

Risk Assessment Form (RA1)

Department: EDUCATION	Service: EDUCATION	School: SEATON	DELAVAL FIRST SCHOOL				
Activity: Schools opening during COVID19 pandemic							
Version 8.0: Updated 3 March 2022 (see document h on or around 1 April 2022)	nistory table) (subject to further change when gov	vernment guidance is	s expected to be updated				
This risk assessment incorporates the content of the <u>Schools COVID-19 operational guidance</u> , 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 <u>H&S</u> <u>Briefing – 3 March 2022</u> 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.							
People at Risk:	Additional Information: guidance on completion	n: risk assessment for	m				
Staff, pupils, visitors, volunteers, parents, contractors	Guidance for full opening: special schools and oth		-				
	NCC Health and Safety Bulletin	· · · · · · · · · · · · · · · · · · ·					
	Existing service/task specific risk assessments ar Health England and internally at NCC.	nd guidance provided	by the government/Public				
	Further additional information/links to documentat	ion is available at the	bottom of the document				
	Queries relating to COVID-19 – complete the <u>NC</u>						
Name of Person Completing Form: OF Job 06.09.2021/ 22.10.2021/ 01.11.2021/ 12.11.2021/ 08.12	Title: HT Date: 02.09.2021/ 03.09 2.2021/ 05.01.2022/ 12.01.2022/ 02.02.2022/ 04.03.2		Review Date: TBC				

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Initial Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Prevalence of COVID-19 variant of concern in the community (Omicron variant)	Higher risk of transmission.	H	All relevant risk assessments and arrangements have been reviewed and updated. The return to COVID Plan A took place on 27 January 2022. Additional protective measures will be considered as appropriate, as part of the school's Outbreak Contingency Plan, where there is an outbreak within school. [Public Health Outbreak Checklist]. From 11 January, the requirement for a confirmatory PCR test to be carried out following a positive lateral flow device (LFD) test result are to be <u>temporarily</u> <u>suspended.</u> Anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test. Further information can be found <u>here</u> .	F	[Please see <u>e-courier article dated 7</u> <u>December 2021]</u> [Headteachers are advised to ensure they subscribe to the daily <u>DfE email</u> <u>bulletins</u> if they have not already done so.]
Inadequate testing / maintenance and fire safety arrangements during the covid19 pandemic. Opening after reduced occupancy	Equipment / system failure leading to enhanced physical or biological risks to people	М	Essential maintenance/testing as detailed below will continue to be undertaken during periods of reduced occupancy [ensure the necessary checks have taken place for any parts of the building being reopened]. 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. Fire doors are always operational and fire evacuation procedures have been reviewed	F	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	Increased risk of contracting Coronavirus	М	The arrangements in the Covid19 risk assessment are monitored (detail specific arrangement for this) and kept	L	Advice will be provided directly from the NCC public health

(policies, risk assessments etc)	through lack of planning. Equipment / system failure leading to enhanced physical or biological risks to people.		 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. 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 A school *Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community. [see model plan] 		team. The <u>Northumberland</u> <u>Local Outbreak Prevention Plan</u> is also available on the County Council webpage.
Outbreak of Covid- 19 in local area or school resulting in the need to step up protective measures		Н	A school *Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community. [see model plan]. Further advice is sought from the NCC Public Health Team once numbers increase as per the threshold figures determined in the plan. [*All education settings should have an outbreak management plans which outlines how it would operate if any of the measures described in the <u>Contingency</u> <u>Framework Guidance</u> are implemented.]	L	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. [certain protective measures may need to be reintroduced in response to an outbreak]. Contact the NCC Public Health Team for advice and reporting all positive test results, via the webform. They will respond as soon as possible, where required. Before and during this process it is recommended that schools with potential outbreaks review their outbreak control plan and

					use this <u>checklist</u> to review current arrangements and additional measures that could be implemented.
Inadequate ventilation. Unable to achieve a comfortable (or legal minimum) temperature within the building.	Increase in risk of transmission of Covid19. Occupants become cold - poor concentration levels impact on learning.	H	As each school is different in terms of size, layout and type of ventilation systems, they are to record their own arrangements for ventilating specific areas/spaces here. Where these are more complex, you may wish to record these arrangements in a separate risk assessment and share this with staff. Due regard is to be given to the information on how best to maintain ventilation in the <u>H&S FAQ document</u> , * <u>HSE</u> <u>information</u> , <u>CIBSE</u> - Ventilation Guidance and the latest government guidance for schools. General principles when using natural ventilation include opening windows. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully when unoccupied to purge the air in the space (e.g. between classes, during break and lunch). Rooms should, where possible, be fully ventilated for at least 15 minutes prior to and following use. Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) Opening high level windows in preference to low level to	L	 HSE video on Covid19 and ventilation: <u>https://www.youtube.com/watch?v=hk</u> <u>K_LZeUGXM</u> [*Where Co2 monitors have been issued by DfE as a tool for identifying poorly ventilated areas for improvement, these are only used in accordance with instruction and training provided – see also HSE information provided earlier] Occupied rooms with no ventilation - their use should be avoided. Consider installation of window fans to provide natural ventilation. Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms. Providing flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn. [Wall mounted fan convector coil heating systems - All schools have

			reduce draughts Rearranging furniture where possible to avoid direct drafts. Mechanical ventilation/heating systems are maintained in accordance with the manufacturers recommendations. [For mechanical ventilation and extraction system please refer to documentation above].		been contacted directly by the NCC Property Services team to identify buildings with this type of system - an inspection of these systems has been carried out and further maintenance undertaken where needed. See FAQ for further details or contact Property Services or your heating maintenance company for further advice.] Classroom external doors and windows to be open for air flow and fully opened at break times – adjust according to weather and temperature.
Contact with others who may have Coronavirus Inadvertent transmission to others	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	Η	General protective measures across school 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. As with other illnesses, anyone who is unwell, including presenting with symptoms of COVID-19 does not attend school. Anyone testing positive for COVID-19 isolates at home, takes a PCR test and follows the government guidance: COVID- 19: people with COVID-19 and their contacts. Anyone travelling from a foreign country must comply with government guidance on self isolation: <u>Travel</u> abroad and coronavirus (COVID-19) - GOV.UK (www.gov.uk) 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	М	Notices and information on Covid rules/protective measures are displayed in school. The <u>e-Bug Coronavirus website</u> contains free resources for schools, including materials to encourage good hand and respiratory hygiene. 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. See: <u>COVID-19: guidance on</u> <u>shielding and protecting people</u> <u>defined on medical grounds as</u>

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	coughing. Washing hands thoroughly for 20 seconds	extremely vulnerable
	with soap and water and or use of alcohol hand rub or	
	sanitiser	Pregnant workers model risk
		assessment (to be completed in
	Good respiratory hygiene is encouraged. Promote the	conjunction with the above CEV/CV
	'catch it, bin it, kill it' approach. Disposable tissues are	assessment for vulnerable staff).
	provided along with bins for used tissues and other	[Schools should be aware that
	waste. This waste is bagged and disposed of.	pregnant women from 28 weeks'
		gestation, or those with underlying
	Appropriate cleaning regimes are in place, including	
	regular cleaning of areas and equipment [for example,	health conditions at any gestation,
	twice per day – you should have documented cleaning	may be at greater risk of severe illness
	schedules in place], with a particular focus on frequently	from coronavirus (COVID-19).]
	touched surfaces.	
	louched surfaces.	See also: Advice for Pregnant
	Occupied spaces are well ventilated (see separate	Workers and COVID-19 vaccination: a
	section below)	guide for women of childbearing age,
		pregnant or breastfeeding (Includes
	Staff maintain social distancing where possible.	information on additional risk factors
		for pregnant women, such as age,
	Face coverings are worn by staff/visitors in accordance	BMI, third trimester, BAME
	with the school's face covering risk assessment and any	background)
	individual risk assessment [this control should be	is a crigit control
	considered during periods of high transmission of	
	COVID-19, with more stringent use during outbreaks in	BAME risk assessment
	schools]	
	Surrousj	Hood toophore/Soniar managers are
	Anyone displaying any symptoms of coronavirus are not	Head teachers/Senior managers are
	permitted on the premises.	to ask staff to inform them immediately
		if their situation changes.
	All eligible individuals (staff and pupils) have now been	
	offered COVID-19 vaccines/boosters in line with the	
	national programme.	
	national programme.	
	Most staff 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	

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	becoming severely unwell.	
	Vulnerable Staff	
	(see model CEV/CV individual risk assessment for	
	process/further guidance, including vaccination status)	
	The measures contained within this COVID risk	
	assessment will, in most cases, be sufficient to	
	adequately reduce the risk of transmission of COVD-19	
	to those at higher risk of becoming severely unwell if	
	they are infected [see guidance]. Individuals with certain	
	vulnerabilities are being advised to continue with regular	
	LFD home testing as they may be eligible for antibody	
	and antiviral treatments [see NHS guidance: <u>Rapid</u>	
	lateral flow coronavirus (COVID-19) tests].	
	An individual rick appagament is also in place for these	
	An individual risk assessment is also in place for these	
	staff and include any additional reasonable control	
	measures which can be implemented without impacting	
	on service provision. Additional individual risk factors	
	are considered in these risk assessments and these	
	include any specific advice or control measures advised	
	by a medical professional	Staff to be consulted/trained on any
	(who are 'clinically extremely vulnerable' (CEV),	resultant measures to be introduced
	'clinically vulnerable' (CV) and pregnant. A separate	as a result of any specific clinical
	assessment is in place for those from a BAME	advice for young people/children.
	background. These are regularly reviewed. Reviews will	Northumberland EHCP planning Tool
	also take place if there is an outbreak within the school.	and Risk Assessment
	Unvaccinated vulnerable staff	Where children have an Individual
	Where the individual is vulnerable and unvaccinated,	Healthcare Plan, arrangements must
	more robust control measures or reasonable	be made to ensure that any adults
	adjustments to their role must be made. In relation to	supervising the child understand and
	unvaccinated CEV staff or those who are 26 28 weeks	are familiar with the plan and have
	pregnant or more, where the risk cannot be adequately	received any training that is indicated
	reduced, these staff are supported to work from home,	to care for the child.
	unless robust control measures or reasonable	

adjustment to their role can be implemented. Advice is sought from the school's own HR/Occupational Health provider and the person consults their physician where appropriate. Children All children, young people and adults follow guidam prescribed by this risk assessment in the school se Eligible children have now been offered a COVID-1 vaccination. Unical studies have shown that youn people under 18, including those originally consider be CEV, are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people un the age of 18 should no longer be considered CEV should be removed from the Shielded Patient List. Department for Health and Social Care provide furt guidance in their FAQ document. Those children who may be at a higher risk from COVID-19 and have been prescribed specific clinic advice, have been identified by the school. The spe advice is being followed and taken into account with an individual risk assessments/healthcare plans. Th child's parents/carers and where necessary the rele healthcare professional(s) have been consulted. Remote education is supported where necessary. Individual Healthca	tting. 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9
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			 briefed not to attend school if displaying symptoms of COVID-19. The normal process for recording visitor details to the site is followed. Whilst test and trace requirements have been removed, it is still necessary to control visitor access to the school. Visitors are asked if they have any symptoms of COVID or are a household close contact of someone with COVID; if so they are requested to rearrange their appointment where possible. If the visit is essential, the government advice for close contacts should be followed. Electronic sign-in devices or pens are regularly cleaned. Reception areas/waiting areas are marked to allow social distancing. Visitor contact information is retained for 21 days to support the NHS test and trace programme (<u>Visitor</u> <u>Audit/Questionnaire</u>). This should include details of all visiting staff Curriculum enhancement [Theatre Companies, etc.] – visitors are briefed about social distance at all times, clear zone between them and children of at least 3 metres, face coverings to be worn when arriving/ moving to the hall/ leaving school, Lateral Flow Test to be taken on the morning before arriving, hall windows and doors fully open for natural ventilation – other requirements to be discussed as they arise. 		
Staff/Pupils displaying symptoms of coronavirus whilst at school [<u>*symptomatic</u> <u>persons are</u> required to have a	Others contracting virus	Н	Staff/pupils have been instructed they must not attend school if they are symptomatic or have a positive COVID PCR or LFD test. <u>test positive</u> . Those with symptoms who have not yet been tested are advised to take a PCR test. A protocol is in and has been shared with all staff who are clear on what action to take if someone becomes	М	Ensure home and emergency contacts are up to date. 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)

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PCR test]	symptomatic whilst at school.	
	PHE guidance on action to take if a person becomes	Positive cases of Covid-19
Contact with others	symptomatic on site is followed along with the PHE	confirmed by a PCR test must be
who are	guidance on ' <u>cleaning and waste</u> '.	recorded via ANVIL, as they may be
symptomatic or	°	RIDDOR reportable (for schools in
who have tested	Head Teacher / School Lead / parent / carer is notified	the H&S SLA and normally utilise
positive	immediately and the staff member / pupil is sent home,	ANVIL).
pooliivo	avoiding public and school Transport where possible,	
	and advised to take an urgent PCR test. If they are	Close contacts of a confirmed case
		close contacts of a communed case
	seriously ill 999 are contacted.	NHS Test and Trace will carry out
		close contact tracing if a PCR test
	If a child is awaiting collection, they should be moved, if	comes back positive.
	possible, to a room where they can be isolated behind a	•
	closed door, depending on the age of the child and with	All adults who are fully vaccinated,
	appropriate adult supervision if required. Ideally, a	and children aged between 5 to 18
	window should be opened for ventilation. If it is not	years and 6 months, identified as a
	possible to isolate them, move them to an area which is	close contact, will be advised by NHS
	at least 2 metres away from other people.	Test and Trace to take an LFD test
		every day for 7 days. They are asked
	PPE is only required by staff caring for the child while	to report the results through
	they await collection in the following circumstances:	the Online Reporting System and to
	(see also Symptomatic children action list for schools	the school.
	and Safe working in education, childcare and children's	
	social care settings, including the use of personal	Close contacts can continue to attend
	protective equipment (PPE))	school during this period of testing,
		unless an LFD test comes back
	• a fluid resistant (type IIR) face mask should be	positive (or if they become
	• a huid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be	symptomatic) where they must self-
		isolate and book a PCR test.
	maintained	Unvaccinated adults, and others who
	 if contact is necessary, then disposable gloves, 	do not meet the criteria. must continue
	apron and a face mask should be worn	
	 eye protection (e.g. visor or goggles) if a risk 	to self-isolate for 10 days.
	assessment determines that there is a risk of	Close contacts are advised to be
	fluids entering the eye, for example, from	vigilant for symptoms and take a PCR
	coughing, spitting or vomiting.	test if they become symptomatic and
	 They should wash their hands thoroughly for 20 	follow the advice in: COVID-19:
	seconds after any contact with someone who is	

		unwell.		people with COVID-19 and their
		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		<u>contacts</u>
		Staff / pupil or parents / carers are requested to inform the school as soon as they receive their test result (positive or negative).		
		If the PCR test comes back positive, the individual should follow <u>COVID-19</u> : people with COVID-19 and their contacts		
		Where the staff member / pupil tests negative, they can return to their setting when they are medically fit to do so.		
		[FROM 11 JANUARY, THE REQUIREMENT FOR A CONFIRMATORY PCR TEST TO BE CARRIED OUT FOLLOWING A POSITIVE LATERAL FLOW DEVICE (LFD) TEST ARE TO BE SUSPENDED. PLEASE SEE SECTION ON PAGE 2 FOR FURTHER INFORMATION.]		
Contracting coronavirus - staff and pupils, passing onto vulnerable persons	Н	 The following measures are in place; Classrooms are well ventilated [see specific section on ventilation] A suitable cleaning schedule is in place for desks/chairs/equipment (minimum twice a day) Staff supervise hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices. Pupils are asked to report if they become unwell 	L	Review Schools: coronavirus operational guidanceActions for early years and childcare providers during the coronavirus (COVID-19) outbreakBefore-school provision is provided by SDFS staff.Protective measures for holiday and
	coronavirus - staff and pupils, passing onto vulnerable	coronavirus - staff and pupils, passing onto vulnerable	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 Staff / pupil or parents / carers are requested to inform the school as soon as they receive their test result (positive or negative). If the PCR test comes back positive, the individual should follow <u>COVID-19</u> : people with COVID-19 and their contacts Where the staff member / pupil tests negative, they can return to their setting when they are medically fit to do so. [FROM 11 JANUARY, THE REQUIREMENT FOR A CONFIRMATORY PCR TEST TO BE CARRIED OUT FOLLOWING A POSITIVE LATERAL FLOW DEVICE (LFD) TEST ARE TO BE SUSPENDED. PLEASE SEE SECTION ON PAGE 2 FOR FURTHER INFORMATION.] Contracting coronavirus - staff and pupils, passing onto vulnerable persons H An Suitable cleaning schedule is in place for desks/chairs/equipment (minimum twice a day) • 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.	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 Staff / pupil or parents / carers are requested to inform the school as soon as they receive their test result (positive or negative). If the PCR test comes back positive, the individual should follow COVID-19: people with COVID-19 and their contacts Where the staff member / pupil tests negative, they can return to their setting when they are medically fit to do so. [FROM 11 JANUARY, THE REQUIREMENT FOR A CONFIRMATORY PCR TEST TO BE CARRIED OUT FOLLOWING A POSITIVE LATERAL FLOW DEVICE (LFD) TEST ARE TO BE SUSPENDED. PLEASE SEE SECTION ON PAGE 2 FOR FURTHER INFORMATION.] Contracting coronavirus - staff and pupils, passing onto vulnerable persons H The following measures are in place; L • Classrooms are well ventilated [see specific section on ventilation] • A suitable cleaning schedule is in place for desks/chairs/equipment (minimum twice a day) • 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.

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	symptoms. The school protocol for persons	school settings during the coronavirus
	becoming symptomatic on site is followed [add link	(COVID-19) outbreak
	to document or refer to separate part of risk	
	assessment]	Science - practical work is in line with
		CLEAPSS Guide to doing practical
	Groupings	work during the COVID-19 pandemic.
	or oupmigo	Risk assessments are in place.
	Although bubble groups are no longer in place, where	
		On advice from the Public Health
	natural groupings are achievable, which limit mixing and	
	don't impact on education, this is implemented [add	Team, bubble groups may need to be
	details]. Staff work within consistent groups where	reintroduced as an additional
	possible [in line with HSE advice]	protective measure if there is an
		outbreak in school. Previous
	EYFS – children are able to remain in a group in the	arrangements for bubble groups will
	same space with limited or no mixing with other year	be reinstated – class bubbles,
	groups. A separate play area is provided. Parental	staggered beginning and ends to
	drop off/pick up is done outdoors, where possible.	school day, separate playtimes,
		lunchtimes staggered, etc.
	Children are able to remain in a group in the same	00 /
	space with limited or no mixing with other year groups.	Refer to:
	[especially achievable for single form entry].	guidance on grassroot sports
		for public and sport
	In Primary Schools, the same groups are taught in the	providers, safe provision and
	same classrooms, to limit the amount of movement	Sport England Guidance
	around the school and potential contact with other	advice from organisations such
		U U U U U U U U U U U U U U U U U U U
	groups.[where this doesn't impact on learning]	as the <u>Association for Physical</u>
	To be reviewed if eaces rise and starsared start	Education and the <u>Youth Sport</u>
	To be reviewed if cases rise and staggered start,	<u>Trust</u>
	lunches, etc. need to be embedded.	guidance from Swim England
	Tweaked: introduction of 2 larger bubbles to minimise	on school swimming and Step
	risk: Red, Purple, Green and Blue class are Infant	4 Covid advice
	Bubble and Orange, Yellow and Pink are Junior Bubble.	
	Morning breaks and lunchtimes are staggered. Children	
	will still access the hall for their lunch but staggered by	
	bubble after hall has been sanitised. Staggered	
	beginning and end of the school day $8.50 - 2.50 \& 9.00$	
	– 3.00. BSC will run by bookings only and will have 2	
	– 3.00. BSC will run by bookings only and will have 2	

			 separate rooms and 2 members of staff, ASC have been suspended until further notice. Sport and physical education: Activities proceed in accordance with the advice provided by relevant National Governing Body, sport providers and/or the sports facility Promote good hand hygiene practices and maintain a cleaning regime focusing on frequently touched surfaces. Ventilation is maximised in accordance with the arrangements stated above. Work with external coaches, clubs and organisations for curricular activities are subject to routine risk assessment to confirm that Covid-19 arrangements are safe and appropriate. Note; venues may have capacity limits that are to be followed. 		
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,	Contracting coronavirus - staff pupils, visitors, parents/carers	Н	Enhanced cleaning takes places within these areas in line with the cleaning schedule (including shared equipment/furniture/frequently touched points).	Μ	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	Contracting coronavirus - staff pupils, visitors, parents/carers	Н	Staff breaks are organised to avoid congestion in staff rooms – additional space is available for staff to take breaks to help staff maintain distancing, limit number usage, remove chairs to minimise use of the space, etc. More frequent cleaning of shared spaces should also	L	*Review and apply the guidance for working safely in offices if applicable (e.g. receptions and shared offices) <u>Offices and contact centres - Working</u> <u>safely during coronavirus (COVID-19)</u>

teachers and temporary workers			occur. Shared crockery/cutlery has been removed and staff use their own equipment.		<u>- Guidance</u>
temporary workers			 start use their own equipment. Measures are applied within shared offices and staff room(s) 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) from pupils where possible (especially with other adults and older children). Face to face contact within 1m of anyone is minimised. 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 		
Outdoor education and off-site visits	Contracting coronavirus - staff, pupils, public	Н	confirmed. Offsite activity and educational visits are being conducted in accordance with NCC Code of Practice for Offsite Educational Visits, Outdoor Learning and Adventurous Activities taking into account public health advice or guidance as prescribed by the advice of any international destination. In evith 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	L	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.* Those conducting international visits are
			 thorough risk assessment ensuring public health advice is followed. From the start of the 2021/2022 academic year establishments may go on international visits*. 		consideration to the risk of disruption to education resulting from isolation and testing requirements and also

			 Day visits and residential visits within the UK may proceed Full and thorough risk assessment is achieved by application of: <u>Evolve</u> Generic Risk Assessments* along with; the production of an Event Specific Plan to ensure full a thorough risk assessment. Those conducting International Visits ensure that a visit specific "International Travel COVID-19 Forward Plan" is 		ensuring adequate financial protection in place. ** Including but not limited to "the Evolve Coronavirus (COVID-19) Generic Risk Assessment. Evolve Generic Risk Assessments take into account the requirements outlined by "Schools COVID-19 operational guidance. Updated 02 December
			 approved prior to travel and ensures adequate financial protection in place. Visit approvals are applied in line with the NCC Code of Practice for Offsite & Educational Visits. 		2021" and prescribes broad arrangements as to how these may be applied.
			Correct application of protocols applied by Evolve onsures adherence to government advice for <u>health and</u> safety guidance on educational visits.		* As per pre-existing practice, establishments are to review these assessments to ensure the stated arrangements are applied where
			Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system for updates to the above.		applicable and reasonable to do so. Visit specific arrangements that are either not specified by or are prompted by the generic risk
			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.		assessments are to be set out in Event Specific Plan.
Play activities	Contracting coronavirus - staff and pupils	Н	Existing school play risk assessment has been reviewed and shared with staff.	L	
			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.		
			The use of equipment which can't be cleaned easily is		

			avoided or minimised where possible.		
Provision of school meals service	Contracting coronavirus - staff, pupils		The school kitchen is fully open and normal legal requirements will apply. Kitchen operations comply with the <u>guidance for food businesses on coronavirus</u> (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]		Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, such as additional cleaning, wearing face masks when serving children)
Parents/carers picking up/collecting pupils from school	Contracting coronavirus - staff, pupils, public	Н	Parental access to the school building will continue to be assessed and controlled to avoid unnecessary contact with individuals who may be symptomatic. Parents are not permitted into the school building to hand over children [including nursery/early years if this can be done outdoors]. During periods of high transmission, parents are requested to wear face coverings during busy times whilst on school premises. Supervising staff maintain social distancing with parents and have access to a face mask. 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.	L	
Staff travelling to and from work.	Contracting coronavirus, spread of virus	Н	Those using public transport are identified and encouraged to refer to governments <u>safer travel</u> <u>guidance for passengers</u> . In particular: • Wear a face covering when using public	М	Review Guidance: <u>How to wear and make a cloth face</u> <u>covering</u> Coronavirus (COVID-19): UK transport

			 transport, travelling in a taxi or a private vehicle with others. wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser 		<u>and travel advice</u> N/A – all staff travel by car or walk.
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils	М	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. 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. Staff working with pupils who spit uncontrollably are given more opportunities to wash their hands than other staff. 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.	L	For further information visit: <u>NCC</u> <u>Local SEND Offering 0-25 yrs</u> . All risk assessments, behaviour crisis plans and EHCPs include valid COVID-19 controls. 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	Н	Most staff and CEV pupils have now been double vaccinated. Social distancing is implemented where possible. Children who normally receive support from the special	L	PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team. No additional PPE is generally needed

Use of hand sanitiser	Ingestion of hand sanitiser. Alcohol vapours ignited resulting in burns to hands	М	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. Any queries are directed to the school nurse. Staff know how to safely put on and take off PPE. PHE guidance on <u>Putting on PPE</u> ; and <u>Taking off PPE</u> is followed by all staff undertaking personal care. 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 <u>COSHH risk assessment</u> 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	L	other than that already identified via risk assessment. 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: <u>Safe Working in</u> <u>education, childcare and children's</u> <u>social care</u> 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	Н	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.	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.

			In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. Staff wash hands/ sanitise if handling pupils' homework/books. Classrooms are cleaned in line with cleaning schedule. Bins for tissues are emptied throughout the day. 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 ' <u>cleaning and waste</u> ' (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. Staff know how to put on and take off PPE correctly: PHE - <u>Putting on PPE</u> ; PHE - <u>Taking off PPE</u> See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.		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. 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. See sample <u>COSHH risk assessment</u>
Lateral flow device (LFD) testing carried out incorrectly. Weekly staff/pupil home testing. Testing pupils returning to school [year 7 plus]	Transmission of Covid 19 virus	Η	Adults and pupils in year 7 and above in SEND settings, SEND units in mainstream schools or alternative providers are advised to continue testing twice weekly. See: Rapid asymptomatic testing in specialist settings Other age groups/settings may need to reintroduce this on the advice of the Director of Public Health in response to a local outbreak at which point test kits will be provided via the usual route. Individuals test in line with guidance for the wider public: NHS Get tested for COVID advice	М	[see NCC model risk assessments: <u>Covid19 Home Testing – School</u> <u>Staff/Pupils</u> <u>Covid19 - Testing on School Sites</u> <u>These are based on the DfE/UKHSA</u> <u>How to Guides/SOPs but should be</u> tailored to record specific arrangements in place at your school] If someone has tested positive for COVID-19 within the last 90 days,

			The national guidance issued in relation to the COVID- 19 testing programmes in schools has been implemented: testing in education settings document sharing platform. Those still required to test at home should follow the BLUE guide. If on-site testing is reinstated due to an outbreak then schools should follow the PINK guide. Following initial on-site testing for pupils in year 7 and above returning to school, twice weekly home testing is now offered to staff/pupils. Although voluntary, this is strongly encouraged by the school. [Schools with year 7 and above, who are continuing with testing, should retain a small on-site testing centre so they can offer testing to pupils who are unable or unwilling to test themselves at home. The GREEN guide is followed in these circumstances [this applies to those settings continuing with regular LFD testing]. Separate school specific risk assessment(s) are in place to cover both on-site and home testing activities [add link to your risk assessments]. Temporary and teacher training staff should be offered testing in the same way as wider school staff.		they are strongly encouraged to take part in LFD testing on-site through ATS or at home once they have completed their isolation period for their prior infection.
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	L	See HSE guidance <u>First aid during the</u> <u>coronavirus (COVID-19) outbreak</u> Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover: <u>Early years foundation stage:</u>

			 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] 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 		<u>coronavirus disapplications - GOV.UK</u> [see section on paediatric first aid and requalification]
Lack of communication with staff / parents / others	Confusion / misinformation resulting in breakdown of arrangements.	Н	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	L	Parents have access to the <u>Covid19</u> <u>Quick Guide checker</u> - this is available on the school's webpage and has been brought to the attention of parents. (this includes advice when returning from another Country)

			them in an age-appropriate way.		
Home working & use of Display Screen Equipment (DSE)	Musculoskeletal problems arising from incorrect postures	М	NCC <u>bulletin</u> on homeworking and DSE use is made available to staff. This follows HSE <u>guidance on</u> <u>homeworking</u> , including the principles of good DSE use is followed. NCC <u>DSE policy</u> is available to staff.	L	N/A
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	М	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. <u>Education and Skills – Staff Wellbeing</u> <u>padlet</u> <u>Supporting Emotional and Mental</u> <u>Health - Information for Schools.</u> <u>Telephone support & counselling</u> <u>Wellbeing guide for staff working in</u> <u>schools and trusts</u>
Pupil uncertainty surrounding attendance/return to school/self isolation	Stress and anxiety impacting themselves and staff	М	 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	Health Visitors and School Health to be contacted if required. The government has launched the <u>Wellbeing for Education Return</u> <u>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

linked to coronavirus (COVID-19)	people within a school.
 support pupils with approaches to improving their physical and mental wellbeing 	Supporting Emotional and Mental Health - Information for Schools.
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.	PHE offer access to a free online Psychological First Aid course that teaching staff can access. The course provides practical and emotional support to children and young people affected by emergencies or crisis situations, such as COVID.
[see <u>government guidance</u> for further information and apply as appropriate - record details here].	Siluations, such as COVID.

Useful Links:

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

Document History

(minor updates/deletions throughout the document may not be included below)

Item	Nature of change	Date of Update
Hyperlinks	Links highlighted in red have been updated.	03/03/2022

Prevalence of COVID-19 variant of concern in the community (Omicron variant)	Section deleted	03/03/2022
Inadequate testing / maintenance and fire safety arrangements during the covid19 pandemic.	Section deleted	03/03/2022
Contact with others who may have Coronavirus	Update to general protective measures. Updated to reflect change in LFD testing programmes in schools (twice weekly testing no longer advised other than in specific settings). Updated section on vulnerable staff. Updated section on visitors – records maintained for test and trace purposed are no longer required although schools should still request visitors who are symptomatic or who are a household close contact with a positive case should rearrange visit where possible. Where the visit is essential, government advice for close contacts should be followed.	03/03/2022
<u>Staff/Pupils displaying symptoms of coronavirus whilst</u> <u>at school</u>	Clarification on continued requirement for those with symptoms to take a test and those who test positive to continue to self isolate at home. Updated section on advice for close contacts of a positive case in light of removal of the requirement for contacts to undertake daily LFD testing.	03/03/2022
Outdoor education and off-site visits	Simplified text.	03/03/2022
Parents picking up	Parental access to buildings for drop of pick up should be risk assessed.	03/03/2022
Lateral flow testing	Updated to reflect change in LFD testing programmes in schools (twice weekly testing no longer advised other than in specific settings). Schools may be advised to reintroduce this in the event	03/03/2022

<u>All teaching/classroom activities; early years, primary</u> and secondary	of an outbreak on the advice on the Director of Public Health. Model home testing and on site testing risk assessments have been archived. Updated text.	03/03/2022
Prevalence of COVID-19 variant of concern in the community (Omicron variant)	Updates in relation to the national move to Plan A.	27/01/2022
Staff/Pupils displaying symptoms of coronavirus whilst at school	 Note change in <u>guidance</u> around the isolation period for those testing positive for COVID-19 which came into force on 17 January 2022. No change has been made to this risk assessment, however, Headteachers should review their own risk assessment and communicate these changes as necessary People who are self-isolating with COVID-19 can reduce their isolation period after 5 full days if they test negative with an LFD test on both day 5 and day 6 and they do not have a temperature e.g. if they test negative on the morning of day 5 and the morning of day 6, they can return to school immediately on day 6. The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. If the result of either test is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest. Anyone not testing must complete their full 10 day isolation period. 	18/01/2022

Whole document	References to Public Health England (PHE) have been replaced with UK Health Security Agency (UKHSA).	07/01/2022
Additional information	NCC Public Health Team Web enquiry form link added. COVID-19 cases within schools no longer need to be reported to the Public Health Team, however, queries can continue to be directed to them via the web form.	07/01/2022
Prevalence of COVID-19 variant of concern in the community (Omicron variant)	Face coverings are now advised to be worn by pupils in Year 7 and above in classrooms.	07/01/2022
	From 11 January 2022, a temporary suspension of confirmatory PCR testing for those testing positive via a lateral flow test.	
Contact with others who may have Coronavirus	Text deletion	07/01/2022
Staff/Pupils displaying symptoms of coronavirus whilst at school	Note change in guidance around isolation period for those testing positive for COVID-19: Pupils and staff with COVID-19 can end their isolation period early if they have 2 consecutive negative lateral flow tests, the first test to be taken no earlier than day 6 and the second on day 7 (there should be at least 24 hours between tests) They can stop self-isolation and return to school from day 7 if both tests are negative and they do not have a high temperature. Anyone not testing must still complete their full 10 day isolation period.	07/01/2022
Lateral flow testing	If someone has tested positive for COVID-19 within the last 90 days, they are now strongly encouraged to take part in LFD testing on-site through ATS or at home once they have completed their isolation period for their prior infection.	07/01/2022

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

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