

Risk Assessment Form (RA1)

Department:	Service:	School: <i>Bellingham Middle School</i>
Activity: <i>Schools opening during COVID19 pandemic</i>		
Version 7.0: <i>Updated 27 August 2021 (subject to further change if government guidance is updated)</i>		
<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 – 15 July 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>		
People at Risk: <i>Staff, pupils, visitors, volunteers, parents, contractors</i>	Additional Information: guidance on completion: risk assessment form Guidance for full opening: special schools and other specialist settings, NCC Health and Safety Bulletin <i>Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.</i> <i>Further additional information/links to documentation is available at the bottom of the document.</i>	
Name of Person Completing Form: <i>Lindsay Hamilton</i>		Job Title: <i>Headteacher</i> Date: <i>02/09/2021</i>
		Review Date: <i>16/09/21</i>

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)
<p><i>Inadequate testing / maintenance and fire safety arrangements during the covid19 pandemic.</i></p> <p><i>Opening after reduced occupancy</i></p>	<p><i>Equipment / system failure leading to enhanced physical or biological risks to people</i></p>	M	<p><i>Essential maintenance/testing as detailed below will continue to be undertaken during periods of reduced occupancy. All necessary checks have taken place for the start of the Autumn term, or are scheduled.</i></p> <p><i>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.</i></p> <p><i>Fire doors are always operational and fire evacuation procedures have been reviewed</i></p>	L	<p><i>Fire risk assessment has been reviewed and the associated modifications / additional measures implemented to maintain an effective fire strategy (e.g. escape routes, doors held open etc). Any changes to the fire risk assessment have been communicated to all staff.</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 by all staff on a daily basis and kept under review. Procedures and practice from the risk assessment is discussed weekly at staff meetings. 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 see attached plan</i> <i>A school Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or</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>

			community. BMS Contingency Outbreak 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. BMS Contingency Outbreak Plan</p> <p>Further advice is sought from the NCC Public Health Team once numbers increase as per the threshold figures determined in the plan.</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>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>All classrooms, teaching spaces and communal staff areas contain several windows.</p> <p>Each morning, at 7:30am the caretaker will open high windows in each classroom as well as school corridors. They will remain open all day.</p> <p>In cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully when unoccupied to purge the air in the space (e.g. between classes, during break and lunch).</p> <p>During lessons, classroom doors will remain open to improve ventilation.</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>Furniture will be arranged where possible to avoid direct drafts.</p> <p>Mechanical ventilation/heating systems are maintained</p>	L	<p>HSE video on Covid19 and ventilation: https://www.youtube.com/watch?v=hkK_LZeUGXM</p> <p>Portable fans can be used to aid air flow where there are stagnant air pockets in rooms.</p> <p>If necessary, pupils may wear extra suitable indoor clothing during lessons.</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</p>

			<i>in accordance with the manufacturers recommendations.</i>		<i>company for further advice.</i>
<p>Contact with others who may have Coronavirus</p> <p>Inadvertent transmission to others</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	H	<p>General protective measures across school</p> <p>Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 is followed, with protective measures being escalated if there is an outbreak within the school. Anyone travelling from a foreign country must comply with government guidance on self isolation: Travel abroad and coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>Good hand hygiene is encouraged amongst staff and pupils. Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. Washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser – see Appendix 1.</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 – see Appendix 2.</p> <p>Occupied spaces are well ventilated (see separate section below)</p> <p>Staff maintain social distancing where possible.</p> <p>Face coverings are worn by staff/visitors in accordance with the school’s face covering risk assessment and any individual risk assessment [this control should be</p>	M	<p>Notices and information on Covid rules/protective measures are displayed in school.</p> <p>The e-Bug Coronavirus website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</p> <p>The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.</p> <p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>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).]</p>

			<p>considered during periods of high transmission of COVID-19, with more stringent use during outbreaks in schools]</p> <p>Twice weekly lateral flow device (LFD) testing is carried out by staff and pupils in Year 7 and Year 8 to help identify asymptomatic cases. Anyone displaying any symptoms of coronavirus are not permitted on the premises</p> <p>Most staff, and eligible pupils, have now received both Covid19 vaccines. All individuals are encouraged to take up their vaccine, including any booster vaccination, where appropriate. This offers very good protection against the virus to reduce spread and also reduces the chance of a person becoming severely unwell.</p> <p>Vulnerable Staff An individual Risk Assessment is in place for staff who are 'clinically extremely vulnerable' (CEV), 'clinically vulnerable' (CV) and pregnant. A separate assessment is in place for those from a BAME background. Given the change in the school Covid risk assessment for the Autumn term, risk assessments for all vulnerable staff will be reviewed. Reviews will also take place if there is an outbreak within the school.</p> <p>Unvaccinated vulnerable staff <u>Where the individual is vulnerable and unvaccinated, more robust control measures or reasonable adjustments to their role must be made.</u> In relation to unvaccinated CEV staff or those who are 28 weeks pregnant or more, where the risk cannot be adequately reduced, these staff are supported to work from home, unless robust control measures or reasonable adjustment to their role can be implemented.</p>		<p>See also: Advice for Pregnant Workers and COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding (Includes information on additional risk factors for pregnant women, such as age, BMI, third trimester, BAME background)</p> <p>BAME risk assessment</p> <p>Head teachers/Senior managers are to ask staff to inform them immediately if their situation changes.</p>
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			<p>COVID-19. The normal process for recording visitor details to the site is followed. Sign-in 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>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 who have tested positive</p>	Others contracting virus	H	<p>Staff/pupils have been instructed they must not attend school if they are symptomatic/test positive.</p> <p>A protocol is in and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school.</p> <p>PHE guidance on action to take if a person becomes symptomatic on site is followed along with the PHE guidance on 'cleaning and waste'.</p> <p>Head Teacher / parent / carer is notified immediately and the staff member / pupil is sent home, avoiding public and school Transport where possible, and advised to take an urgent PCR test. If they are seriously ill 999 are contacted.</p> <p>If a child is awaiting collection, they will be moved to Meeting Room 1 where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Windows will be opened for ventilation.</p> <p>PPE is only required by staff caring for the child while they await collection in the following circumstances: (see also Symptomatic children action list for schools)</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). Ensure home and emergency contacts are up to date.</p> <p>The school has a small supply of PCR home test kits which can be used in very exceptional cases (Coronavirus (COVID-19): test kits for schools and FE providers)</p> <p><u>Positive cases of Covid-19 confirmed by a PCR test must be recorded via ANVIL, as they may be RIDDOR reportable (for schools in the H&S SLA and normally utilise ANVIL).</u></p> <p>Close contacts of a confirmed case</p>

			<p><u>and Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE))</u></p> <ul style="list-style-type: none"> • a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained • if contact is necessary, then disposable gloves, apron and a face mask should be worn • eye protection (e.g. visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from 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>		<p>NHS Test and Trace will carry out close contact tracing if the PCR test comes back positive. Individuals who are no longer required to self isolate if they are a close contact can attend school but will be advised to book a PCR test by Test and Trace. Those who do not meet the criteria are legally required to self isolate. [from 16 August the criteria changed in relation to certain double vaccinated adults and young people under 18 years old].</p>
All teaching/classroom	Contracting coronavirus - staff	H	The following measures are in place;	L	Review Schools: coronavirus operational guidance

<p>activities; early years, primary and secondary (see also section on 'Shared Learning Spaces/practical teaching below)</p>	<p>and pupils, passing onto vulnerable persons</p>		<ul style="list-style-type: none"> • Classrooms are well ventilated [see specific section on ventilation] • A suitable cleaning schedule is in place for desks/chairs/equipment – see Appendix 2. • 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 – see Appendix 1. • 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 – see Appendix 3. • 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:</p> <ul style="list-style-type: none"> - Pupils are taught in the same group all day. - Where pupils are taught together with another group (PE), this takes place outdoors. <p>Sport and physical education:</p> <ul style="list-style-type: none"> • Activities proceed in accordance with the advice provided by relevant National Governing Body, sport providers and/or the sports facility • Hands are washed/sanitised before and after the lesson. • Equipment is sanitised after use. • Ventilation is maximised in accordance with the arrangements stated above and PE lessons take place outdoors. • Work with external coaches, clubs and organisations for curricular activities are subject 	<p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p> <p>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</p> <p>Science - practical work is in line with CLEAPSS Guide to doing practical work during the COVID-19 pandemic. Risk assessments are in place.</p> <p>On advice from the Public Health Team, bubble groups may need to be reintroduced as an additional protective measure if there is an outbreak in school. Previous arrangements for bubble groups will be reinstated [record detail of groupings in outbreak plan or add to this risk assessment].</p> <p>Refer to:</p> <ul style="list-style-type: none"> • guidance on grassroot sports for public and sport providers, safe provision and Sport England Guidance • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and Step
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			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.		4 Covid advice
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,	Contracting coronavirus - staff pupils, visitors, parents/carers	H	Enhanced cleaning takes place within these areas in line with the cleaning schedule (including shared equipment/furniture/frequently touched points). See Appendix 2. Tables and chairs / computers in teaching spaces are cleaned at the end of each lesson. Pupils keep to the left when moving around school and in corridors.	M	When reviewing areas/spaces consider: Widening routes where possible. Removing unnecessary obstacles. Signing and communications: - markings/signage at entrances - movement intersections. - encouraging people to wait and allow others to pass One-way movement. Separate entry and exit routes. Enlarge access and exits.
Staff use of communal areas/working with different groups. Use of supply teachers and temporary workers	Contracting coronavirus - staff pupils, visitors, parents/carers	H	Congestion is avoided in the staff room. No more than 6 staff to be in at any one time. If there are 6 present, staff may take their morning break in the ARP, or, if this occurs at lunchtime, they may eat in the FT room. Extra chairs have been removed to minimise use of the space More frequent cleaning of shared spaces occurs – see Appendix 2. Shared crockery/cutlery has been removed and staff use their own equipment. Measures are applied within shared offices and staff room to maintain social distancing (2m or 1m plus a risk mitigation)* Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible. Staff maintain 2m distance (or 1m plus a risk mitigation)	L	*Review and apply the guidance for working safely in offices if applicable (e.g. receptions and shared offices) . Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance

			<p>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>		
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 Evolve Generic Risk Assessments* (including but not limited to "the Evolve Coronavirus (COVID-19)" Generic Risk Assessment) and Event Specific Planning to ensure full a thorough risk assessment.</p> <p>Visit approvals are applied in line with the NCC Code of Practice for Offsite & Educational Visits.</p> <p>Correct application of protocols applied by Evolve ensures adherence to government advice for health and safety guidance on 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.</p> <p>* Evolve Generic Risk Assessments take into account the requirements outlined by "Schools COVID-19 operational guidance. Updated 17 August 2021" and prescribes broad arrangements as to how these may be applied.</p> <p>As per pre-existing practice, establishments are to review these assessments to ensure the stated arrangements are applied where applicable and reasonable to do so. Visit specific arrangements that are either not specified by or are</p>

			<p><i>Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system for updates to the above.</i></p> <p><i>Where the establishment is a non-NCC Establishment (e.g. an academy) the EVC or Head checks to ensure appropriate insurance, arrangements are in place.</i></p>		<i>prompted by the generic risk assessments are to be set out in Event Specific Plan.</i>
<i>Play activities</i>	<i>Contracting coronavirus - staff and pupils</i>	<i>H</i>	<p><i>Existing school play risk assessment has been reviewed and shared with staff. See Appendix 3</i></p> <p><i>Toys and play equipment are included in the cleaning schedule. For large outdoor play equipment, which is difficult to clean, good hand hygiene is adopted before and after breaktime see Appendix 1</i></p> <p><i>The use of equipment which can't be cleaned easily is avoided or minimised where possible.</i></p>	<i>L</i>	
<i>Provision of school meals service</i>	<i>Contracting coronavirus - staff, pupils</i>	<i>H</i>	<p><i>The school kitchen is fully open and normal legal requirements will apply. Kitchen operations comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>.</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.</i></p> <p><i>Catering staff wear face masks when serving children. After children have eaten, chairs and surfaces are cleaned before the next sitting.</i></p>	<i>L</i>	<i>Risk assessments have been reviewed and updated where required.</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.</i></p> <p><i>During periods of high transmission, parents are requested to wear face coverings during busy times whilst on school premises.</i></p>	<i>L</i>	

			<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>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. [</i> <i>• The use of hand sanitiser before boarding and after disembarking is encouraged via messages to parents.</i> <i>• supporting use of face coverings for pupils in Year 7 and Year 8 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 will support the school transport team/transport providers to resolve any non-compliance issues with the wearing of face coverings.</i> <i>• ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open</i> 	<i>M</i>	<p><i>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>The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements</i></p> <p><i>Where staff are required to assist with accessing transport and fitting of seat belts/restraints, where possible only those normally working directly with the pupil provide such support.</i></p>		
Staff travelling to and from work.	Contracting coronavirus, spread of virus	H	<p><i>Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers.</i></p> <p><i>In particular:</i></p> <ul style="list-style-type: none"> <i>Wear a face covering when using public transport, travelling in a taxi or a private vehicle with others.</i> <i>wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser</i> 	M	<p><i>Review Guidance:</i></p> <p><i>How to wear and make a cloth face covering</i></p> <p><i>Coronavirus (COVID-19): UK transport and travel advice</i></p>
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils	M	<p><i>Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.</i></p> <p><i>Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers.</i></p> <p><i>All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans</i></p>	L	<p><i>For further information visit: NCC Local SEND Offering 0-25 yrs.</i></p> <p><i>All risk assessments, behaviour crisis plans and EHCPs include valid COVID-19 controls.</i></p> <p><i>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</i></p>

			<p>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>		
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.</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 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 (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>
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>	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>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.</i></p> <p><i>Skin friendly skin cleaning wipes can be used as an alternative</i></p>		
<i>Insufficient cleaning/exposure to virus on objects/surfaces</i>	<i>Contracting coronavirus</i>	<i>H</i>	<p><i>Increased cleaning to take place using standard cleaning products (minimum twice a day). Additional cleaning hours/resources have been arranged with the priority being for frequently touched areas. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken – see Appendix 2.</i></p> <p><i>In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected.</i></p> <p><i>Staff wash hands if handling pupils' homework/books.</i></p> <p><i>Classrooms are cleaned in line with cleaning schedule. Bins for tissues are emptied throughout the day.</i></p> <p><i>Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for dealing with this scenario is implemented, which incorporates the PHE guidance on 'cleaning and waste' (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed.</i></p> <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>See also sections on Pupils and staff displaying</i></p>	<i>L</i>	<p><i>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.</i></p> <p><i>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</i></p> <p><i>Bleach should be avoided, and a suitable alternative product(s) used. If schools are advised to use a bleach-based product, only bleach <u>sprays</u> should be used. Its use must be strictly controlled, and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff.</i></p> <p><i>See sample COSHH risk assessment</i></p>

			symptoms of coronavirus whilst at school.		
<p>Lateral flow device Covid testing carried out incorrectly.</p> <p>Weekly staff/pupil home testing.</p> <p>Testing pupils returning to school [year 7 plus]</p>	<p>Transmission of Covid 19 virus</p>	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 [delete as appropriate]</p> <p>Following initial on-site testing for pupils in year 7 and Year 8 returning to school, twice weekly home testing is now offered to staff/pupils. Although voluntary, this is strongly encouraged by the school.</p> <p>A small, on-site testing centre is retained so we can offer testing to pupils who are unable or unwilling to test themselves at home.</p> <p>Separate school specific risk assessment(s) are in place to cover both on-site and home testing activities BMS Home Testing</p> <p>BMS On-Site Testing</p> <p>Temporary and teacher training staff will be offered testing in the same way as wider school staff.</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> <p>Prior to ATS testing at school, schools take steps to identify if an individual has tested positive 90 days prior to the current test. This is to identify the potential for false positive test results. Those falling into this category are advised not to test until the 90-day period ends unless they develop COVID-19 symptoms.</p>
<p>Inadequate first aid provision</p>	<p>Serious injury or death</p> <p>First aider contracting coronavirus or spreading virus to others.</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>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</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</p>

			<p>directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.</p> <p>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]</p> <p>CPR</p> <p>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.</p> <p>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</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>		requalification
Lack of communication with staff / parents / others	Confusion / misinformation resulting in breakdown of	H	Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These	L	Parents have access to the Covid19 Quick Guide checker - this is available on the school's webpage and has been brought to the attention

	<i>arrangements.</i>		<p><i>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 through Parentmail, school website and school Facebook page.</i></p> <p><i>The arrangements in place for children are shared with them in an age-appropriate way.</i></p>		<i>of parents.</i>
<i>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>	<i>Stress and anxiety arising through uncertainty, lack of control and reduced contact</i>	<i>M</i>	<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>	<i>L</i>	<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>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. Risk assessment is published on school webpage. Parents have the opportunity to discuss concerns with school staff.</i></p> <p><i>Provision of pastoral and extra-curricular activities available to all pupils designed to:</i></p> <ul style="list-style-type: none"> <i>• support the rebuilding of friendships and social engagement.</i> <i>• address and equip pupils to respond to issues linked to coronavirus (COVID-19).</i> <i>• support pupils with approaches to improving their physical and mental wellbeing.</i> <p><i>Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) plan) are required to learn from home due to restricted attendance due to an outbreak, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</i></p> <p><i>[see government guidance for further information and apply as appropriate - record details here].</i></p>	<p><i>L</i></p>	<p><u>Kooth – support for young people from 11-25</u></p> <p><i>The government has launched the <u>Wellbeing for Education Return programme</u>, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.</i></p> <p><u>Supporting Emotional and Mental Health - Information for Schools.</u></p> <p><u>PHE offer access to a free online Psychological First Aid course</u> that teaching staff can access. The course provides practical and emotional support to children and young people affected by emergencies or crisis situations, such as COVID.</p>
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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
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

Appendix 1 –

Daily handwashing/sanitising schedule

Class	Entrance & Exit	Entry to school HANDWASH	Exit Lesson 1	Start of break 10:45	End of break 11:00	Exit Lesson 3 11:55	Entry into dining room	Entry to school after lunch 12:55 HANDWASH	Exit Lesson 4	Registration HANDWASH	Exit school through main glass doors 3:25pm
Y5 (Rm 4)	Yard doors	Toilets	Hand sanitise	Hand sanitise	Toilets & handwash	Hand sanitise	Handwash in Art rm	Toilets	Hand sanitise	Toilets	Hand sanitise
Y6 (Rm 5)	Yard doors	Room 5 sink	Hand sanitise	Hand sanitise	Toilets & handwash	Hand sanitise	Handwash in Art rm	Room 5 sink	Hand sanitise	Room 5 sink	Hand sanitise
Y7 (Rm 3)	Yard doors	Science Lab	Hand sanitise	Toilets & handwash	Hand sanitise	Hand sanitise	Handwash in Art rm	Science Lab	Hand sanitise	Science Lab	Hand sanitise
Y8 (Rm 7)	Yard doors	DT room	Hand sanitise	Toilets & handwash	Hand sanitise	Hand sanitise	Handwash in Art rm	DT room	Hand sanitise	DT room	Hand sanitise

Appendix 2

Daily cleaning schedule

	9:00a m	11:00a m	11:30am	12 – 1:00p m	1:00p m	1:30p m	1:45p m	2:00pm	2:30pm	3:30pm onwards
ARP	DR						CH			CH
Sensory Room	DR						CH			
Pupil toilets		DR			CH					CH
Staff toilets <i>(cleaned by staff after each use)</i>									CH	
Staff room			DR			CH				
IT/Library <i>(computers cleaned after each use)</i>										HS & TH
Dining Hall – tables				LH						
Dining Hall – floor								JB		
Play equipment		DR			CH					
Rooms 2, 3, 4										TH

(Mon-Fri)										
Rooms 5, 6, 7 (Mon – Fri)										HS
FT Room (Mon-Wed)										CH
ADT Rooms (Thurs – Fri)										CH
Room 1 (Friday only)	10am DR									

Appendix 3 – Updated Playtime Risk Assessment

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>School site is very large and numbers on roll are low in comparison (maximum pupils accessing outdoor space = 74).</i> <i>Those wishing to play with balls will be allocated an outdoor play area and will be supervised by a member of staff, thus reducing congestion.</i> <i>Those wishing not to be around ball games will be allocated a different play area and will be supervised by a member of staff, thus reducing congestion.</i> <i>Minimal allocation of playground equipment for use by year group cohort students only and balls and equipment to be cleaned after</i> 	<i>M</i>	<p>Staff informed by HT of expectations on yard and activities/games to avoid on 06 September 2021. Students informed from 07 September 2021.</p> <p>DRo to organise process of cleaning of any playground equipment</p>

			<i>recreational use.</i> <ul style="list-style-type: none"> 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 06 September 2021 . Students informed from 07 September 2021 .
Slips, Trips. Falls	Injury	L	<ul style="list-style-type: none"> Students and staff informed of established school code of behaviour relevant to behaviour in playground/field. Playground supervision rota established and implemented. Supervising staff members observe any problem areas/maintenance issues and cordon off where appropriate with tape/cone. Report to DR/HT. 	L	<p>Staff informed by HT of social activities/games to avoid from 06 September 2021.</p> <p>Condition of playground inspected by DRo & HT on a weekly basis.</p>
Dangerous objects in playground	Injury	M	<ul style="list-style-type: none"> Protocol established for checking playground for dangerous objects, syringes, cans etc. Use of protective gloves and dedicated safe bins for storage of dangerous materials before disposal. 	L	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> • <i>Staff supervise students and redirect if they observe unsafe behaviour and remove children from activity if needed.</i> 		Staff informed by HT on 06 September 2021 . Students informed from 07 September 2021 .
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 not permitted to bring in balls from home.</i> • <i>Students removed from activity if needed or redirected by staff – consult with SLT.</i> 	<i>L</i>	Staff informed by HT on 06 September 2021 . Students informed from 07 September 2021 .