Northumberland County Council

Risk Assessment Form

(RA1)

Department: *EDUCATION*	**Service:** *EDUCATION*	**School:** *SEATON DELAVAL FIRST SCHOOL*
Activity: *Schools remaining open/reopening during COVID19 pandemic* ***Date of assessment: 14 May 2020 / 18.05.2020*** *To be read in conjunction with* Coronavirus (COVID-19): implementing protective measures in education and childcare settings and Actions for education and childcare settings to prepare for wider opening from 1 June 2020	**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* *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*	
Name of Person Completing Form: OF	**Job Title: HT**	**Date: 18.05.2020** / **Review Date: monthly**

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
School re-opening following partial or full closure and lack of statutory testing/maintenance	*Equipment / system failure leading to enhanced physical or biological risks to people*	*M*	*Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas safety, fire safety, play/sporting equipment tests, has taken place during the school closure.* *Head/Caretaker has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening.*	*L*	*See guidance on Managing school premises, which are partially open, during the coronavirus outbreak* *Where checks / paperwork /maintenance is lacking; steps taken to address this prior to reopening - items taken out of use (where possible), or guidance obtained from a competent person (manufacturer, service engineer, NCC Property Services).*
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 on the clinically 'highly vulnerable' list requiring shielding are self isolating at home for a 12 week period. Those staff on the clinically 'vulnerable list' are working from home/assigned alternative duties (such as supporting remote education, carrying out lesson planning etc). Where this isn't possible a personalised risk assessment for each individual is in place recording the details of the medical condition and what reasonable adjustments have been made prior to the staff member returning to school. Advice is sought from Occupational Health where necessary.* *Where staff shortages are identified which impact on the operations of the school, Children's Services are contacted for additional support (Simon Baxter on 07870 365983).*	*M*	*See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable* *See NCC generic risk assessments for vulnerable staff:* *General Vulnerable Conditions - COVID19 - Personalised Risk Assessment Template* *Staff with Mild Asthma - COVID19*

			Children *Children in vulnerable and highly vulnerable health categories (as defined by PHE guidance)* *Pupils in "Clinically Extremely Vulnerable" category have been identified and are continuing with remote education. Pupils classed as "Clinically Vulnerable" can attend school following an individual risk assessment carried out in consultation with the child's parents. Advice from health professionals/GP involved in the child's care should also be sought and taken into account. Where a child's health condition changes, Individual Healthcare Plans are updated by school including up to date advice from the relevant health professional and must be in line with PHE guidance.* *Children (or staff) living in a household with someone who is 'clinically extremely vulnerable' **should only attend school if stringent social distancing can be adhered to**, and the child is able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. Headteachers must be familiar with the document Coronavirus (COVID-19): implementing protective measures in education and childcare settings* ***Contractors*** *Contractors will not be allowed access without prior appointment. Contractors are to wear disposable gloves on arrival and social distancing measures are*		*The potential health risks from COVID-19 to children and young people who have a EHC Plan must be assessed in light of any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required.* *Where children have an Individual Healthcare Plan, arrangements must be made to ensure that any adults supervising the child understand and are familiar with the plan and have received any training that is indicated to care for the child.* *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 are briefed of the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.*

			clarified with them on arrival. ***General*** *Parents / carers and other visitors are limited. Staff communicate to children regarding social distancing / personal hygiene etc. Government guidance on Coronavirus (COVID-19): implementing protective measures in education and childcare settings 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).* *Cleaning hands more often than usual and on arrival and before and after eating, sneezing, coughing - washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser.* *Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach* *Cleaning frequently touched surfaces often using standard products, such as detergents and bleach* *Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.*		*Notices and information displayed in school.*
Unable to achieve social distancing - All teaching/classroom	*Contracting coronavirus - staff and pupils, passing onto*	*H*	*It has been accepted nationally that Early Years & Primary age children cannot be expected to be 2 metres apart at all times. However the school has implemented the following to reduce risk:*	*L*	*Review Guidance & Checklist: Opening Schools for more children and young people: initial planning framework for schools in England*

activities; early years, primary and secondary	*vulnerable persons*		● *Pupils encouraged in a developmental/age appropriate way to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if they are unwell.* ● *Staff informally monitor for presence of symptoms.* ● *Regular cleaning initiated (see below).* ● *The school has cohorted groups so that staff and pupils only mix in 1 small consistent group and keep away from other people/groups. Contact with other groups is brief and transitory only.* ● *Groups sizes and ratios are in line with Government Guidance:* ○ *EYFS: Maintain EYFS ratios and use these to group children.* ○ *Primary; classes split in half with no more than 15 per group and desks spaced as far apart as possible (ideally 2m)..* ○ *Secondary: As primary but with sitting positions 2m apart. See Government Guidance where halving results in very small class sizes.* ○ *Where above cannot be achieved, consult Government Guidance and discuss options with LEA or MAT.* ● *Where possible the same desks are used by the same pupils each day or they are cleaned between use.* ● *Where possible the same teaching staff work with the same groups.* ● *Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents.* ● *Face to face support for secondary pupils planned*		*Children of key workers/vulnerable children in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.* *Access rooms directly from outside where possible.* *No sharing of stationery etc.*

			to supplement remote education and reduce group mixing. ● *Equipment use has been revised and measures to reduce simultaneous (as well as cleaning, below) use have been introduced.* ● *Where possible areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and safeguarding) to limit use of door handles.*		
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 Activities is followed. Located within the Resources Section on the Evolve system under "Guidance".*	*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.* *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 and appropriately cleaned 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.*	*L*	

			Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.		
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces, staff room, offices	*Contracting coronavirus - staff pupils, visitors, parents/carers*	*H*	*Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes should be considered, or place a divider down the middle of the corridor if the width allows).* *Halls, dining areas and internal and external sports facilities are used at **half capacity** for lunch/sporting activities. These areas can be shared as long as different cohorted groups do not mix (and especially do not play sports or games together) and adequate cleaning between group use takes place.* *Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Groups are kept apart and tables cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms* *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* *Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohort groups.* *Staff breaks are staggered to avoid congestion is staff rooms. Measures are applied within shared offices to implement social distancing where possible.*	*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* *Closure of vehicle traffic routes to pedestrianise (permanently or temporarily).* *Deliveries.* *People with additional needs.* *Use of stewards.*

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. 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 requirements.*	*L*	*Review Guidance & Checklist: Opening Schools for more children and young people: initial planning framework for schools in England*
Personal care activities	*Contracting coronavirus or passing onto vulnerable or shielded children*	*H*	*Social distancing is implemented where possible. Coronavirus (COVID-19): implementing social distancing in education and childcare settings* *In addition to standard infection prevention and control measures, staff undertaking personal care within 2m of a child also apply the general principles contained in table 4 of the COVID-19: infection prevention and control (IPC). Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment to determine if they are able to attend school. 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.*

			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.*		
Flammable vapours from alcohol based hand sanitiser	*Alcohol vapours ignited resulting in burns to hands*	*M*	*Wash hands with soap and water wherever possible.* *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.*	*L*	
Insufficient cleaning/exposure to virus on objects/surfaces	*Contracting coronavirus*	*H*	*Increased cleaning to take place using standard cleaning products. 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. Poster on cleaning regimes produced by PHE is displayed for the benefit of staff and children.* *Cleaning staff are briefed on amended cleaning regimes.* *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*	*L*	*A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.* *Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.* *PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.*

			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, PHE guidance on 'cleaning and waste' in these circumstances is followed (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.*		*Bleach should be avoided and an 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*	*Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - Stay at Home (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the date the staff member became symptomatic). If they are seriously ill contact 999.* *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 staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.*	*M*	*Ensure home and emergency contacts are up to date.* *Staff should apply for testing via the National Scheme https://www.gov.uk/apply-coronavirus-test* *The Government is developing a national test and trace programme. Once this is functional it may involve direct discussion with parents and schools or colleges on recent contacts.*

			Where the staff member tests positive, the rest of their class should be sent home and advised to self-isolate for 14 days from the date the staff member became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Confirmed cases of Covid-19 should be recorded via ANVIL, as they may be RIDDOR reportable. You should seek further advice via NCC's Corporate Health and Safety team. *PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on 'cleaning and waste'. Poster on cleaning regimes produced by PHE is displayed for the benefit of staff.*		
Pupils displaying symptoms of coronavirus whilst at school	*Others contracting virus.*	*H*	*Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home and PHE guidance on self isolation is followed - Stay at Home (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the child became symptomatic). 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.* *The Government is developing a national test and trace programme. Once this is functional it may involve direct discussion with parents and schools or colleges on recent contacts.*

			they await collection if a distance of 2 metres cannot be maintained *If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil subsequently tests positive.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, 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.* *PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on 'cleaning and waste'. Poster on cleaning regimes produced by PHE is displayed for the benefit of staff.*		

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.* *This will include a review of any higher risk activities which may be planned. Such activities may need to be suspended if an appropriate level of cover cannot be maintained.* *Fewer staff, pupils and visitors attending school means it is/may be safe to operate with reduced first aid cover. There should be an appointed person as a minimum to check 1st aid kits and summon the emergency services* *First aiders providing routine first aid treatments within 2m of a person should wear a **fluid resistant face mask** and, if appropriate and available, **disposable plastic apron and disposable eye protection** which should be kept in or next to first aid kits.* ***CPR*** *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.* *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*	*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 a 3-month extension. 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/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications*

			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*		
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*	*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.*