

Risk Assessment Form (RA1)

Department: Children and Families	Service: Schools and Education	School: Bellingham Middle School
Activity: Schools <i>fully opening from September 2020</i> during COVID19 pandemic <i>Version 3 Updated 17 August</i> To be read in conjunction with NCC Health and Safety Bulletin and Coronavirus (COVID-19): guidance for schools and other educational settings.		Site: : Bellingham Middle School, Redesmouth Road, Bellingham Key to abbreviations used: HT – Head Teacher (L Hamilton) SLT – Senior Leadership Team (L Hamilton, D Ramshaw DRa, D Wilson) DR – David Robson (Caretaker) BT – Bernie Thompson (Office Manager) DG - David Gundry (Governor with responsibility for Health & Safety)
People at Risk: Staff, pupils, visitors, volunteers, parents, contractors Appendices: <i>Appendix 1 Class Arrangements Plan</i> <i>Appendix 2 Break and Lunchtime Arrangements</i> <i>Appendix 3 Classroom Allocation / Sanitising Stations</i> <i>Appendix 4 Playground Risk Assessment</i>		Additional Information: guidance on completion: risk assessment form Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC. Government/Public Health England Advice: https://www.gov.uk/coronavirus / 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 (current as of 30 June - further revision likely September 2020) NCC Corporate Health and Safety Advice - FAQs for School Head Teachers Vulnerable Staff - Risk assessments (including BAME) Corporate H&S Briefing Note - 10/7/2020
Name of Person Completing Form: L Hamilton		Job Title: Headteacher Date: 18 September Review Date: 09/10/20

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
School re-opening following partial or full closure and lack of statutory testing/maintenance	Equipment / system failure leading to enhanced physical or biological risks to people	M	<ul style="list-style-type: none"> The school has been open and operating prior to the Autumn term. Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment have taken place and maintained as normal during the Summer break. DG termly checks. 	L	LH to continue to liaise with DR and DG to audit all statutory testing and maintenance.

			<ul style="list-style-type: none"> ● <i>Head/Caretaker has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening.</i> ● <i>Scheduled system checks setup and checked by DR, LH & DG during H & S audit.</i> ● <i>Check of known asbestos sites for damage, potential pest/rodent activity, cleanliness/general safety of kitchen facilities, electrical equipment, site security measures, fire safety measures (extinguishers, door mechanisms etc.) and general building(s) integrity and serviceability.</i> ● <i>Fire evacuation procedures have been reviewed and a fire drill is planned. Fire evacuation</i> 		<p><i>HS & DR undertaken checks as part of regular audit. All checked prior to 01 June 2020</i></p> <p><i>Plan a fire evacuation drill early after the school returns from 03</i></p>
--	--	--	--	--	--

			<p>assembly point remains on the grassed area at the top of the site. Roll call procedures remain the same with pupils lining up alphabetically <i>in their form class and year group bubble in the same vicinity. Form Teachers make pupil checks during roll call. All Form Teachers report to LH.</i> All adults and visitors go to the assembly point whilst maintaining social distancing. DRa checks all adults/visitors and reports to HT.</p> <ul style="list-style-type: none"> ● Nature and type of use of the building since closure has been determined and appropriate cleaning initiated. 	<p><i>September 2020 (BMS, BPS, North Tynies)</i></p> <p>New form classes to practice lining up in alphabetical order and informed of fire drill procedures.</p> <p><i>Fire risk assessment has been reviewed and additional measures include allocated escape routes for bubbles & doors held open then closed by allocated staff. To be communicated to staff on 01 Sept 2020 and pupils from 02 September 2020.</i></p> <p>HT will ensure provision is in place to make adjustments and revisit fire drills in the event further pupils return throughout the term.</p>
--	--	--	--	--

<i>Inadequate safety management documentation (policies, risk assessments etc)</i>	<i>Increased risk of contracting Coronavirus through lack of planning.</i>	<i>H</i>	<p><i>The arrangements in the Covid19 risk assessment are monitored by SLT and kept under review. Where 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>New 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>M</i>	<i>Advice will be provided directly from the local Health Protection Team. The <u>County Council Outbreak Plan</u> is also available on the County Council webpage.</i>

			<ul style="list-style-type: none"> Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working. <p>Responding to an outbreak of Coronavirus - see section below.</p>		
<p>Contact with others who may have Coronavirus</p> <p>Inadvertent transmission to others</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	H	<p>Staff</p> <ul style="list-style-type: none"> Staff who are 'clinically vulnerable', pregnant or from a BAME background, are able to return to work and an individual risk assessment is in place for these individuals. Staff who are 'clinically extremely vulnerable (who were previously shielding) continue to work from home where this is possible e.g. some admin roles. Where this isn't possible, their job role and activities have been reviewed to ensure they can work remotely or are able to socially 	M	<p>See generic risk assessments for clinically/extremely clinically vulnerable staff</p> <p>BAME risk assessment</p>

			<p><i>distance from others. An individual risk assessment is in place for each staff member recording the details of the medical condition and what reasonable adjustments have been made to their job role <u>prior</u> to the staff member returning to school. Advice is sought from the school's own HR/Occupational Health provider where necessary and always for staff who have previously been shielding.</i></p> <ul style="list-style-type: none"> ● <i>Staffing levels are reviewed to ensure adequate levels are in place at all times.</i> <p>Children</p> <p><u><i>Children in clinically vulnerable and clinically highly vulnerable health categories (as defined by PHE guidance)</i></u></p>		<p><i>HT will require immediate update from staff if their situation changes so that adequate cover can be put in place.</i></p> <p><i>HT to communicate with all parents and share national guidance before 01 September 2020.</i></p>
--	--	--	--	--	--

			<p>Most pupils in the “Clinically Extremely Vulnerable” who have been shielding are now able to return to school (with a small number of exceptions identified by the child’s consultant/GP) along with those children classed as “Clinically Vulnerable”.</p> <p><i>For those pupils in the CEV category, an individual risk assessment has been carried out in consultation with the child’s parents and the relevant healthcare professional(s). Advice from health professionals/GP involved in the child’s care is essential in these circumstances. Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include advice from the relevant health professional, where appropriate. [see also model risk assessment for CV/CEV pupils]</i></p>		<p>SENCO/HT to liaise with individual parents/carers of children with EHCP/additional educational support needs prior to returning to school from 01 September 2020 to establish the potential health risks from COVID-19 to their children. This will be completed on an individual basis with advice from an appropriate health professional where required. Assessments are in writing and existing assessments may be updated. Staff to be consulted/trained on any resultant measures to be introduced.</p> <p>HT to liaise with parents/carers of children with underlying health conditions who do not have EHCP before 01 September 2020.</p>
--	--	--	--	--	---

			<p>All Visitors/Contractors</p> <p><i>These are limited to essential visits only during the school day, with contractor activities taking place outside of normal school hours. Contractors will not be</i></p>		<p><i>Where there are concerns about the health provision for a child, urgent advice will be sought by the HT or SENCO prior to returning to school from 01 September 2020 from a healthcare professional.</i></p> <p><i>When making appointments, prior to attending the site, contractors/visitors are briefed by HT & DRo of the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.</i></p> <p><i>Copies of the contractor form have been shared with Office Manager</i></p>
--	--	--	--	--	---

			<p><i>allowed access without prior appointment-and only for essential activities.</i></p> <p><i>Visitor contact information is retained for 21 days to support the NHS test and trace programme (Visitor Audit/Questionnaire).</i></p> <p>General</p> <ul style="list-style-type: none"> ● <i>Parents / carers and other visitors are limited and access only permitted where essential to the school site and will be advised through signage and digital media.</i> ● <i>Staff will communicate to children regarding social distancing / personal hygiene.</i> ● <i>Government guidance on is followed.</i> <p><u><i>Guidance for full opening: schools</i></u></p>		<p><i>and caretaker and copies are available in the front office.</i></p> <p>HT <i>will ensure notices and information will be displayed around the school and informed through digital media before 01 September 2020</i></p> <p>HT <i>will ensure signs are appropriately displayed advising of this from 01 June 2020</i></p> <p>HT & DR <i>to carry out an assessment of seating and desks to ensure desks face forward in all rooms (except Computing room) all in line with</i></p>
--	--	--	--	--	--

			<p>Key Actions:</p> <ul style="list-style-type: none"> • Anyone displaying any symptoms of coronavirus are not permitted on the premises • Social distancing of 2m is applied throughout the school where possible. <i>In classrooms where this is not possible between pupils, children will be provided with an allocated seat and desk in a specific classroom. Desks/seating will be arranged in rows so that pupils are all facing forward in each classroom (except Computing room). Excess furniture and equipment removed.</i> • Minimising contact and mixing by altering the layout and clearly marking teacher/pupil boundaries in each classroom. <i>Visualisers will be available to facilitate pupil/adult social distancing within classrooms to enable personalised support.</i> • Seating/desk arrangements have been identified in offices, i.e workstations are socially 		<p><i>national guidelines prior to 01 September 2020.</i></p> <p><i>DR organise the set up of a pupil visualiser station in each classroom to enable adult support for pupils from 01 September 2020.</i></p> <p><i>BT to ensure visitor stickers are available and hand sanitiser available at the School Office by 01 June 2020.</i></p>
--	--	--	--	--	--

			<p>distanced, & space has been allocated around sinks and other equipment e.g. printers.</p> <ul style="list-style-type: none"> • Equipment Reception/waiting areas are marked to identify social distancing and a process is in place for handling essential visitors to the site, for example, visitors badges are consumable stickers for one-time use only and must be used by all visitors on entry; hand sanitiser must be used by all visitors on arrival. • 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 approved hand rub or sanitiser. Paper towels distributed throughout the school and hand dryers turned off to stop use. • Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided along with lidded bins for used tissues. This waste is double bagged and 	<p>HT to instruct all school staff to enforce hand washing and hand washing stations will be allocated to specific year group cohorts of children prior to 01 September 2020 (Appendix 1)</p> <p>Signage and appropriate hygiene resources are distributed throughout the school and are checked daily to ensure sufficient stock levels around school. The location of items will be reviewed and cited with regard to site specific circumstances to ensure ease of use.</p> <p>HT and DR to organise tissues in all classrooms and lidded bins to be allocated throughout the school prior to 01 June 2020</p>
--	--	--	--	---

			<p><i>disposed of. Face coverings should not be worn in schools as a general rule. Arrangements have been put in place should a pupil arrive wearing a mask - disposable masks to be put into a bin bag in a lidded bin, reusable covering to be placed by the pupil into a bag to take home.</i></p> <ul style="list-style-type: none"> • <i>Cleaning frequently touched surfaces often using standard products, such as detergents and antibacterial wipes.</i> 		<p><i>DR to introduce daytime cleaning schedule for auxiliary staff to ensure robust cleaning of the site from 01 September 2020 and provide cleaning stations with materials for daytime staff to access throughout the school day.</i></p> <p><i>HT & DR to create outside play zones for specific year group cohorts. This may alter depending on weather and use of school playing fields (reviewed daily) from 01 September 2020.</i></p> <p><i>BT to organise classroom resources and teacher only resources in school from 01 September 2020. HT to instruct all staff to remove their</i></p>
--	--	--	--	--	--

			<ul style="list-style-type: none"> Allocated playground equipment for year group cohorts e.g. footballs to be cleaned after recreational use. Minimising contact by allowing pupils to bring their own stationery for personal use only and providing spare class only resources (cleaned after individual use) to reduce cross contamination and movement within the classroom. Movement will be minimised with pupils remaining in their cohort classroom for most 	<p>resources and clean areas such as teacher desks before leaving classrooms. HT will organise and share with staff prior to 01 September 2020</p> <p>The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.</p>
--	--	--	---	--

			<p>lessons. Each cohort has also been allocated their own dedicated 'practical' area as a second learning space (except PE which will be outside & Computing).</p> <ul style="list-style-type: none"> • Photocopying undertaken for students must be done so wearing disposable gloves and taken immediately to the classroom to minimise contamination. 		
All teaching/classroom activities; early years, primary and secondary (see also section on 'Shared Learning')	Contracting coronavirus - staff and pupils, passing onto vulnerable persons	H	<p>Cohort (bubble) Groups (see also H&S briefing for Heads)</p> <p>The school has cohorted groups so that staff and pupils generally only mix with others in a consistent group and keep away from other people/groups as much as possible. Contact with other groups is brief and transitory only.</p>	L	<p>Review Guidance & Checklist: Opening Schools for more children and young people: initial planning framework for schools in England</p> <p>Planning guide for primary schools</p>

<p><i>Spaces/practical teaching below)</i></p>		<p><i>The school has implemented the following to reduce risk:</i></p> <ul style="list-style-type: none"> <i>• Children will always remain in their form class (full sized class cohort).</i> <i>• 'Class groups' are kept in the same room with the same 'class group' throughout the day.</i> <i>• No mixing of class groups throughout the day.</i> <i>• A record is kept of staff/pupils within each group and any close contact between different groups in the event of an outbreak of Covid19.</i> <p><i>Social Distancing</i> <i>As the school is fully open to all year groups, it is accepted that social distancing cannot always be achieved. However, it should be applied</i></p>	<p><i>Guidance for secondary school provision from 15 June 2020</i></p> <p><i>Each class has been assigned 2 dedicated classrooms (<i>see appendix 3</i>).</i></p>
--	--	---	--

			<p><i>wherever possible. The general arrangements below have been put in place to mitigate the risk where distancing cannot always be achieved.</i></p> <p>General arrangements</p> <ul style="list-style-type: none"> • <i>Staff maintain 2m distance from pupils where possible (especially between adults and with children). Face to face contact within 1m of anyone is minimised.</i> • <i>Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell.</i> • <i>Staff explicitly supervise health and hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices.</i> • <i>Staff informally monitor for presence of symptoms.</i> 		<p><i>HT will organise timetable prior to 01 September 2020 and share with staff.</i></p> <p><i>No assemblies, staggered break & lunchtimes where necessary for certain groups. Where fields are out of use due to weather/conditions all</i></p>
--	--	--	---	--	--

			<ul style="list-style-type: none"> • Regular cleaning initiated (see below). • Pupils will remain in 1 small consistent group and keep away from other people/groups. Transient risk is low and will be minimal due to cohort groups having staggered break times (Appendix 2) • The same desks will be used by the same pupils each day and desks are front facing, with pupils sat side by side rather than face to face. • Where possible the same teaching staff work with the same groups. All staff will maintain a distance of 2m from pupils and limit contact of 1m to a minimum. • Timetabling has been reviewed to stagger school activities (PE, Daily Mile, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents. • Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive use have been introduced. 		<p>recreation will be indoors (subject review by SLT) otherwise each year group cohort bubble will be allocated a designated play zone to ensure only one supervised group in a specific outdoor area of school site at any time.</p> <p>Staggered return back into the building using allocated entry and exit routes. (Appendix 1).</p> <p>HT to liaise with staff prior to 01</p>
--	--	--	--	--	--

			<ul style="list-style-type: none"> Where possible areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and safeguarding) to limit use of door handles. 		<p>September 2020 about equipment use. Consult DRa prior to equipment use with groups.</p> <p>DRo to prop open allowable doors including classroom doors prior to 01 September 2020. Duty staff prop open yard entry/exit doors daily prior to recreation times.</p>
--	--	--	--	--	---

Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	Contracting coronavirus - staff, pupils, public	H	<p>In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:</p> <ul style="list-style-type: none"> Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible. Practical activities will take place in each bubble's designated practical area. For Computing, any shared equipment is cleaned between bubble group use (or left for 48 hours, 72 hours for plastics). Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible. <p>Staff to review lesson plans and risk assessments in place for use of practical areas and for activities taking place e.g. PE, Computing, Technology.</p>	L	<p>PE activities are carried out in line with the latest <u>guidance from AfPE</u>, (updated risk assessment dated 16 July available for AfPE members only) <u>the government</u> and <u>Sport England</u> and activity risk assessments reviewed.</p> <p>Practical lessons have been adapted to follow recommendations from CLEAPS: http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf</p> <p>Music - increased risk from singing/chanting/shouting/ playing wind or brass instruments. Physical distancing of pupils is in place and playing outside undertaken wherever possible. Group sizes</p>
Owners: Northumberland County Council Issue: 3.0			Page 20 of 66		Author: Corporate Health and Safety Team Date: 30/07/2020

			<ul style="list-style-type: none"> Shared laptop trolleys can be used but must be sanitised after use by each class to reduce risk of cross contamination between year group cohorts. 		<p>to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing do not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Digital equipment sanitiser is available and distributed with laptop trolleys.</p>
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces.	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Class changeover/break times are staggered to reduce the level of circulation throughout school. A divider down the middle of the corridor promotes a one-way system. Pupils told to stop if the route ahead is not clear and liaise with others to allow safe passage.</p> <p>Arrangements in place to ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.</p>	M	<p>HT & DR to mark out corridor dividers prior to 01 September 2020.</p> <p>Staff supervision on toilets during recreation times . HT to ensure</p>

		<p><i>Toilet facilities for students: allocated times for each year group cohort to use the toilet facilities individually. Any student who requires the toilet outside of allocated time to use accessible toilet; should a queue form, stand in line with 2m markers on the wall.</i></p> <p><i>No assemblies will take place although may take place within individual classes or via video conferencing to year group cohorts in their classrooms, rather than bringing all children from different classes together into one hall or large space</i></p> <p><i>Lunch is eaten in each bubble's designated area. Dining Hall only used for one bubble. Children clean their hands before eating lunch.</i></p> <p><i>Each bubble will be given a designated day to use the school library. It will be cleaned after each use.</i></p>		<p><i>correct display of wall signage prior to 01 September 2020.</i></p> <p><i>Year group cohort allocated times (see Appendix 1). HT to liaise with school catering to establish a new routine by 01 September 2020.</i></p> <p><i>HT to communicate arrangements with staff by 01 September 2020.</i></p>
--	--	---	--	---

			<p><i>Cloakrooms will remain closed until further notice. Groups will keep their belongings (coats & bags) with them in their allocated classrooms.</i></p> <p><i>Groups will be advised to arrive and stay in PE kit on allocated days.</i></p>		
<p><i>Staff use of communal areas/working with different groups.</i></p> <p><i>Use of supply teachers and temporary workers</i></p>	<p><i>Contracting coronavirus - staff pupils, visitors, parents/carers</i></p>	<p><i>H</i></p>	<p><i>Morning Staff breaks are staggered to avoid congestion in staff rooms.</i></p> <p><i>School Community Room has been allocated as an additional staff room for recreation and lunch to avoid congestion and aid social distancing. Shared crockery/cutlery has been removed and staff use their own equipment. Wipe all surfaces with antibacterial wipes prior to and after use.</i></p>	<p><i>L</i></p>	<p><i>Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices)</i></p> <p><i><u>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</u></i></p> <p><i>DR to provide 2 small floor cones to be used at both the female and male</i></p>

			<p><i>Measures are applied within shared offices and staff room(s) to implement social distancing with maximum capacity signage displayed on entrance to such areas.</i></p> <p><i>Clear use and cleaning guidance (and cleaning materials) for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible.</i></p> <p><i>Staff maintain 2m distance from pupils where possible (especially between adults and with children). Face to face contact within 1m of anyone is minimised.</i></p> <p><i>Supply staff and other temporary workers can move between schools, but school leaders are to consider how to minimise the number of visitors to the school where possible.</i></p> <p><i>Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing</i></p>		<p><i>toilet door to indicate use prior to 01 September 2020.</i></p>
--	--	--	--	--	--

			<p><i>and minimising risk, including taking particular care to maintain distance from other staff and pupils.</i></p> <p><i>If required, HT will review implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.</i></p>		
Outdoor education on-site and off-site visits	Contracting coronavirus - staff, pupils, public	H	<p>General control measures listed by this risk assessment are implemented as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible.</p> <p>The NCC Guidance for Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe Activities is followed. Located within the Resources Section on the Evolve system under "Guidance".</p> <p><i>Initially, no off-site visits will take place although this will be reviewed regularly by HT. Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system.</i></p>	L	<p>On site activities: Submission of an Evolve form is not required, however where risks are significant or are not already covered with another risk assessment the activity must be subject to a written risk assessment.</p> <p>Off site activities: Submission of an Evolve form is required for all Off site visits. Note DfE and FCO advice and OEAP National Guidance.</p>

Play activities	Contracting coronavirus - staff and pupils	H	<ul style="list-style-type: none"> Existing school playtime risk assessment has been reviewed against government advice and shared with staff. Break times are staggered, so that movement around the school at the same time is minimised. Multiple year group cohort bubbles do not use play equipment simultaneously. It is only used by separate groups and appropriately cleaned between use of groups. Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms. 	L	<p>HT to share with staff prior to 01 September 2020. (See Appendix 4)</p> <p>HT to share timetable with staff prior to 01 September 2020.</p> <p>SLT to review and may offer adapted arrangements to provide some outdoor time.</p> <p>DRa to provide wipeable balls for use outdoors and a disinfecting station by 01 September 2020 HT to liaise with staff on 01 September 2020 about equipment use.</p>
-----------------	--	---	--	---	---

<i>Provision of school meals service</i>	<i>Contracting coronavirus - staff, pupils</i>		<p><i>The school kitchen will be fully open from the start of the autumn term and normal legal requirements will apply. Kitchen operations comply with the guidance for food businesses on coronavirus (COVID-19).</i></p> <p><i>Catering staff are aware of the content of this risk assessment and the measures required for use of communal staff areas have been implemented e.g for toilets/staff room/changing rooms. [see also section on use of communal areas]</i></p>		<i>Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, including additional cleaning, placement of tables, bubble group use etc)</i>
<i>Parents/carers picking up/collecting pupils from school</i>	<i>Contracting coronavirus - staff, pupils, public</i>	<i>H</i>	<ul style="list-style-type: none"> <i>Parents/carers informed about drop off/collection arrangements to avoid any congregation. Staff supervision will be introduced on arrival/exit of students to reinforce circulation so social distancing may be maintained.</i> <i>Any visitors arriving are admitted one at a time and immediate hand wash/sanitiser provided on arrival.</i> 	<i>L</i>	<p><i>Review Guidance & Checklist:</i> <i>Opening Schools for more children and young people: initial planning framework for schools in England</i> <i>Planning guide for primary schools</i> <i>Guidance for secondary school provision from 15 June 2020</i></p>

			<ul style="list-style-type: none"> On arrival pupils will be guided to a pre-defined meeting year group cohort zone for their year group and will enter/exit building using a defined point for their group. <p><i>Children, young people, parents/carers are advised:</i></p> <ul style="list-style-type: none"> Not to enter the building if displaying any symptoms of coronavirus (COVID-19). Only to attend one at a time Not to gather at entrances, gates or doors unless have pre-arranged appointments. School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements 		<p>HT to communicate arrangements with staff on 01 September 2020. Students will be informed from 01 September 2020.</p> <p>SLT to provide supervision and guidance on lining up (alternative arrangements will be made for poor weather conditions and shared on the day).</p> <p>NCC School Transport has plans which have been shared with parents, schools and transport operators.</p>
--	--	--	--	--	---

			including advice on maintaining social distancing if walking to and from school.		
Use of School Transport (external provision only)	Contracting coronavirus - staff, pupils, transport provider	H	<p>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</p> <p>Areas under lockdown are avoided unless travel into/out of that area is essential.</p> <p>The school encourages pupils to walk or cycle to school where possible. For some families, driving children to school may be a preferable option and will be accommodated where safe to do so.</p> <p>The degree of public transport use by pupils is quantified so; a) arrival and departure times are staggered to minimise and reduce intensity of use of public transport and, b) to support the Local Authority in identifying where it may need to provide additional dedicated school transport services to depress</p>	M	<p>Note 1: Children who are allocated to a specific cohort/bubble in school are not required to utilise school transport in those cohorts only. Children from different cohorts may share the same transport providing stated control measures are put in place.</p> <p>Children aged from 3-10 can wear face coverings, but they are not required to.</p> <p>Stated measures to be reviewed upon publication of new guidance to local authorities on providing dedicated school transport that will</p>

			<p><i>demand for public transport and to increase capacity in the system.</i></p> <p><i>Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus to facilitate use of hand sanitiser, social distancing and use of face coverings.</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>grouping school based cohorts together on designated school transport where possible.</i> ● <i>use of hand sanitiser upon boarding and disembarking</i> ● <i>implementing organised queuing and boarding where possible</i> 		<p><i>build upon existing government guidance.</i></p>
--	--	--	---	--	--

			<ul style="list-style-type: none"> ● supporting use of face coverings for children over the age of 11 on transport where they are likely to come into contact with people outside of their group or who they do not normally meet <p>Staff are not required to assist with accessing transport and fitting of seat belts/restraints.</p>		
Staff travelling to and from work.	Contracting coronavirus, spread of virus	H	<p>Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.</p> <p>Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers.</p> <p>When travelling by public transport:</p>	M	<p>Review Guidance:</p> <p>How to wear and make a cloth face covering</p> <p>Coronavirus (COVID-19): UK transport and travel advice</p>

			<ul style="list-style-type: none"> • <i>Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required .</i> • <i>avoid rush hours and busy times if you can</i> • <i>cover your cough or sneeze with a tissue, then throw the tissue in the bin</i> • <i>follow advice on social distancing</i> • <i>wash your hands often with soap and water for at least 20 seconds</i> • <i>if soap and water are not available, use an alcohol-based hand sanitiser</i> 		
<i>Children who are non-compliant / displaying challenging behaviour</i>	<i>Contracting coronavirus - staff, pupils,</i>	<i>M</i>	<p><i>Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.</i></p> <p><i>Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance.</i></p>	<i>L</i>	<p><i>Review Guidance:</i></p> <p><i>Planning guide for primary schools</i></p> <p><i>Guidance for secondary school provision from 15 June 2020</i></p>

			<p><i>Policy communicated to staff, children/pupils and parents/carers.</i></p> <p><i>Those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, workable de-escalation techniques, trained staff) are in place and there is certainty that they will be effective.</i></p> <p><i>All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.</i></p>	<p><i>For further information visit: NCC Local SEND Offering 0-25 yrs.</i></p> <p><i>All risk assessments, behaviour crisis plans and EHCPs are updated (as applicable) in line with the current COVID-19 situation. Where these are absent a person specific risk assessment is undertaken of those who pose a risk to others by virtue of known behaviours. Reviews relate to specific support staff and take steps to avoid conflict and situations known to increase anxiety and defensive behaviours.</i></p> <p><i>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</i></p>
--	--	--	---	---

Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<p>Social distancing is implemented where possible.</p> <p>In addition to standard infection prevention and control measures, staff undertaking personal care within 2m of a child also apply the general principles contained in table 4 of the COVID-19: infection prevention and control (IPC). Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.</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>	L	<p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>No additional PPE is generally needed other than that already identified via risk assessment.</p> <p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure - advice is provided by the school nurse and risk assessment produced..</p>
--------------------------	---	---	--	---	---

Use of hand sanitiser	<p>Ingestion of hand sanitiser.</p> <p>Alcohol vapours ignited resulting in burns to hands</p>	M	<p>Always wash hands with soap and hot/warm water wherever possible.</p> <p>Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and 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 [these should still contain alcohol to be considered as effective as sanitiser]</p>	L	<p>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.</p>
Insufficient cleaning/exposure to virus on objects/surfaces	Contracting coronavirus	H	<p>Increased cleaning to take place using standard cleaning products; additional cleaning hours/resources have been arranged with the priority being for frequently touched areas/communal areas and shared</p>	L	<p>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help</p>

		<p><i>teaching spaces. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.</i></p> <p><i>In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment etc.</i></p> <p><i>Steps are taken to limit resources that are taken home by staff and pupils. Marking policies have been reviewed with emphasis on the use of visualisers, self-marking and verbal feedback. Staff wash hands if handling pupils homework/books.</i></p> <p><i>A review has been undertaken to remove soft furnishings, soft toys and toys/equipment that are hard to clean (such as those with intricate parts).</i></p> <p><i>Classrooms are cleaned daily. Where classrooms are shared (practical lessons), the room and equipment is</i></p>	<p><i>maintain cleanliness in personal work areas.</i></p> <p><i>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</i></p> <p><i>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</i></p> <p><i>Bleach should be avoided and a suitable alternative product(s) used.</i></p>
--	--	---	--

		<p><i>cleaned between different group use. Bins for tissues are emptied throughout the day. Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements.</i></p> <p><i>Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for dealing with this scenario is implemented, which incorporates the PHE guidance on 'cleaning and waste' (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. NCC PPE Risk Assessment</i></p> <p><i>Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE</i></p>	<p><i>If schools are advised to use a bleach based product, only bleach <u>sprays</u> should be used. It's use must be strictly controlled and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff.</i></p> <p>DR to ensure suitable supply of stock of PPE for auxiliary staff prior to shift starting.</p> <p>HT & DR to ensure safety data sheets and COSHH risk assessment is in place for all cleaning products prior to use and shared with staff.</p>
--	--	--	---

			See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.		See sample COSHH risk assessment
Staff displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - Stay at Home If they are seriously ill contact 999. <i>The Council's public health team are notified of all symptomatic persons by emailing: publichealthincidentalalerts@northumberland.gov.uk</i></p> <p><i>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</i></p> <p>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>	M	<p>HT and BT to ensure home and emergency contacts are up to date by 01 September 2020.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>Staff requested to urgently access the national test and trace programme which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and</p>

			<p><i>Where the staff member tests negative, they can return to their setting when they are medically fit to do so following discussion with line manager and appropriate local risk assessment. Fellow household members can end their self-isolation. PHE staff return to work criteria must be applied. Advice can be taken from the local Health Protection Team (HPT) regarding any further requirements for the broader educational setting. The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT).</i></p> <p><i>Where the staff member tests positive, the rest of their class should be sent home and advised to self-isolate for 14 days from the date the staff member became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Confirmed cases of Covid-19 should be recorded via</i></p>		<p><i>support, however, staff should inform the school as soon as they receive their test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</i></p> <p><i>(see briefing document for further information on how the test and trace system will operate)</i></p>
--	--	--	--	--	---

			<p>ANVIL, as they may be RIDDOR reportable. You should seek further advice via NCC's Corporate Health and Safety team.</p> <p>PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on 'cleaning and waste'.</p>		
Pupils displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home. School Transport is avoided. PHE guidance on self isolation is followed - Stay at Home If they are seriously ill contact 999.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p>	M	<p>Ensure emergency contacts are up to date.</p> <p>A BMS protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>Parent/carers are requested to urgently arrange a test for their child via the national test and trace programme which is now operational and will involve direct discussion with those in close contact with a person who</p>

		<p><i>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</i></p> <p><i>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. The Council's public health team are notified of all symptomatic persons by emailing: publichealthincidentalalerts@northumberland.gov.uk</i></p> <p><i>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</i></p> <p><i>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</i></p>	<p><i>tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</i></p> <p><i>(see briefing document for further information on how the test and trace system will operate)</i></p> <p><i>HT to be informed and specific guidance and will advise accordingly on the isolation area.</i></p>
--	--	--	--

			<p><i>Where the pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation.</i></p> <p><i>Where the pupil tests positive, the rest of their class should be sent home and advised to self-isolate for 14 days from the date the child became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</i></p> <p><i>PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on ‘cleaning and waste’.</i></p>		
--	--	--	---	--	--

<i>Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down</i>		<i>H</i>	<i>The Northumberland outbreak plan will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from the local Health Protection team.</i>	<i>L</i>	<i>The school has a plan in place to deal with partial or full closure of the school. (add link to school specific plan)</i>
<i>Inadequate first aid provision</i>	<i>Serious injury or death</i> <i>First aider contracting coronavirus or spreading virus to others.</i>	<i>H</i>	<i>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken.</i> <i>First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information</i> <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</i>	<i>L</i>	<i>All staff will be first aid trained by 02 September 2020.</i> <i>BT to check first aid kits to ensure adequate supply of resources before 01 September 2020.</i>

		<p><i>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)[<i>this is in line with HSE guidance</i>]</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</i></p>		<p>BT to ensure sufficient supply of PPE for medical room <i>before 01 September 2020</i></p>
--	--	---	--	--

			<p>person's nose and mouth while performing chest compressions</p> <p>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</p> <p>Further information is also contained in the Government publication: Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</p>		
Lack of communication with staff/parents/others	Confusion/mis-information resulting in breakdown of arrangements.	H	<p>Staff have been involved in the planning process for return for 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.</p>	L	

			<p><i>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Hangouts.</i></p> <p><i>Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe. [consider methods of communication, making information available on school webpage to provide assurance to parents]</i></p> <p><i>The arrangements in place for children are shared with them in an age appropriate way.</i></p>		
<i>Increased staff home working & use of Display Screen Equipment (DSE)</i>	<i>Musculoskeletal problems arising from incorrect postures</i>	<i>M</i>	<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>	<i>L</i>	

<p><i>Uncertainty due to the unprecedented nature of the pandemic</i></p> <p><i>Maintaining staff wellbeing and mental health</i></p>	<p><i>Stress and anxiety arising through uncertainty, lack of control and reduced contact</i></p>	<p><i>M</i></p>	<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>	<p><i>L</i></p>	<p><i>Stress risk assessment reviewed.</i></p>
---	---	-----------------	--	-----------------	--

<i>Pupil uncertainty surrounding attendance/return to school</i>	<i>Stress and anxiety impacting themselves and staff</i>	<i>M</i>	<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> 	<i>L</i>	<i>HT to monitor attendance of all staff and attendance of all pupils so that anyone experiencing anxiety surrounding returning to school receives appropriate support.</i>
--	--	----------	--	----------	--

			<i>[see government guidance for further information and apply as appropriate - record details here].</i>		
--	--	--	--	--	--

Document History

Item	Nature of change	Date of Update
General	Some re-ordering of hazards (rows) to achieve better flow.	30/07/2020
Additional information	New/updated additional documentation	30/07/2020
School re-opening following partial or full closure and lack of statutory testing/maintenance	Minor wording changes. Review fire risk assessment.	30/07/2020
Inadequate safety management documentation (policies, risk assessments etc)	New section.	30/07/2020
Contact with others who may have Coronavirus	Staff/children living with someone who is shielding can now return. Updated guidance for Clinically Extremely vulnerable children and staff - mostly able to return to school. Model school specific risk assessment template for vulnerable/extremely vulnerable staff returning will be available early August.	30/07/2020

	Visitor information to be retained and kept for 21 days. Specific guidance on hand washing requirements for children. Information on face coverings.	
All teaching/classroom activities; early years, primary and secondary	Amended wording in hazard column. Updated guidance on cohort/bubble group sizes, social distancing, classroom arrangements, including layout. Some text moved to new section below.	30/07/2020
Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	New section - some control measures moved from previous section.	30/07/2020
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces	Minor changes. Use of staff areas moved into separate section. Reference to practical lessons moved into separate section. Additional text added for use of dining hall (see also new section on provision of school meals)	30/07/2020
Staff use of communal areas/working with different groups and Use of supply teachers	New section pulling together measures for staff areas and to record arrangements for temporary and visiting staff.	30/07/2020

<u>Outdoor education on-site and off-site visits</u>	Updated to illustrate requirement for EVCs and Heads to monitor Evolve for policy and guidance updates.	30/07/2020
<u>Provision of school meals service</u>	New section. Ensure arrangements in place are applied to kitchen facilities.	30/07/2020
<u>Use of School Transport (external provision only)</u>	Updated arrangements regarding more children accessing transport.	30/07/2020
<u>Staff travelling to and from work</u>	Minor amendment and link to government guidance	30/07/2020
<u>Personal care activities</u>	Reference to care activities involving aerosol generating procedures and clarification that no additional PPE generally needed other than that normally identified via risk assessment.	30/07/2020
<u>Use of hand sanitizer</u>	Reference to skin friendly skin wipes (confirmed with NCC public health that these should contain alcohol to be as effective as sanitiser). Bulk storage arrangements for hand sanitiser (updated fire risk assessment).	30/07/2020

Insufficient cleaning/exposure to virus on objects/surfaces	Updated government guidance on cleaning and waste (15 July). Ensure cleaning schedule is in place which cleaners are briefed on and records are kept of cleaning undertaken.	30/07/2020
Staff displaying symptoms of coronavirus whilst at school	Clarification on isolation of bubble groups. Requirement to notify NCC public health team of all <u>symptomatic</u> persons. Removal of specific self isolation periods as this is liable to change (currently changed from 7 to 10 days) - schools should keep up to date with the latest requirement.	30/07/2020
Pupils displaying symptoms of coronavirus whilst at school	As above.	30/07/2020
Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down	New section.	30/07/2020
Inadequate first aid provision	Updated guidance based on HSE advice. Government advice for schools is that no PPE is needed, however, based on HSE advice if PPE is available it should be used.	30/07/2020

Pupil uncertainty surrounding attendance/return to school	New section.	30/07/2020
Activity and People at Risk	Information of how updates have been incorporated and updated link to all school related government guidance added. Amended text regarding need to review risk assessment.	05/06/2020
Additional Information Section	Amendment. NCC Corporate Health and Safety Advice - FAQs for School Head Teachers , link to vulnerable staff risk assessments (including BAME) and Public Health Q&A for Teachers and Parents	05/06/2020
School re-opening following partial or full closure and lack of statutory testing/maintenance	Amendment. Update to explain in more detail the required checks/testing. Note regarding cleaning. Additional information on fire evacuation procedures/fire drills.	05/06/2020
Contact with others who may have Coronavirus. Inadvertent transmission to others	Amendment Para on staffing levels. Link to BAME risk assessment added. Revision to wording in “Children” section (no change to	05/06/2020

	arrangements). Shielding households - slight amendment to wording. Link to updated SEND guidance. Recommendation to provide lidded bins/tissues. Social distancing advice in offices/reception. Hot/warm water required for hand washing (see H&S FAQ). Reinforcement that only essential visitors are permitted access to school.	
Unable to achieve social distancing	Amendment. Staff role in health/hand hygiene arrangements. Changes to early years spaces requirements and group sizes. Secondary Schools are only permitted to have ¼ of yr. 10 and yr. 12 cohort in school at any one time. Rotas permissible in secondary schools. Some other minor textual changes.	05/06/2020
Use of communal areas	Amendment. Update regarding assemblies. Updated guidance on PE activities from AfPE.	05/06/2020
Parents/carers picking up/collecting pupils from school	Amendment Queuing system/greeting process for parents. New links to	05/06/2020

	government guidance added.	
School Transport	New section	05/06/2020
Staff travelling to and from work.	New section	05/06/2020
Children who are non-compliant / displaying challenging behaviour	New section	05/06/2020
Use of hand sanitiser	Clarification on use of alcohol based hand sanitiser and need to have safety data sheet and COSHH risk assessment in place. (See also Health and Safety FAQ document for further information)	05/06/2020
Insufficient cleaning/exposure to virus on objects/surfaces	Amendment. Update regarding taking resources home and marking homework.	05/06/2020
Staff displaying symptoms of coronavirus whilst at school	Amendment. Requirement to have protocol in place for those who become symptomatic on premises.	05/06/2020

	Update on test and trace procedure and process for staff who test negative for Covid-19. Public Health cleaning posters have been withdrawn	
Pupils displaying symptoms of coronavirus whilst at school	Amendment. Note regarding avoidance of School Transport added. Requirement to have protocol in place for those who become symptomatic on premises. Public Health cleaning posters have been withdrawn.	05/06/2020
Inadequate first aid provision	Removal of appointed person as minimum - trained first aider recommended due to increase in numbers. Link to FAQs added.	05/06/2020
Lack of communication with staff/parents/others	New section	05/06/2020

Appendix 1 - Class Arrangements Plan								
Class	Entrance & Exit	Entry to school	End of L1 9:50	Entry after break 10:05	Start of lunch 11:55	Entry to lunch	Entry after lunch 12:55	Before going home
Y5 (Rm 4)	Yard doors	Sanitising station DT room	Toilets	Sanitising station DT room	Toilets	Sanitising station DT room	Sanitising station DT room	Sanitising station DT room
Class	Entrance & Exit	Entry to school	End of L1 9:50	Entry after break 10:05	Start of lunch 11:55	Entry to lunch	Entry after lunch 12:55	Before going home
Y6 (Rm 5)	Yard doors	Sanitising station FT room	Sanitising station FT room	Toilets	Sanitising station FT room	Toilets	Sanitising station FT room	Sanitising station FT room
Class	Entrance & Exit	Entry to school	End of L2 10:45	Entry after break 11:00	Start of lunch 11:55	Entry to lunch	Entry after lunch 12:55	Before going home
Y7 (Rm 3)	Yard doors	Sanitising station Science Lab	Toilets	Sanitising station Science Lab	Sanitising station Science Lab	Sanitising station Science Lab	Toilets	Sanitising station Science Lab
Class	Entrance & Exit	Entry to school	End of L2	Entry after break	Start of lunch	Entry to lunch	After eaten lunch	Before going

			10:45	11:00	11:55	FIRST	12:25	home
Y8 (Rm 1)	Yard doors	Sanitising station Room 1	Sanitising station Room 1	Toilets	Sanitising station Room 1	Dining Hall	Toilets	Sanitising station Room 1

Toilet schedule:

9:50 - Y5
 10:05 - Y6
 10:45 - Y7
 11:00 - Y8
 11:55 - Y5
 12:10 - Y6
 12:25 - Y8
 12:55 - Y7

Lunch eaten:

Y5 - Rm 4
 Y6 - Rm 5
 Y7 - Rm 3
 Y8 - Dining Hall

Appendix 2 - Breaktime and Lunchtime Arrangements

	Reg	1	Break	2	Break	3	Lunch 11:55-12:55	
Year 5	08:45-08:55	8:55-09:50	09:50-10:05 Cage (half)	10:05-11:00		11:00-11:55	Garden Area	Toilets/handwash first then play in garden area and wait to be called for lunch. After lunch, return to play in garden area.
Year 6	08:45-08:55	08:55-09:50	09:50-10:05 Cage (half)	10:05-11:00		11:00-11:55	All weather	Handwash, play in picnic table area then when called for lunch, go to toilet/handwash then eat lunch. Afterwards return to picnic table area.

Year 7	08:45-08:55	08:55-9:50		09:50-10:45	10:45-11:00 All weather	11:00-11:55	Cage (half)	Handwash, play in all weather area and wait to be called for lunch. Toilets on way in at end of lunch - 12:55
Year 8	08:45-08:55	08:55-9:50		09:50-10:45	10:45-11:00 Cage	11:00-11:55	Cage (half)	Handwash then first into dining hall for lunch. Toilets after eating, then play in cage.

Appendix 4 Updated Playtime Risk Assessment

Department: Children and Families

Service: Schools and Education

School: Bellingham Middle School

Activity: *Schools remaining open/reopening during COVID19 pandemic*

Site: *Bellingham Middle School, Redesmouth Road.*

Key to abbreviations used:

<p>Date of updated assessment: <i>Updated 17 August 2020</i></p> <p>To be read in conjunction with NCC Health and Safety Bulletin and Coronavirus (COVID-19): guidance for schools and other educational settings</p>	<p>HT – Head Teacher (L Hamilton)</p> <p>SLT – Senior Leadership Team (L Hamilton, D Ramshaw DRa, Di Wilson)</p> <p>DR – David Robson (Caretaker)</p>
<p>People at Risk:</p> <p><i>Staff, pupils</i></p>	<p>Additional Information:</p> <p>Government/Public Health England Advice: https://www.gov.uk/coronavirus</p> <p>HSE Advice: https://www.hse.gov.uk/news/coronavirus.htm</p> <p>NCC Guidance: http://staff/Communications/Coronavirus-information.aspx</p> <p>Northumberland Education: http://northumberlandeducation.co.uk/coronavirus/</p> <p>DFE Advice: DfE.coronavirushelpline@education.gov.uk</p> <p>NCC Health and Safety Team webpage</p> <p>Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control</p> <p>NCC Control of Infection Policy</p> <p>Annex A Behaviour Principles: https://docs.google.com/document/d/1nTQvzK8oPa2fw6qytHFqPEomwAeMkwjZ/edit#heading=h.gjdqxs</p>

Name of Person Completing Form: L Hamilton	Job Title: Headteacher	Date: 17 August 2020	Review Date: 13 Sept 2020

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)
<p>Contact with others who may have Coronavirus</p> <p>Inadvertent transmission to others</p>	Exposure to live virus resulting in contracting Coronavirus.	<i>H</i>	<ul style="list-style-type: none"> <i>Social distancing and avoid close contact within year group cohort bubbles outside during recreation times where possible.</i> <i>Groups will be allocated an outdoor play area for their year group cohort only which will be supervised by a member of staff.</i> 	<i>M</i>	<p>Staff informed by HT of social distancing expectations on yard and activities/games to avoid on 01 September 2020. Students informed from 01 September 2020.</p> <p>DRO to organise process of cleaning of any playground equipment</p>

			<ul style="list-style-type: none"> Minimal allocation of playground equipment for use by <i>year group cohort students only</i> and balls to be cleaned after recreational use. Supervised hand washing will take place following recreation activities. 		
Incident of sudden sickness/ injury in the playground	Illness, injury, trauma	L	<ul style="list-style-type: none"> Groups advised to inform and seek assistance from staff member supervising the group. Staff members send for First Aider or send to the office and inform a First Aider. Inform another playground supervisor to take over group supervision. 	L	Staff informed by HT on 01 September 2020 . Students informed from 01 September 2020 .
Slips, Trips. Falls	<i>Injury</i>	L	<ul style="list-style-type: none"> Students and staff informed of established school code of behaviour relevant to behaviour in playground/field. 	L	Staff informed by HT of social distancing expectations on yard and

			<ul style="list-style-type: none"> • <i>Playground supervision rota established and implemented.</i> • <i>Supervising staff members observe any problem areas/maintenance issues and cordon off where appropriate with tape/cone. Report to DR/HT.</i> 		<p>activities/games to avoid from 01 September 2020.</p> <p>Condition of playground inspected by DRo & HT on a weekly basis.</p>
Dangerous objects in playground	<i>Injury</i>	<i>M</i>	<ul style="list-style-type: none"> • <i>Protocol established for checking playground for dangerous objects, syringes, cans etc.</i> • <i>Use of protective gloves and dedicated safe bins for storage of dangerous materials before disposal.</i> 	<i>L</i>	Condition of playground inspected by DRo & HT on a weekly basis.
Pupils misuse equipment	<i>Death or serious injury</i>	<i>L</i>	<ul style="list-style-type: none"> • <i>Students understand they need to play appropriately with equipment</i> 		Staff informed by HT on 01 September 2020. Students informed

			<ul style="list-style-type: none"> • <i>Staff supervise students and redirect if they observe unsafe behaviour and remove children from activity if needed.</i> 		from 01 September 2020.
Accidental injury, e.g. hit with football	<i>Serious injury</i>	<i>M</i>	<ul style="list-style-type: none"> • <i>Number of balls is regulated, when students are confined to the yard they are reminded to try to keep the ball to the ground and not to kick the ball too hard or high into the air.</i> • <i>Students removed from activity if needed or redirected by staff – consult with SLT.</i> • <i>Students instructed to play in specific areas within their group area by staff if needed.</i> 	<i>L</i>	Staff informed by HT on 01 September 2020. Students informed from 01 September 2020.