Northumberland County Council

Risk Assessment Form

(RA1)

Department: *EDUCATION*	**Service:** *EDUCATION*	**School:** *SEATON DELAVAL FIRST SCHOOL*
Activity: *Schools fully opening from September 2020 during COVID19 pandemic*	**Site:** *SEATON DELAVAL FIRST SCHOOL* *NE25 0EP*	
People at Risk: *Staff, pupils, visitors, volunteers, parents, contractors*	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: O Flitcroft Job Title: HT Date: 19.08.2020/ 25.08.2020/ 26.08.2020/ 09.09.2020/ 09.10.2020		Review Date: WEEKLY

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 *Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic*	*Equipment / system failure leading to enhanced physical or biological risks to people*	*M*	*Schools are now fully open. 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.* *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 will be carried out to ascertain if further maintenance is needed. See FAQ for further details or contact Property Services or your heating maintenance company for further advice.* *Fire evacuation procedures have been reviewed and a fire drill is planned [roll call lists updated/each class or cohorted group should stay together (where possible) and be assigned predetermined evacuation points which are sufficiently distanced from other groups - 'walk throughs' may be considered as an alternative so cohorted groups don't mix during evacuation but children must be familiar with sound of the evacuation alarm and be able to respond to it]. In an emergency situation, a full evacuation will take place as usual.*	*L*	*Provision is in place to make adjustments and revisit fire drills- WEEK 2 PLANNED.* *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.*

Inadequate safety management documentation (policies, risk assessments etc)	*Increased risk of contracting Coronavirus through lack of planning.*	*M*	*The arrangements in the Covid19 risk assessment are monitored (detail specific arrangement for this) and kept under review. Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff. Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements.* *New procedures have been documented for:* ● *Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school.* ● *Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working.* ● *Responding to an outbreak of Coronavirus - see section below.*	*L*	*Advice will be provided directly from the NCC public health team. The County Council Outbreak Plan is also available on the County Council webpage.*
Contact with others who may have Coronavirus *Inadvertent transmission to others*	*Exposure to live virus resulting in contracting Coronavirus.* *Exacerbation of existing medical conditions.*	*H*	***Staff*** *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 role, PPA time, etc.s. Where this isn't possible, their job role and activities have been reviewed to ensure they can work remotely or are able to socially distance from others. An individual risk assessment is in place for each staff member recording the details of the medical condition and what reasonable adjustments have been made to their job role prior to the staff member returning to school. Advice is sought*	*M*	*See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable* *See generic risk assessments for clinically/extremely clinically vulnerable staff* *BAME risk assessment* *Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.* Individual RA + requests: 'Rainbow

			from the school's own HR/Occupational Health provider where necessary and always for staff who have previously been shielding. *Schools.HR@northumberland.gov.uk* *Staffing levels are reviewed to ensure adequate levels are in place at all times.* ***Children*** *Children in clinically vulnerable and clinically highly vulnerable health categories (as defined by PHE guidance)* *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". 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*		Room' to be set up as staff break area, limited access to only 3 staff, use 1st Aid WC and entrance, PPE in this area, parents informed and to discuss with other staff or arrange appointment with teacher to be socially distant, staff meeting to be held in 'The Studio', staff not to enter identified staff teaching rooms unless it is essential to do so, all staff aware and will socially distance, etc. *Northumberland EHCP planning Tool and Risk Assessment* *The potential risks from COVID-19 to children and young people who have an EHCP/additional educational support needs must be assessed in light of individual circumstances including any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required. Assessments are in writing and existing assessments may be updated. Staff to be consulted/trained on any resultant measures to be introduced.* *Where children have an Individual Healthcare Plan, arrangements must*

			they are up to date and include advice from the relevant health professional, where appropriate[see also model risk assessment for CV/CEV pupils]. ***All Visitors/Contractors*** *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 allowed access without prior appointment and only for essential activities.* *Visitor contact information is retained for 21 days to support the NHS test and trace programme (Visitor Audit/Questionnaire).* ***General*** *General measures which been applied within school* ● *grouping children together*		*be made to ensure that any adults supervising the child understand and are familiar with the plan and have received any training that is indicated to care for the child. Supporting children and young people with SEND as schools and colleges prepare for wider opening* *Guidance for full opening: schools - Annex B: education, health and care (EHC) plans* *See generic school risk assessments for clinically/extremely clinically vulnerable children.* *Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.* *When making appointments, contractors/visitors are briefed on the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.* *Notices and information displayed in school.* *The location of items (e.g. signage, hand sanitiser stations, lidded bins in*

			● *avoiding contact between groups* ● *arranging classrooms with forward facing desks* ● *staff maintaining distance from pupils and other staff as much as possible* *Staff communicate to children regarding social distancing / personal hygiene etc. Government guidance on Guidance for full opening: schools is followed. Key issues include:* *Anyone displaying any symptoms of coronavirus are not permitted on the premises.* *Social distancing of 2m is applied throughout the school where possible (specific school/task risk assessments should be amended as appropriate).* *Seating/desk arrangements have been identified in offices, i.e workstations are socially distanced, & space has been allocated around equipment, such as printers.* *Reception/waiting areas are marked to identify social distancing and a process is in place for handling essential visitors to the site, for example, visitor passes and electronic sign-in devices are wiped down with disinfectant.* *Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. Washing hands thoroughly for 20 seconds with soap and water and or **use of alcohol hand rub or sanitiser**.* *Ensuring good respiratory hygiene - promote the 'catch*		*classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.* *Hand sanitiser, gloves, masks, etc. in all classrooms and teaching areas.* *Staggered start to and end of the day, staggered playtime, staggered lunch, lunch to be taken in classroom. Classes are fixed as 'the bubble' and no use of communal areas to avoid groups mixing.* *SCHOOL HAS ALLOCATED AN **EXTRA** 3 HOURS OF CLEANING EVERY DAY FOR THE FORESEEABLE FUTURE.*

			it, bin it, kill it' approach. Disposable tissues are provided along with lidded bins for used tissues and other waste. This waste is double bagged and disposed of. Face coverings should not be worn in schools as a general rule, unless this has been risk assessed as being required [see separate model risk assessment on use of face coverings and add link to school specific assessment or record decision/arrangements here]. Arrangements have been put in place for safe disposal/storage of face coverings if worn - disposable masks to be put into a bin bag in a lidded bin, reusable covering to be placed by the pupil into a bag to take home. *Cleaning frequently touched surfaces often using standard products, such as detergents and bleach (if appropriate)* *Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.*		*SCHOOL HAS ALLOCATED AN **EXTRA** 3 HOURS OF CLEANING EVERY DAY FOR THE FORESEEABLE FUTURE.* *Cleaning of surfaces will happen regularly throughout every day.*
- *All teaching/classroom activities; early years, primary and secondary (see also section on*	*Contracting coronavirus - staff and pupils, passing onto vulnerable persons*	*H*	***Cohort (bubble) Groups*** *The school has cohorted groups so that staff and pupils generally only mix with others in a consistent group and keep away from other people/groups as much as possible. Contact with other groups is brief and transitory only. Group sizes are kept as small as*	*L*	*Review Guidance & Checklist:* *Guidance for full opening: schools* *Planning guide for early years and childcare settings*

'Shared Learning Spaces/practical teaching below)			*possible, taking into account delivery of the curriculum, and are detailed below (enter school specific detail; the following is given as guidance):* ○ *EYFS: Setting should still consider how they can minimise mixing between groups, however they can return to normal group sizes.* ○ *Key Stage 1 & 2 - Full class sized cohorts (if possible)* *A record is kept of staff/pupils within each group and any close contact between different groups in the event of an outbreak of Covid1).* ***Social Distancing*** *As the school is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible. For older children and staff this is more achievable and should be more robustly implemented. The general arrangements below have been put in place to mitigate the risk where distancing cannot always be achieved.* ***General arrangements*** ● *Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell.* ● *Staff explicitly supervise health and hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure*		*Access rooms directly from outside where possible.* *No sharing of stationery etc. – all pupils will have their own 'packet'/ plastic wallet with all resources required in KS1 and KS2; in EYFS regular cleaning of resources will be embedded.* *Note: Government guidance states that schools should not put rotas in place.* *Communicate regularly with parents – 'Hands/ face/ space.'* *From 14.09.2020 – groups of no more than 6.*

			more independent older pupils are following good hygiene practices. ● *Staff informally monitor for presence of symptoms.* ● *Regular cleaning initiated (see below).* ● *Where possible the same teaching staff work with the same groups* ● *The same groups are taught in the same classroom. This limits the amount of movement around the school and potential contact with other groups.* ● *Where possible the same desks are used by the same pupils each day and desks are front facing, with pupils sat side by side rather than face to face. Circular tables have been taken out of use.* ● *Timetabling has been reviewed to stagger school activities (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.* ● *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 and windows open.*		*Homework and reading books will begin as these are within bubbles only. Classrooms will have a selection of reading scheme books to use for pupils in that classroom; should extra books be needed these will be gathered from the resource area, wiped and added to class collection.*
Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	*Contracting coronavirus - staff, pupils, public*	*H*	*NOT APPLICABLE – pupils will be class based without mobility; pupils will enter/ exit classrooms from the playground at the beginning/ end of the day. There will be no use of communal areas. Assemblies and other hall activities are cancelled. PE will be outside.*	*L*	*PE activities are carried out in line with the latest guidance from AfPE,(updated risk assessment dated 16 July available for AfPE members only) the government and Sport England and activity risk assessments reviewed.* *All PE activities will be outside in bubbles.*

Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,	*Contracting coronavirus - staff pupils, visitors, parents/carers*	*H*	***<u>There will be no use of communal areas.</u>*** *Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes should be considered, or place a divider down the middle of the corridor if the width allows – IF NECESSARY).* *Assemblies are arranged to take place with individual groups in their allocated classroom spaces rather than bringing all children from different classes together into one hall or large space – led by class teacher.* *Lunch breaks are staggered. Children clean their hands and take lunch in their classroom with their bubble.* *Table seating plans for those in the same class/cohort group are arranged so children are seated as far apart as possible or where this isn't possible are seated side by side. [it is accepted that this won't always be possible and schools should balance this against the practicality of completing lunch sittings within a reasonable timescale].* *Arrangements are in place to ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time*	*M*	*When reviewing areas/spaces consider:* *Widening routes where possible.* *Removing unnecessary obstacles.* *Signing and communications:* *- markings/signage at entrances* *- movement intersections.* *- encouraging people to wait and allow others to pass* *One-way movement.* *Separate entry and exit routes.* *Enlarge access and exits.* *Accommodate extended queuing:* *- Defined queue areas* *- "Do not join the queue" when capacity reached signs* *People with additional needs.* *Use of stewards.*

Staff use of communal areas/working with different groups. *Use of supply teachers and temporary workers*	*Contracting coronavirus - staff pupils, visitors, parents/carers*	*H*	*Staff breaks are staggered to avoid congestion in staff rooms. Shared crockery/cutlery has been removed and staff use their own equipment.* *Measures are applied within shared offices and staff room(s) to implement social distancing.* *Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible.* *Staff maintain 2m distance from pupils where possible (especially between adults and with older children). Face to face contact within 1m of anyone is minimised.* *Supply staff and other temporary workers can move between schools, but school leaders are to consider how to minimise the number of visitors to the school where possible.* *Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.* *Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.*	*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*
Outdoor education on-site and off-site visits	*Contracting coronavirus - staff, pupils, public*	*H*	*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.* *The NCC Guidance for Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe*	*L*	*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.*

			Activities is followed. Located within the Resources Section on the Evolve system under "Guidance". *Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system.*		*Off site activities: Submission of an Evolve form is required for all Off site visits. Note DfE and FCO advice and OEAP National Guidance.*
Play activities	*Contracting coronavirus - staff and pupils*	*H*	*Existing school play risk assessment has been reviewed against government advice and shared with staff.* *Break times are staggered (including lunch), so that children are not moving around the school at the same time.* *Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups, more frequently cleaned and checked between use of groups. For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of use.* *Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.*	*L*	
Provision of school meals service	*Contracting coronavirus - staff, pupils*		*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).* *Catering staff are aware of the content of this risk assessment and the measures required for use of communal staff areas have been implemented e.g for toilets/staff room/changing rooms. [see also section on use of communal areas for seating plans etc]*		*Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, including additional cleaning, placement of tables, bubble group use etc)*

Parents/carers picking up/collecting pupils from school	*Contracting coronavirus - staff, pupils, public*	*H*	*Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.* *Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival.* *Drop off/collection times are staggered.* *(enter specific arrangements as to how this will be achieved).* *Staff briefed on the arrangements to be applied.* *Children, young people, parents/carers are advised:* ● *Not to enter the building if displaying any symptoms of coronavirus (COVID-19).* ● *Only to attend one at a time* ● *Of the designated pick up and drop off protocols (time, location, process) to minimise contact.* ● *Not to gather at entrances, gates or doors unless have pre-arranged appointments.* *School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.*	*L*	*Communicate regularly with parents – 'Hands/ face/ space.'* *From 14.09.2020 – groups of no more than 6.*
Use of School Transport (external provision only)	*Contracting coronavirus - staff, pupils, transport provider*	*L*	*N/A.*		
Staff travelling to and from work. *.*	*Contracting coronavirus, spread of virus*	*L*	*ALL STAFF WALK OR TRAVEL BY CAR INDIVIDUALLY – N/A.* *On entry to school:* ● *wash your hands often with soap and water for at least 20 seconds* ● *if soap and water are not available, use an alcohol-based hand sanitiser*	*M*	*Review Guidance:* *How to wear and make a cloth face covering* *Coronavirus (COVID-19): UK transport and travel advice*

Children who are non-compliant / displaying challenging behaviour	*Contracting coronavirus - staff, pupils,*	*M*	*Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.* *Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers.* *Those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, workable de-escalation techniques, trained staff) are in place and there is certainty that they will be effective.* *All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.*	*L*	*For further information visit: NCC Local SEND Offering 0-25 yrs.* *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.* *Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).*
Personal care activities	*Contracting coronavirus or passing onto vulnerable or shielded children*	*H*	*Social distancing is implemented where possible.* *Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment.* *This assessment should include input from the parents/carers and healthcare professionals.* *Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.*	*L*	*PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.* *No additional PPE is generally needed other than that already identified via risk assessment.* *Specific PPE/training is required for staff providing personal care involving an aerosol generating*

			Any queries are directed to the school nurse. *Staff know how to safely put on and take off PPE. PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.*		*procedure - advice is provided by the school nurse and risk assessment produced..*
Use of hand sanitiser	*Ingestion of hand sanitiser.* *Alcohol vapours ignited resulting in burns to hands*	*M*	*Always wash hands with soap and hot/warm water wherever possible.* *Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and COSHH risk assessment are in place for its use.* *When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.* *Skin friendly skin cleaning wipes can be used as an alternative [these should still contain alcohol to be considered as effective as sanitiser]*	*L*	*Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.*
Insufficient cleaning/exposure to virus on objects/surfaces	*Contracting coronavirus*	*H*	*Increased cleaning to take place using standard cleaning products; additional cleaning hours/resources have been arranged with the priority being for frequently touched areas/communal areas and shared teaching spaces. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.* *In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment etc.*	*L*	*A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.* *Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.*

			Steps are taken to limit resources that are taken home by staff and pupils. Marking policies have been reviewed with emphasis on the use of visualisers, self-marking and verbal feedback. Staff wash hands if handling pupils homework/books. *A review has been undertaken to remove soft furnishings, soft toys and toys/equipment that are hard to clean (such as those with intricate parts).* *Classrooms are cleaned daily. Where classrooms are shared (practical lessons), the room and equipment is cleaned between different group use. Bins for tissues are emptied throughout the day. Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements.* *Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for dealing with this scenario is implemented, which incorporates the PHE guidance on 'cleaning and waste' (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* *Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE* *See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.*		*Extra 3 hours of cleaning every day for the foreseeable future; regular cleaning and wiping throughout the day.* *PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.* *Bleach should be avoided and a suitable alternative product(s) used. If schools are advised to use a bleach based product, only bleach sprays should be used. It's use must be strictly controlled and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff.* *See sample COSHH risk assessment*

Staff displaying symptoms of coronavirus whilst at school	*Others contracting virus.*	*H*	***Schools follow the process detailed in the NCC flowchart "Managing Covid-19 in Northumberland Schools and settings" and complete the report form in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.*** *Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - Stay at Home . If they are seriously ill contact 999.* *Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.* *Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.* *Staff should inform the school as soon as they receive their test result (positive or negative).* *Where the staff member tests negative, they can return to their setting when they are medically fit to do so following discussion with line manager and appropriate local risk assessment. Fellow household members can end their self-isolation. PHE staff return to work criteria must be applied.* *Where the staff member tests positive based on advice from the NCC Public Health Team,* *the rest of their class, should be sent home and*	*M*	*Ensure home and emergency contacts are up to date.* *A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.* *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.* *The school has a small supply of home test kits which can be used in very exceptional cases (Coronavirus (COVID-19): test kits for schools and FE providers))* *Letter from PHE and NHS Test and Trace to school and college leaders*

			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. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. *PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on 'cleaning and waste'.*		
Pupils displaying symptoms of coronavirus whilst at school	*Others contracting virus.*	*H*	***Schools follow the process detailed in the NCC flowchart "Managing Covid-19 in Northumberland Schools and settings" and complete the report form in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.*** *Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home. School Transport is avoided. PHE guidance on self isolation is followed - Stay at Home. If they are seriously ill contact 999.* *If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.* *PPE should be worn by staff caring for the child while*	*M*	*Ensure emergency contacts are up to date.* *A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.* *Parent/carer is 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 tests positive for Covid19. The school has a small supply of home test kits which can be used in very exceptional cases (Coronavirus (COVID-19): test kits for schools and FE providers), however,*

			they await collection if a distance of 2 metres cannot be maintained *Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.* *They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.* *Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.* *Where the pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation.* *Where the pupil tests positive based on advice from the NCC Public Health Team, 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. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.*		*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)* *Letter from PHE and NHS Test and Trace to school and college leaders* *Symptomatic children action list for schools (important - please note that in Northumberland support to schools is being provide by the NCC public health team rather than Public Health England/Health Protection Team)*

			PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on 'cleaning and waste'.		
Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down		*H*	*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 NCC public health team/health protection team.*	*L*	*The school have a plan in place to deal with partial or full closure of the school. (add link to school specific plan)*
Inadequate first aid provision	*Serious injury or death* *First aider contracting coronavirus or spreading virus to others.*	*H*	*A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken. First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information* *First aiders assist at a safe distance from the casualty where possible and minimise the time they share a breathing zone. Where the casualty is able to, they are directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.* *Where available, and appropriate,* ***fluid resistant face mask, gloves****,* ***disposable plastic apron and disposable eye protection*** *is used which should be kept in or next to first aid kits. (see FAQ document on dealing with minor accidents)[this is in line with HSE guidance].*	*L*	*Where First Aid at Work and Emergency First Aid at Work certificates expired on or after 16 March 2020 and staff cannot access requalification training because of coronavirus, staff may qualify for an extension up until 30 September 2020. Staff must be able to explain why they haven't been able to requalify and demonstrate what steps they have taken to access the training, if asked to do so. See HSE guidance https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm* *Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:* *https://www.gov.uk/government/publi*

			A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control. *Further information is also contained in the Government publication: Guidance for first responders and others in close contact with symptomatic people with potential COVID-19*		*cations/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications*
Lack of communication with staff/parents/others	*Confusion/mis-information resulting in breakdown of arrangements.*	*H*	*Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.* *Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Hangouts.* *Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe. [consider methods of communication, making information available on school webpage to provide assurance to parents]* *The arrangements in place for children are shared with them in an age appropriate way.*	*L*	*Parents have access to the Covid19 Quick Guide checker - this is available on the school's webpage and has been brought to the attention of parents.*

Increased staff home working & use of Display Screen Equipment (DSE)	*Musculoskeletal problems arising from incorrect postures*	*M*	*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.* *NCC DSE policy is available to staff.*	*L*	
Uncertainty due to the unprecedented nature of the pandemic *Maintaining staff wellbeing and mental health*	*Stress and anxiety arising through uncertainty, lack of control and reduced contact*	*M*	*Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.* *Shared distribution of workload, e.g. rota for staff in school and those homeworking.* *Regular communications are in place between staff and Managers. Staff also have access to all shared information/documentation. Governing Body are involved with decision making in relation to measures in place where appropriate.*	*L*	*Stress risk assessment reviewed.* *Supporting Emotional and Mental Health - Information for Schools.* *Telephone support & counselling* *Wellbeing guide for staff working in schools and trusts* *Resources for school employees - wellbeing.docx*
Pupil uncertainty surrounding attendance/return to school	*Stress and anxiety impacting themselves and staff*	*M*	*Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. [consider publishing risk assessment on school webpage]. Parents have the opportunity to discuss concerns with school staff.* *Provision of pastoral and extra-curricular activities available to all pupils designed to:* ● *support the rebuilding of friendships and social engagement* ● *address and equip pupils to respond to issues*	*L*	*The government has recently launched the Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.* *Supporting Emotional and Mental Health - Information for Schools.*

			linked to coronavirus (COVID-19) ● *support pupils with approaches to improving their physical and mental wellbeing* *[see government guidance for further information and apply as appropriate - record details here].*		

Document History

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*

Document History

Item	Nature of change	Date of Update
Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic	Renamed from 'School re-opening following partial or full closure and lack of statutory testing/maintenance' as schools are now fully open and wording changed to reflect this. Update on wall mounted fan convector coil heating systems.	07/10/2020
Contact with others who may have Coronavirus	Link to 'EHCP Planning Tool' added.	07/10/2020
Use of School Transport (external provision only)	Update in respect of NCC School Coronavirus (COVID-19) advice regarding use of face coverings.	07/10/2020
Staff displaying symptoms of coronavirus whilst at school	Update in respect of process for reporting cases. Link added for NCC flowchart for reporting covid cases.	07/10/2020
Pupils displaying symptoms of coronavirus whilst at school	Update in respect of process for reporting cases. Links added for NCC flowchart for reporting covid cases and 'Symptomatic Children Action List.'	07/10/2020
Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down	Advice to be sought from NCC's public health team/health protection team.	07/10/2020
Lack of communication with staff/parents/others	Link added for 'Parent Quick Guide Checker.'	07/10/2020
Uncertainty due to the unprecedented nature of the pandemic	Links added for staff support and a free counselling helpline.	07/10/2020

Pupil uncertainty surrounding attendance/return to school	Link added for pupil emotional and mental health support.	07/10/2020
Useful Links	New section, previously listed under 'Additional Information'. Links to the 'Northumberland Dashboard' and 'Q&A videos from PHE' added.	07/10/2020
Contact with others who may have Coronavirus	Link updated to guidance for special schools and other specialist settings - Annex EHC Plans.	09/09/2020
Activity	Link added for 'Schools Full Opening' guidance.	07/09/2020
School re-opening following partial or full closure and lack of statutory testing/maintenance	Guidance withdrawn.	07/09/2020
Contact with others who may have Coronavirus	Link added for clinically/clinically extremely vulnerable generic staff risk assessments. Updated info on clinically/clinically extremely vulnerable pupils and link added to model risk assessment. Updated info on face coverings and link added to generic face covering risk assessment.	07/09/2020
All teaching/classroom activities; early years, primary and secondary	Guidance withdrawn and replaced with 'Schools Full Opening' guidance.	07/09/2020
Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	Updated guidance on sports and music activities. Updated guidance on science practicals from CLEAPSS.	07/09/2020
Parents/carers picking up/collecting pupils from school	Guidance withdrawn.	07/09/2020
Use of School Transport (external provision only)	Minor update to align more closely with guidance text relating to grouping on school transport, wearing of face coverings and social distancing.	07/09/2020
Children who are non-compliant / displaying	Guidance withdrawn.	07/09/2020

challenging behaviour		
Personal care activities	Guidance withdrawn.	07/09/2020
Staff displaying symptoms of coronavirus whilst at school	Updated advice regarding a staff member testing positive. Link added to a letter from PHE to all school leaders.	07/09/2020
Pupils displaying symptoms of coronavirus whilst at school	Updated advice regarding a pupil testing positive. Link added to a letter from PHE to all school leaders.	07/09/2020
Pupil uncertainty surrounding attendance/return to school	Link to the 'Wellbeing for Education Return Programme' added.	07/09/2020
Contact with others who may have Coronavirus	Updated links to model school risk assessments for CV/CEV staff and pupils. Minor wording changes and removal of link to withdrawn government document (changes are in red text)	25/8/2020
General	Some re-ordering of hazards (rows) to achieve better flow.	30/07/2020
Additional information	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. Visitor information to be retained and kept for 21 days.	30/07/2020

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

	health that these should contain alcohol to be as effective as sanitiser). Bulk storage arrangements for hand sanitiser (updated fire risk assessment).	
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 symptomatic persons. Removal of specific self isolation periods as this is liable to change (currently changed from 7 to 10 days) - schools should keep up to date with the latest requirement.	30/07/2020
Pupils displaying symptoms of coronavirus whilst at school	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.	05/06/2020

	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	
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 arrangements). Shielding households - slight amendment to wording. Link to updated SEND guidance. Recommendation to provide lidded bins/tissues. Social distancing advice in offices/reception. Hot/warm water required for hand washing (see H&S FAQ). Reinforcement that only essential visitors are permitted access to school.	05/06/2020
Unable to achieve social distancing	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 government guidance added.	05/06/2020

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. Update on test and trace procedure and process for staff who test negative for Covid-19. Public Health cleaning posters have been withdrawn	05/06/2020
Pupils displaying symptoms of coronavirus whilst at school	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