation to wearing of face coverings. Any local rules implemented by the Local Action Committee/Director of Public Health for Northumberland to re-introduce the wider wearing of face coverings due to a local outbreak of Covid are followed. <i>The school outbreak management plan will be activated.</i></p> <p><i>Face coverings are worn by members of staff or visitors where they wish to do so, or during high periods of transmission.</i></p> <p><i>During periods of high transmission or whether school wish to implement this, parents/carers are requested to wear face coverings when dropping off/collecting pupils.</i></p>	<i>L</i>	<p><i>[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].</i></p> <p><i>Out of School Settings</i></p> <p><i>Face coverings are to be used where it is a requirement of an indoor setting.</i></p> <p><i>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</i></p>

			<p><u>Year 7 and above</u></p> <p><i>Following activation of the outbreak management plan, face coverings may be required to be worn by pupils.</i></p> <p>Face coverings are worn by pupils in year 7 and above when travelling on dedicated school transport.</p> <p>Where it is assessed, social distancing is difficult to maintain in areas outside classrooms, face coverings continue to be worn by pupils [see note in document history]</p>		<p>the public and/or where social distancing cannot easily be maintained.</p> <p>When delivering education and training, including extra-curricular activities and wraparound childcare, in a community setting (for example, library or community centre), staff and pupils are exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for the sole use of its pupils and staff.</p>
<p><i>Inappropriate use and disposal of face coverings</i></p>	<p>All staff, pupils, visitors</p> <p><i>Potential exposure to live virus resulting in contracting Coronavirus.</i></p> <p><i>Inadvertent transmission to others.</i></p>	H	<p>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. The process should also cover:</p> <ul style="list-style-type: none"> • Who is required to wear a face covering and when they should wear it [amend as appropriate]. • Ensuring the cleaning of hands before putting the face covering on and after taking the face covering off. Hand sanitiser is provided in classrooms and pupils are supervised in its use. • Safe storage in individual, sealable plastic bags between use. 		<p>School to maintain a supply of sealable plastic bags.</p> <p><i>Also children and families reminded of the requirement to store face coverings safely.</i></p> <p>See Coronavirus (COVID-19): disposing of waste - GOV.UK (www.gov.uk)</p> <p>World Health Organisation (WHO) - 'How to wear a fabric mask safely' video</p>

			<ul style="list-style-type: none"> • Arrangements to prevent the use of coverings which are inappropriate, soiled, damp or damaged etc. • Where <u>disposable</u> face coverings are worn these should be put into a bin bag in a non-recyclable bin (general waste) after use. 		
Individuals not wearing a face covering	<p>All staff, pupils, visitors</p> <p>Potential exposure to live virus resulting in contracting Coronavirus.</p> <p>Inadvertent transmission to others.</p>		<p>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. <i>These are available in sealed envelopes in the quarantine box positioned at the school gate</i></p> <p>The establishment holds a stock of disposable face coverings for use by staff and pupils where needed.</p> <p>Arrangements for receiving visitors should be amended to ensure they wear face coverings where appropriate.</p>		<p>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.</p> <p>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.</p> <p><i>Any staff members who this applies to have agreed to wear a 'sunflower' lanyard so as to prevent confusion and/ or embarrassment.</i></p> <p><i>[transparent face coverings can be worn in this circumstance although evidence surrounding effectiveness in transmission of Covid is limited]</i></p>

					<i>The same exemptions will apply in education settings, and teachers and other staff should be sensitive to those needs.</i>
<i>Failure to communicate requirements for face coverings</i>			<p><i>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.</i></p> <p><i>Communications have been approved by the senior management team and issued as appropriate.</i></p>		<p><i>Pupils (and parents)/staff have been reminded of the importance of ensuring face coverings are worn, when needed, and handled correctly and that hand hygiene is practised before and after touching a face covering. This is supported by the class teacher. <i>Letter has already been sent out this term, aswell as communication through weekly HT Blog and FAQ sheet which has been created by school.</i></i></p>

Useful Links:

- Government/Public Health England Advice: <https://www.gov.uk/coronavirus>
- NCC Advice: <http://staff/Communications/Coronavirus-information.aspx>
- HSE Advice: <https://www.hse.gov.uk/index.htm>
- DFE Advice: [Face coverings in education – GOV.UK/ government guidance for schools](https://www.gov.uk/government/guidance/face-coverings-in-education)
- 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.phe.gov.uk/topics/covid19/prevention/face-coverings/face-coverings.aspx)
- [COVID-19 in Northumberland - Public Health Dashboard](#)
- [NCC School Risk Assessment Template](#)

Document History

Item	Nature of change	Date of Update
Activity / Additional Information	Face coverings in education guidance withdrawn. Link added to model school contingency plan.	27/08/2021
Inappropriate decision to implement wearing of face coverings in school	Updated guidance on when face coverings are to be implemented in school settings.	27/08/2021
Inappropriate decision to implement wearing of face coverings in school	Although national guidance for schools on wearing of face coverings no longer advises these are worn by pupils, the Director of Public Health for Northumberland is recommending that in areas outside the classroom, where it has been assessed that social distancing cannot easily be maintained, these continue to be worn. Schools should also continue to ask parents to wear face coverings during drop off/pick up times or other times where social distancing is difficult to maintain.	17/05/2021
Inappropriate decision to implement wearing of face coverings in school	From 17 May, in line with Step 3 of the roadmap, face coverings are no longer required to be worn by pupils and students in classrooms or communal areas or by staff in classrooms.	12/5/2021

<u>Inappropriate decision to implement wearing of face coverings in school</u>	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
<u>Inappropriate use and disposal of face coverings</u>	Wording change to reflect changes in government guidance.	02/03/2021
<u>Individuals not wearing a face covering</u>	Wording change. Reference to transparent face coverings.	02/03/2021
<u>Failure to communicate requirements for face coverings</u>	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
<u><i>Inappropriate decision to implement wearing of face coverings in school</i></u>	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 <i>local COVID alert level framework</i> 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
<u><i>Additional Information</i></u>	Link to updated guidance for the reopening of schools - including face coverings.	03/09/2020
<u><i>Inappropriate decision to implement wearing of face coverings in school</i></u>	Updated guidance on when to wear face coverings in school - including local lockdowns and face coverings in primary schools.	03/09/2020

<u>Inappropriate use and disposal of face coverings</u>	Updated guidance - process should be in place for wearing/removing face coverings.	03/09/2020
<u>Individuals not wearing a face covering</u>	Updated guidance on individuals who don't have access to a face covering.	03/09/2020
Document created	N/A	26/08/2020

General Risk Assessment Record Form for Use of Lateral Flow Test Kits at home (in addition to NCC template)

1. **School – Whittingham C of E Primary School** 2. Risk Assessed by Belinda Athey - HT

1. Description of Task: Use of Lateral Flow Test Kits at home. Lateral Flow Antigen testing is used to estimate the incidence and prevalence of COVID19 in school employees and pupils of appropriate age (Year 7 upwards). It involves the processing of human nasal swabs, throat swabs, or sputum samples with a Lateral Flow Device (LFD). The testing is voluntary and should take place twice weekly at home (3-4 days apart). The LFD test kit uses immunochromatography, which draws the sample along the device in a similar way to a home pregnancy test kit. LFDs are designed to be used outside a formal laboratory setting and is used for testing asymptomatic people. **This RA is open for ongoing consultation and is an agenda item at the weekly staff meeting and any suggestions/ changes are minuted and then changes made (in different colour and dated) to the RA as required.**

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Failure to engage staff and pupils in the LTF testing programme	School Community Poor participation may result in increasing transmission	-School promotes the use of Lateral Flow (LFT) test kits with staff and pupils by providing information and training and support e.g. NHS training video, the correct How-to Self-Test guide etc. - All employees/eligible pupils are encouraged to participate - LFD tests are approved by the MHRA for the purpose of staff/pupil testing	M	All staff have engaged fully with this process and are carrying out testing. Staff were given how to carry out testing pamphlet and were able to ask questions or make queries to SLT or with one another. We do not carry out testing on site as we are a Primary School but do encourage families to participate at home.	Testing has been in place since last term and this RA was updated to complement RA 7.0 following staff consultation period from 6.9.21	L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Failure to manage test kits on school premises	<p>Employees and pupils</p> <p>Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing resulting in</p> <ul style="list-style-type: none"> • false or inaccurate results • reduced testing capacity • Transmission of COVID-19 • injury to users 	<ul style="list-style-type: none"> - Non delivery of test kit supplies is immediately referred to DfE helpline - replacement LFT kits are ordered in a timely manner - Supplies of LFT test kits are securely stored between 2 and 30 degrees C - Participants are made aware of who is co-ordinating and monitoring home testing activity (insert name). Incidents whilst using kits are reported to this person. - Collection times for test kits are staggered to avoid crowding and to maintain social distancing requirements. Face coverings worn - Test Kit Log is used to record lot numbers and confirms issue of correct instructions - Participants collecting test kits sign the Test Kit Log to confirm receipt and are advised how to report their test result - Scheduling of testing is organised to meet operational requirements - Pupils must test x 3 on site before starting to test at home 	H	<p>Our office manager (CK) keeps an excellent control of school orders of kits and is in charge of communication regarding testing and reporting results.</p> <p>Collection times in place for first dispatch of kits and renewing of kits is done with CK.</p> <p>All control measures listed are in place and working well</p>	As above	L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Failure to obtain consent from those being tested	School and employees Failure to follow agreed Standard Operating Procedures and breach of data protection protocols	<ul style="list-style-type: none"> - Participation in home testing is voluntary and by consent. Those staff and eligible pupils unwilling to take home tests and who do not display symptoms can attend school. - Participants are advised of how the test data will be used and have received a copy of the relevant privacy notice 	M	We used consent forms that were provided as a pro forma and these are in place and working well	As above	L
Persons displaying Covid symptoms or who has contact with someone with symptoms attends the school site to collect LTF test kit.	School population may be harmed by transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> -Participants should not attend school to collect test kits if: <ul style="list-style-type: none"> - they have any symptoms of COVID 19, or - live with someone who is showing symptoms of COVID 19, or - if they have been advised to self-isolate with a household member, or - have ongoing contact with someone who has received a positive test 	H	We have very clear guidance on this and staff know the procedures to follow – when to arrange for a PCR test and also how to order LFT kits online - https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests and these will be posted out	As above	L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Test participants displaying symptoms are advised to take the wrong type of test	School Community Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	-Anyone with symptoms must follow national SOP guidance/and or SCC Management Arrangements regarding a confirmatory PCR test. -Lateral flow test kits should not be used until the end of the isolation period - Schools follows national SOP guidance and/or SCC Management Arrangements when considering repeat LFT tests after a positive result.	H	This is all in place and staff have also been involved in the creation of a FAQ regarding testing and absence information poster (staff consultation period ending 27.9.21)	As above	L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Inappropriate storage and disposal of test kits	<p>School community/ Participant and their household</p> <p>Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing</p>	<p>Workplace – Home test kits once received must be stored in line with guidance provided in a secure location and records kept on distribution to employees.</p> <p>At Home</p> <ul style="list-style-type: none"> - A complete box of test kits is provided to each participant - Test kits are stored out of reach of children, other vulnerable individuals and pets - Test kits are stored at room temperature or in a cool dry place (2-30 degrees C) - Test kits must not be stored in a fridge or freezer or left in direct sunlight - If the kit has been stored in a cool area (less than 15 degrees C) it has been at room temperature for 30 minutes (15-30 degrees C) before it is used by the participant. - All items of the test kit are placed in the waste bag on completion of the test. This is placed in the domestic refuse - Any spillages of test solution are absorbed by wiping with a paper towel or tissue. This is placed in the waste bag 	M	Control measures listed are in place. CK oversees distribution to employees.	As above	L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs	Participants Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort	<ul style="list-style-type: none"> - Test must only be used by the person they were issued to - Pupils should self-test and report with adult supervision - The participant washes their hands before & after testing, and cleans surfaces used for testing - Participants must not eat or drink for 30 minutes prior to the test - Any damaged swab/test packaging is not used and its non-use reported. - Participants do not re-use any of used/damaged test kits - The participants have been provided with updated instructions to carry out tests at home - Participants must have watched a training video showing them how to self-swab and must consistently follow the instructions - Participant has available clean flat surface for using test kit and a timing mechanism available - Participant must wash or sanitise hands, use a tissue, and wash or sanitise hands again before opening swab packet to avoid contamination 	M	<p>No further actions as this process is currently working well with staff. New staff to be given the opportunity to have verbal support</p> <p>For staff – NHS guidance – https://www.youtube.com/watch?v=fQMa7LH-38E</p> <p>For families - https://www.youtube.com/watch?v=fo5zaFvVLpl</p>	As above and reviewed 27.9.21	L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs	Participants Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort	<ul style="list-style-type: none"> - Participants are required to swab both tonsils (or where they would have been) x 4 and the nostrils alongside the lining of the nose - Participant to report any incident with the testing kit or personal injury to the schools. - Schools maintain on-site testing facilities to support pupils unwilling/unable to test at home 	M	As above	As above	L
Use of test solutions when processing test kit. Contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	Participant could be harmed by inappropriate use of chemicals	<ul style="list-style-type: none"> - Chemical components are not classified as hazardous for use as designed. - Participants should keep test kits out of the reach of children, vulnerable adults and pets when stored at home - Participant should not use test solution if use by date has expired - COSHH assessment for testing solution is available in school in case of enquiry 	L	Control measures in place and staff reminded of these by reading this RA.	As above	L
Participants have an allergy	Participant may suffer an allergic reaction	<ul style="list-style-type: none"> - the swabs in the Innova SARS-CoV-2 Antigen Rapid Qualitative Test kit are latex free - participant to report any allergic reaction to their doctor and to our school 	M	As above	As above	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Failure to manage personal samples and to interpret coding	School community and households Failure to follow agreed Standard Operating Procedures – for processing the sample at home may jeopardise the validity of testing	<ul style="list-style-type: none"> - Lateral Flow device is only for use by person they have been issued to and they should not use the test kit on family members etc. - LTF test kit is single use only - swab contents are processed in accordance with training video and written instructions - All the extraction fluid must be used - All the liquid from the swab tip should be squeezed into the extraction tube - Participants must allow 30 minutes for sample to register results. - Participants are made aware that even a faint line against the T on the slide indicates a positive sample and this must be reported to the NHS and school and a confirmatory PCR test taken. - If sample is void another LTF test is carried out - Voids results are reported to the school Covid testing co-ordinator - Results/incidents are monitored by the school - Participants are advised to book and attend a PCR test if they have had two void results in a row 	M	Keep reminding of control measures and discuss RA as necessary at weekly staff meeting	As above	L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Participants do not report results to Test and Trace	Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	<ul style="list-style-type: none"> - Participants receiving test kits are advised how to report their test result on-line when they collect them - Participants report the results of their tests online to the NHS every time they take a test even if negative or void -- Participants can alternatively telephone 119 to report results - Participants also report their tests to the school - Participants correctly report the test kit ID number 	M	All staff have taken this on board extremely positively and this is working well.	Ongoing through Summer Term 2021. Updated 27.9.21 following continued consultation with staff on RA 7.0 from 6.9.21 – 27.9.21	L
Failure to respond to a Positive Test for COVID 19	Other occupants of the school or home environment could be exposed to could be exposed to COVID19 virus	<ul style="list-style-type: none"> - Participant should inform the school of a positive test so cover can be provided - Participant must follow national isolation guidance with their household - The school updates their Covid register if there is a positive Covid result and seeks advice from Local Outbreak Control Team regarding isolation of other contacts 	M	As above	As above	L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Failure by participant to report incidents or concerns about home testing or LTF kits	Participants Failure to manage could impact the quality or safety of testing	<ul style="list-style-type: none"> - Participants are advised to report any concerns/incidents with the test kit to the school. E.g. damaged kit, multiple void tests, unclear results, inability to record results to the school and by telephoning 119 - Incidents requiring medical care should be reported by contacting 111 or 999 - Clinical incidents with the potential for harm e.g. a swab breaking in the mouth, or an allergic reaction is reported by the participant as a yellow card concern to the MHRA 	M	Control measures in place	Summer term then updated 27.9.21	L
Failure by school to report incidents or concerns about home testing or LTF kits	Participants Failure to manage could impact the quality or safety of testing	<ul style="list-style-type: none"> - Concerns raised by individual participants are recorded and responded to - Repeated incidents or patterns of concern are reported to the DfE helpline 	M	We adhere to these control measures extremely closely.	As above	L

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

		Potential severity of harm <i>(this may injury, loss or damage)</i>		
		Minor Harm 1	Moderate Harm 2	Serious Harm 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority
High (6-9)	Immediate action required
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must implemented.
Low (2)	Implement reasonable control measures and monitor.
Trivial (1)	No action required unless level of harm or likelihood changes.

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 27.9.21

Department: <i>Whittingham C of E Primary School</i>	Service: <i>Education - Schools</i>	Reference:
Activity: <i>Additional Activity RA</i>	Site: <i>Whittingham C of E Primary</i>	
People at Risk: <i>Staff and Children (wider community)</i> <i>Additional updates in green 27.9.21 – checked 20.12.21</i>	Additional Information: <i>To further enhance COVID 19 RA Version 2,3 4.0 – 4.5, 5.0-5.1, 6.0, 6.1,6.2 , 6.3 and 7.0,7.2.and 7.3 provided by NCC.</i>	
Name of Person Completing Form: <i>Belinda Athey</i>	Job Title: <i>HT</i>	Date: <i>27.9.21</i> Review Date: <i>Ongoing</i>

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)
<i>Breaktimes – children mixing in bubbles</i>	<i>Children mixing and potentially spreading COVID 19</i>	<i>M</i>	<i>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.</i>	<i>L</i>	<i>We are maintaining class bubbles apart from Daily Mile – KS2 classes (2 classes) do this together as it is outside. ASC resumes with KS 2 children only, numbers limited and it is based outside</i>
<i>Play and sports equipment</i>	<i>Children mixing and potentially spreading COVID 19</i>	<i>M</i>	<i>Meticulous hand hygiene – washing and sanitising hands. All equipment was deep cleaned 16.7.21 then resources allocated to each bubble and to be kept within the bubble and cleaned after use. <i>Games such as football has been re-introduced following FA guidelines</i> Resources that cannot be easily cleaned are taken out of use,</i>	<i>L</i>	
<i>Stationary, work books and laptops</i>	<i>Children mixing and potentially spreading COVID 19</i>	<i>M</i>	<i>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</i>	<i>L</i>	<i>Children in KS1 and 2 should be limited to the sharing of devices and there should be enough to ensure this does not happen. Only if this is not the case and hand hygiene protocols are in place can this happen.</i>

			<p>Children use own individual work books and self marking is in place wherever possible and does not affect pupil progress.</p> <p>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 an opportunity for ongoing dialogue from there.</p>		<p>Staff may wish to wear disposable gloves or PPE when marking and this is accommodated with stocks of PPE in each class</p>
Reading books	Children mixing and potentially spreading COVID 19	M	<p>Meticulous hand hygiene – washing and sanitising hands.</p> <p>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</p>	L	
Resources – i.e. maths equipment	Children mixing and potentially spreading COVID 19	M	<p>Meticulous hand hygiene – washing and sanitising hands.</p> <p>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</p>	L	<p>For all KS 1 and 2 children we provide individually labelled small plastic pencil cases with equipment in. Maths equipment is organised into table resources.</p>
Small World	Children mixing and potentially spreading COVID 19	M	<p>Meticulous hand hygiene – washing and sanitising hands. Staff continue to review what resources can be easily cleaned.</p> <p>Individual resource packs set up for children. Where this is not possible the resource is wiped before and after use using 'Apple Fresh' as this is recommended by NCC as an effective cleaning product.</p>	L	<p>Please also refer to EYFS specific RA September and updated by EYFS on staff shared drive. - Junk modelling allowed with stocks gathered by staff only and quarantined before use. To be quarantined before sending home. Soft furnishing have been re-instated and they are sprayed with fabric anti bacterial spray before and after use (COSH sheet provided).</p> <p>From 29.9.21 dressing up clothes will be re-introduced. They will be washed before use and then quarantined after use. Any costume that is worn by a child who sneezes or displays</p>

					<i>symptoms will be quarantined then washed at a high temperature</i>
<i>Sand / water / playdough</i>	<i>Children mixing and potentially spreading COVID 19</i>	<i>M</i>	<i>Meticulous hand hygiene – washing and sanitising hands. Sand out of action - this will be reviewed as necessary</i>	<i>L</i>	
<i>Packed lunches and water bottles</i>	<i>Children mixing and potentially spreading COVID 19</i>	<i>M</i>	<i>Meticulous hand hygiene – washing and sanitising hands. To be brought in bag (plastic requested) and to be kept in child's allocated area ONLY.</i>	<i>L</i>	<i>Better hygiene if they are stored on the shelves in the cloakroom as they are less likely be accidentally touched and are not on the floor.</i>
<i>Clothing</i>	<i>Children mixing and potentially spreading COVID 19</i>	<i>M</i>	<i>Meticulous hand hygiene – washing and sanitising hands. Letter out to parents and reminders will continue to be sent about the importance of clean uniform.</i>	<i>L</i>	<i>Spare clothes are still not provided from school so parents of younger children in particular need to be reminded to pack spares in their bag. Forest School EY and KS 1 waterproofs have been allocated for class use only and are quarantined or washed if necessary (see dressing up guidance).</i>
<i>Families not adhering to government guidelines</i>	<i>Children mixing and potentially spreading COVID 19</i>	<i>M</i>	<i>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. <i>We have been extremely clear to parents and families of our continued use of guidance before the restrictions were lifted</i></i>	<i>L</i>	
<i>Outdoor equipment including Forest Schools Area</i>	<i>Children mixing and potentially spreading COVID 19</i>	<i>M</i>	<i>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.</i>	<i>L</i>	

<i>Cleaning</i>	<i>Virus mixing and potentially spreading COVID 19</i>	<i>M</i>	<p><i>Stringent cleaning schedule adhered to – PPE worn during cleaning.</i></p> <p><i>Deep clean 1- 21st, 22nd, 23rd and 24th March</i></p> <p><i>Deep clean 2 1st June Deep Clean July- August 2020.</i></p> <p><i>Deep clean October, December 2020 and February, April, June and July 2021.</i></p> <p><i>Cleaning checks made each morning.</i></p> <p><i>Cleaning schedule for all classrooms mid point of the day to include high touch points, children's work surfaces and washroom facilities</i></p> <p><i>Thorough cleaning each evening</i></p> <p><i>All of this is in addition to cleaning (wiping with approved product) as we go as agreed with staff.</i></p>	<i>L</i>	
<i>Registers</i>	<i>Virus mixing and potentially spreading COVID 19</i>	<i>M</i>	<p><i>Registers to remain in classroom. Staff to report absences to be emailed or message via Google Hangout to CK by 9.15 a.m.</i></p> <p><i>Emails to be kept on throughout the day as this is how you will be contacted ie End of Day Arrangements.</i></p> <p><i>We will continue to not allow children out at different points of the day for non-urgent appointments.</i></p>	<i>L</i>	<i>September 2021 – refined end of day arrangements system</i>
<i>Phonecalls</i>	<i>Virus mixing and potentially spreading COVID 19</i>	<i>M</i>	<p><i>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.</i></p>	<i>L</i>	<i>New cordless phone to be purchased</i>
<i>Paper based letters/ accident slips</i>	<i>Virus mixing and potentially spreading COVID 19</i>	<i>M</i>	<p><i>Continue to be paperless where possible. Informing parent/ carer of an accident (if it warrants this) by telephone</i></p>	<i>L</i>	<i>From September trial paper awards and certificates</i>
<i>School Fruit Scheme for EY / KS 1</i>	<i>Virus mixing and potentially spreading COVID 19</i>	<i>M</i>	<p><i>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)</i></p>	<i>L</i>	

Forgotten items	Virus mixing and potentially spreading COVID 19	M	During last year 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. <i>To continue</i>	L	
Handling of Money	Virus mixing and potentially spreading COVID 19	M	No handling of money – Teachers 2 Parents System in Place <i>To continue</i>	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. <i>To continue</i>	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. More than enough staff have First Aid training. PPE to be worn whilst administering First Aid. <i>To continue</i>	L	
Catch It Kill It Bin It	Virus mixing and potentially spreading COVID 19	M	Allocated bins in all classrooms (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. <i>To continue</i>	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) <i>To continue</i>	L	
Pick up and drop off	Virus mixing and potentially	M	Staggered times. Once children are off their bus bubble they will go straight into their class bubble (sanitising	L	

	spreading COVID 19		hands on entrance to school). Parents/ Carers have allocated pick up points. <i>To continue</i>		
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 and dependent on local rates of infection.	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. <i>To continue</i>	L	
Reading Books	Virus mixing and potentially spreading COVID 19	M	<i>Reading records to resume. Books to continue to be quarantined</i>	L	
Staff meetings	Virus mixing and potentially spreading COVID 19	M	<i>Agenda item on weekly staff meeting updates and is minutes all staff receive the agenda and the minutes and can contribute at any time</i>	L	
Paper based items and marking work	Virus mixing and potentially spreading COVID 19	M	Communication to parents to be via telephone or online (<i>limit</i> 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. <i>Continue</i>	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	L	

			<i>are eating – adults will place food directly onto their plates.</i>		
<i>CHRISTMAS or other celebrations</i> <i>Review nearer Christmas 2021</i>	<i>Virus mixing and potentially spreading COVID 19</i>	<i>M</i>	<p><i>Decorations – outdoor only</i> <i>Chinese new year – above kitchen hatch only.</i></p> <p><i>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</i></p> <p><i>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)</i> <i>Music Hub guidance is that staff should remain 3 metres away. I suggest that we follow this also.</i></p> <p><i>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.</i> <i>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.</i> <i>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.</i> <i>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).</i> <i>As is our policy, staff do not give children presents.</i></p>	<i>L</i>	

			<p><i>Receiving of presents – not in place from families this year – letter to parents.</i></p> <p><i>Also reminded families about not sending in cakes / sweets – need to remind again as we have been asked twice so far this term and this was from families that were in school last year.</i></p> <p><i>Children making cards for Mothers Day / Easter/ Christmas etc . Resources per child allocated. Made on Monday to send out on Thursday.</i></p> <p><i>Use of Church/ Village Hall – From Autumn (2021 to be reviewed and separate risk assessment updated).</i></p>		
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