

Shanklea Primary School, Cramlington



In line with current Government advice (7.8.2020), and as part of national social distancing measures to limit the spread of coronavirus (COVID) all children of statutory school age will be welcomed back from the week commencing 1st September 2020. The usual rules on attendance now apply – school is mandatory again from the autumn term.

However, the safety of staff and children remains our utmost priority. Given that employees and community stakeholders may be concerned about returning, we will discuss the latest Health and Safety risk assessment (V3) and the measures put in place before the re-opening on 1 September 2020, ensuring that all have access to this risk assessment.

In all of its announcements relating to the re-opening of schools and the Government and representatives from the Health and Safety Executive, they have made it clear that where employers recognise Trade Unions they must work collaboratively with the Trade Unions to address health and safety concerns, including assessing risk and where an organisation does not recognise TU's then with employees directly.

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to cooperate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

Staff workload and wellbeing

Governors and Senior Leaders are mindful of the wellbeing of all staff, including Senior Leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.

Workload will be carefully managed and school will review whether personnel who have previously stayed at home due to health conditions are able to access and support remote education, a blended learning approach and alternative administrative tasks, while others focus on face-to-face provision. Senior leaders will factor this into their resource and curriculum planning, and consider where additional resource could be safely brought in if necessary.

The following principles will apply:

- Children and young people in all year groups are to attend so that they can gain the educational and wellbeing benefits of attending school.
- Vulnerable children of all year groups are also expected to attend educational provision (including children with education health and care (EHC) plans.
- Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are no longer advised to shield. Shielding advice for all adults and children has paused from 1st August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means, that the small number of pupils and staff who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for the current advice.
- Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few, if any children should fall into this category, but parents should follow medical advice if their child is in this category. Staff in this category should no longer work from home (unless medically advised to do so) and refer to the detail in our protective measures guidance.
- A child/young person or a member of staff who lives with someone who is clinically vulnerable (and clinically extremely vulnerable), including those who are pregnant or from a BAME background, can attend their education or childcare setting.
- Staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household.
- Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced.
- Engagement with the NHS Test and Trace process will identify cases and manage appropriately those confirmed cases of coronavirus in line with current public health guidance – this means staff and children may be asked to self-isolate.

Risk Assessment (RA1)

Activity: Schools fully opening from September 2020 during COVID19 pandemic.

Version 4: Updated 7 September 2020

To be read in conjunction with NCC Health and Safety Bulletin and Guidance for full opening: schools

People at Risk:

Staff, pupils, visitors, volunteers, parents, contractors
Additional Information: See guidance on Managing school premises during the coronavirus outbreak
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

	<p>Public Health - Q&A for Teachers and Parents (current as of 30 June - further revision likely September 2020)</p> <p>NCC Corporate Health and Safety Advice - FAQs for School Head Teachers</p> <p>Vulnerable Staff - Risk assessments (including BAME)</p> <p>Corporate H&S Briefing Note - 10/7/2020</p> <p>Corporate H & S Briefing Note -</p>
<p>Implementation: Managing risk (Risk Assessment Form (RA1))</p> <p>This fourth risk assessment has been amended to record the specific arrangements in place within our school. The Shanklea setting has carried out this risk assessment before opening. The assessment directly addresses risks associated with Coronavirus, so that sensible measures can be put in place to control those risks for children and staff. The school specific risk assessment will be kept under review. Copies of all previous versions of the risk assessment have been retained.</p>	<p>All employers have a duty to consult employees on health and safety, as they are best placed to understand the risks in individual settings.</p> <p>Staff, parent surveys and unions' consultation has taken place since 23.3. 2020. One or more trade union (NAHT, NASUWT, NEU and UNISON) are recognised as part of the school business, hence the trade unions has appointed health and safety representatives. This was part of a recognition agreement and with the assistance of ACAS.</p> <p>Latest checklists from NASUWT and joint statement NEU/GMB/UNISON have been referenced for full reopening. (17/8/2020)</p>

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
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<p>1.School re-opening following partial or full closure and lack of statutory testing/maintenance</p>	<p>Equipment / system failure leading to enhanced physical or biological risks to people</p>	<p>M</p>	<p>The school has been open and operating prior to the Autumn term. Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment have taken place and maintained as normal during the Summer break.</p> <p>Head/Caretaker has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening. Consideration given to; check of known asbestos sites for damage, potential pest/rodent activity, cleanliness/general safety of kitchen facilities, electrical equipment, site security measures, fire safety measures (extinguishers, door mechanisms etc.) and general building(s) integrity and serviceability.</p> <p>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.</p>	<p>L</p>	<p>See guidance on Managing school premises during the coronavirus outbreak</p> <p>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).</p> <p>Provision is in place to make adjustments and revisit fire drills.</p> <p>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.</p>
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				<p>(Staff and parent handbooks regarding procedural matters and Health and Safety statutory regulations 20.7.2020/ Trade Union checklists)</p> <p>(Health and Safety inspection to occur Tuesday 26th August 2020 to formalise procedures and readiness to return to school).</p> <p>Teacher Training Day, Tuesday 2nd September 2020 NASUWT H & S representative to share latest Government advice with members so have clear communication around protective measures and routines.</p>
2.Inadequate safety management documentation (policies, risk assessments etc)	Increased risk of contracting Coronavirus through lack of planning.	M	<p>The arrangements in the Covid19 risk assessment are monitored (specific arrangements for this include healthy and safety inspections by Governors and Trade Unions representatives) and kept under review. Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff.</p> <p>Arrangements are monitored and kept under review, with staff</p>	<p>L Advice will be provided directly from the local Health Protection Team. The <u>County Council Outbreak Plan</u> is also</p>

		<p>given the opportunity to comment and feedback on arrangements.</p> <p>New procedures have been documented for:</p> <ul style="list-style-type: none"> • 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. 	<p>available on the County Council webpage.</p> <p>Take measures to limit contact at your reception desk (9.9.2020)</p> <p>Take the following measures to reduce contact at your reception/office:</p> <p>Limit the number of external visitors entering the school during school hours</p> <p>Set rules on parents coming into school, for example:</p> <p>Only allow parents to enter school buildings when strictly necessary and by appointment</p> <p>Ideally only one parent should enter (unless for example, an interpreter or other support is required)</p> <p>Meetings should be held with everyone at a safe distance (small offices should be avoided)</p>
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					Re-design office spaces for admin staff – if you can, move desks to be a safer distance from the window/hatch
3.Contact with others who may have Coronavirus 4.Inadvertent transmission to others	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	H	<p>Staff</p> <p>Staff who are ‘clinically vulnerable’, pregnant or from a BAME background, are able to return to work and an individual risk assessment is in place for these individuals. Staff who are ‘clinically extremely vulnerable (who were previously shielding) continue to work from home where this is possible e.g. some admin roles. Where this isn’t possible, their job role and activities have been reviewed to ensure they can work remotely or are able to socially distance from others. An individual risk assessment is in place for each staff member recording the details of the medical condition and what reasonable adjustments have been made to their job role <u>prior</u> to the staff member returning to school. Advice is sought from the school’s own HR/Occupational Health provider where necessary and always for staff who have previously been shielding. [schools in the HR SLA should forward these in the first instance to Schools.HR@northumberland.gov.uk] /Avec HR Partnership</p> <p>Staffing levels are reviewed to ensure adequate levels are in place at all times.</p> <p>Children</p>		<p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>See generic risk assessments for clinically/extremely clinically vulnerable staff school specific model assessment is available.</p> <p>BAME risk assessment</p> <p>Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.</p> <p>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</p>

		<p><u>Children in clinically vulnerable and clinically highly vulnerable health categories (as defined by PHE guidance)</u></p> <p>Most pupils in the “Clinically Extremely Vulnerable” who have been shielding are now able to return to school (with a small number of exceptions identified by the child’s consultant/GP) along with those children classed as “Clinically Vulnerable”. 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 where appropriate to ensure they are up to date and include advice from the relevant health professional and must be in line with <u>PHE guidance</u> and <u>full opening</u> [see also model risk assessment for CV/CEV pupils]</p> <p>All Visitors/Contractors</p> <p>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.</p> <p>Visitor contact information is retained for 21 days to support the NHS test and trace programme (<u>Visitor Audit/Questionnaire</u>). This should include details of all visiting staff.</p>	<p>with advice from an appropriate health professional where required. Assessments are in writing and existing assessments may be updated. Staff to be consulted/trained on any resultant measures to be introduced.</p> <p>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. Supporting children and young people with SEND as schools and colleges prepare for wider opening</p> <p>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</p> <p>When making appointments, contractors/visitors are briefed on the requirements for social</p>
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		<p>General</p> <p>General measures which been applied within school</p> <ul style="list-style-type: none"> • grouping children together • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible <p>Staff communicate to children regarding social distancing / personal hygiene etc. Government guidance on <u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u> and <i>full opening</i> is followed. Key issues include:</p> <p>Anyone displaying any symptoms of coronavirus are not permitted on the premises.</p> <p>Social distancing of 2m is applied throughout the school <u>where possible</u> (specific school/task risk assessments should be amended as appropriate).</p> <p>Seating/desk arrangements have been identified in offices, i.e workstations are socially distanced, & space has been allocated around equipment, such as printers.</p> <p>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.</p>	<p>distancing and PPE and not to attend school if displaying symptoms of COVID19.</p> <p>Notices and information displayed in school.</p> <p>The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.</p> <p>Special consideration and specific arrangements implemented for OSSC so small, consistent groups work alongside wider protective measures. (3.9.2020)</p> <p>Staff, children and young people to follow school procedure around removal of face coverings.</p> <p>Children and young people must wash their hands immediately on arrival at school, dispose of any temporary face coverings they may have been wearing in a covered bin or place reusable face coverings in a plastic bag so</p>
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			<p>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.</p> <p>Ensuring good respiratory hygiene - promote the 'catch 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. Arrangements have been put in place should a pupil arrive wearing one - 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.</p> <p>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach (if appropriate)</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.</p>		<p>they can take it home with them. (6.8.2020)</p> <p>Public Health England does not recommend the use of face coverings in school. They should not be required in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. (6.8.2020)</p> <p>Specialist cleaners have been recruited to assist with the clinical cleaning required for the Covid pandemic. (7.9.2020) At the end of each day, cleaning staff should clean all classrooms and shared spaces that have been used.</p> <p>Keep spaces well-ventilated (e.g. by opening windows, or propping doors open where it's safe to do so)</p>
5.All teaching /classroom	Contracting coronavirus - staff and pupils,	H	Cohort (bubble) Groups (see also H&S briefing for Heads)	L	Planning guide for primary schools

<p>activities; early years and primary (see also section on 'Shared Learning Spaces/practical teaching below)</p>	<p>passing onto vulnerable persons</p>	<p>The school has cohorted groups so that staff and pupils generally only mix with others in a consistent group and keep away from other people/groups as much as possible. Contact with other groups is brief and transitory only. Group sizes are kept as small as possible, taking into account delivery of the curriculum, and are detailed below (enter school specific detail; the following is given as guidance):</p> <ul style="list-style-type: none"> ○ 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) <p>Where larger bubble groups are required, 'class groups' are kept in the same room with the same 'class group' as much as possible. Mixing of 'class groups' is minimised as much as possible.</p> <p>(A record is kept of staff/pupils within each group and any close contact between different groups in the event of an outbreak of Covid19).</p> <p>Social Distancing</p> <p>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</p>	<p><u>Planning guide for early years and childcare settings</u></p> <p>Access rooms directly from outside where possible.</p> <p>No sharing of stationery etc.</p> <p>Note: Government guidance states that schools should not put rotas in place.</p> <p>Outdoor sports are to be prioritised where possible, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. NB: as we move towards the poorer weather, it may be more difficult to have outside breaks or P.E lessons. The limited classroom space and need to face forward will restrict movement during indoor break time or indoor physical exercise due to the increased risk.</p> <p>Recommendation that: 'Handing out of resources could be done by selected</p>
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		<p>have been put in place to mitigate the risk where distancing cannot always be achieved.</p> <p>General arrangements</p> <ul style="list-style-type: none"> • 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 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 • Where possible, the same groups are taught in the same classrooms or where this isn't possible, larger bubble groups are assigned 'zones' within the building. 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 (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents. 	<p>children they are not required to social distance'.</p> <p>For marking: 'a protective measure is the set up of a specific desk, the children place their book on it for the teacher to look at and give feedback. The child stands back while the teacher does the feedback, then they take it back to their desk, once the teacher is 2m away'.</p>
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			<ul style="list-style-type: none"> Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive 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. 		
6. Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	Contracting coronavirus - staff, pupils, public	H	<p>In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:</p> <ul style="list-style-type: none"> Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible. Where this isn't possible and practical activities are required to take place in classrooms shared between bubble groups (e.g. D&T, Science, Domestic Science etc), frequently touched areas, desks, chairs etc and any shared equipment are cleaned between bubble group use (or left for 48 hours, 72 hours for plastics). Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible. <p>Staff have reviewed lesson plans and risk assessments are in place for use of practical areas and for activities taking place e.g. PE, music, domestic science, art etc [signpost or link to specific risk assessments]</p> <p>The key principle that: 'the curriculum remains broad and ambitious: all pupils to continue to be taught a full range of</p>	L	<p>Guidance for full opening: schools (which signposts to all relevant other publications) . Schools must only provide team sports on the list available at return to recreational team sport framework.</p> <p>AfPE recommendation around changing into P.E kit. On review, younger children to have individual plastic boxes to store their uniform as they learn self-help skills. On review, Keystage 2 children will wear their P.E kit rather than school uniform on Sports Education scheduled Days for privacy, intimate care reasons as well as Covid transmission reasons (7.9.2020)</p> <p>The DfE has staffed that: 'pupils should be kept in</p>

		<p>subjects, maintaining their choices for further study and employment'. (3.9.2020)</p> <p>For Key stages one and two, it specifically states: 'the curriculum should remain broad so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education'. (3.9.2020)</p> <p>Adaptations to SPS Feedback Policy to mitigate risk of Covid – Sept 2020</p> <p>The following guidelines take into account that feedback may look different from one phase to another and also from subject to subject. The guidelines are provided to allow feedback to be given and progress made in learning whilst moderating the risk to pupils and staff.</p> <ol style="list-style-type: none"> 1.Children must wash/ sanitise their hands before handling any exercise books or recorded work. 2.Wherever possible feedback will be given verbally and immediately. 3. Children will self- check / mark their own work under teacher supervision <p>Stamps and post it notes may be also be used.</p> <ol style="list-style-type: none"> 4. Where more detailed marking is required staff must wash their hands before and after marking. 	<p>consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided'.</p> <p>Furthermore, 'outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene'.</p> <p>Music - activities are undertaken in line with Guidance for full opening: schools and working safely during coronavirus (COVID-19): performing arts.</p> <p>Science - practical work is in line with CLEAPPS Guide to doing practical work during the COVID-19 pandemic. Risk assessments are in place.</p> <p>Review with teachers and support staff regarding Marking</p>
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			<p>5. Where timetabling of lessons allow, books may be left for a period of time before marking takes place or before returning to the pupils.</p> <p>6. Live-marking should take place only when social distancing can be applied between pupils and staff.</p> <p>7. Children should continue to use green pen to make any changes after feedback given.</p>	and Feedback procedures (9.9.2020)
7. Use of communal areas - toilets, corridors, sports halls, dining hall and outdoor spaces	Contracting coronavirus - staff pupils, visitors, parents/ carers	H	<p>Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes should be considered, or place a divider down the middle of the corridor if the width allows).</p> <p>Halls, dining areas and internal and external sports facilities 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.</p> <p>Assemblies (through Virtual e-learning means) 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.</p> <p>Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Different cohort groups are kept apart and tables cleaned between each cohort group. If such measures are not possible, children should be brought their lunch in their classrooms.</p>	<p>Site revisions made to playground arrangements – parent/carer pick up and drop offs to minimise opportunities for contact on site, including creating smaller class groups and setting up one-way systems. 10/9/2020</p> <p>Widening routes where possible.</p> <p>Removing unnecessary obstacles.</p> <p>Additional Signage and communications:</p> <ul style="list-style-type: none"> - markings/signage at entrances (10.9.2020) - movement intersections.

			<p>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].</p> <p>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</p>	<ul style="list-style-type: none"> - encouraging people to wait and allow others to pass <p>One-way movement.</p> <p>Separate entry and exit routes.</p> <p>Enlarge access and exits.</p> <p>Accommodate extended queuing:</p> <ul style="list-style-type: none"> - Defined queue areas - "Do not join the queue" when capacity reached signs <p>Deliveries.</p> <p>People with additional needs.</p> <p>Use of stewards.</p> <p>'It is likely that for younger children, the emphasis will be on separating groups, and for older children, it will be distancing or children old enough, they should also be supported to maintain distance and not touch staff where possible'.</p> <p>Another important point is that: 'both the approaches of</p>
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				<p>separating groups and maintaining distance are not 'all or nothing' options and will still bring benefits even if implemented partially.</p> <p>The school systems are such that children will be kept in their class groups for the majority of the classroom time but also allow mixing in wider groups for specialist teaching, wraparound care and the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission'.</p>
8. Staff use of communal areas/working with different groups.	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Staff breaks are staggered to avoid congestion in staff rooms.</p> <p>Shared crockery/cutlery has been removed and staff use their own equipment.</p>	<p>Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices)</p>

<p>9. Use of supply teachers and temporary workers</p>		<p>Measures are applied within shared offices and staff room(s) to implement social distancing.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.</p>	<p><u>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</u></p> <p>Soft furnishings in the communal staff room to be removed again and new plastic seats set up to reduce the risk of Covid transmission. 24.8.2020</p>
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10. Outdoor education on-site and off-site visits	Contracting coronavirus - staff, pupils, public	H	<p>General control measures listed by this risk assessment are implemented as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible.</p> <p>The NCC Guidance for Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe Activities is followed. Located within the Resources Section on the Evolve system under "Guidance".</p> <p>Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system.</p>	L	<p>On site activities: Submission of an Evolve form is not required, however where risks are significant or are not already covered with another risk assessment the activity must be subject to a written risk assessment.</p> <p>Off site activities: Submission of an Evolve form is required for all Off site visits. Note DfE and FCO advice and OEAP National Guidance.</p> <p>Domestic day trips (not overnight) are permitted to resume in the autumn term, subject to protective measures being taken.</p>
11. Play activities	Contracting coronavirus - staff and pupils	H	<p>Existing school play risk assessment has been reviewed against government advice and shared with staff.</p> <p>Break times are staggered (including lunch), so that children are not moving around the school at the same time.</p>	L	<p>The DfE have provided further information on the protective measures needed for providers of community activities, holiday or after-school clubs, tuition, and other out of school settings offering provision to children during the coronavirus</p>

			<p>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.</p> <p>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</p>		<p>(COVID-19) outbreak. Links have been added to further relevant guidance providers may need to have regard to.</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak.</p>
12. Provision of school meals service	Contracting coronavirus - staff, pupils		<p>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 <u>guidance for food businesses on coronavirus (COVID-19)</u>.</p> <p>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]</p>		<p>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)</p>
13. Parents/ carers picking up/collecting pupils from school	Contracting coronavirus -	H	<p>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.</p>	L	<p>Review Guidance & Checklist: <u>Opening Schools for more children and young people:</u></p>

	staff, pupils, public		<p>Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival.</p> <p>Drop off/collection times are staggered.</p> <p>(enter specific arrangements as to how this will be achieved).</p> <p>Staff briefed on the arrangements to be applied.</p> <p>Children, young people, parents/carers are advised:</p> <ul style="list-style-type: none"> • Not to enter the building if displaying any symptoms of coronavirus (COVID-19). • Only to attend one at a time • 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. <p>School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.</p>	<p><u>initial planning framework for schools in England</u></p> <p><u>Planning guide for primary schools</u></p>
14. Use of School Transport (external provision only)	Contracting coronavirus - staff, pupils, transport provider	H	<p>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</p> <p>Areas under lockdown are avoided unless travel into/out of that area is essential.</p> <p>The school encourages pupils to walk or cycle to school where possible. For some families, driving children to school</p>	<p>Note 1: Children who are allocated to a specific cohort/bubble in school are not required to utilise school transport in those cohorts only. Children from different cohorts may share the same transport providing stated control measures are put in place.</p>

		<p>may be a preferable option and will be accommodated where safe to do so.</p> <p>The degree of public transport use by pupils is quantified so; a) arrival and departure times are staggered to minimise and reduce intensity of use of public transport and, b) to support the Local Authority in identifying where it may need to provide additional dedicated school transport services to depress demand for public transport and to increase capacity in the system.</p> <p>Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus to facilitate use of hand sanitiser, social distancing and use of face coverings.</p> <p>A review has been undertaken by the school of dedicated transport use and consideration has been given to;</p> <ul style="list-style-type: none"> • grouping school based cohorts together on designated school transport where possible. • use of hand sanitiser upon boarding and disembarking • implementing organised queuing and boarding where possible • supporting use of face coverings for children over the age of 11 on transport where they are likely to-come into contact with people outside of their group or who 	<p>Note 2: Children under the age of 3 should not wear face coverings. Children aged from 3-10 can wear face coverings, but they are not required to.</p> <p>Stated measures to be reviewed upon publication of new guidance to local authorities on providing dedicated school transport that will build upon existing <u>government guidance</u>.</p>
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			<p>they do not normally meet bubble' or within the same constant group.</p> <ul style="list-style-type: none"> • advising children and young people aged 11 and over to wear a face covering when travelling • implementing organised queuing and boarding where possible to support social distancing in vehicles where it is possible <p>The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements and to plan the staggering of start and finishing times. Where applicable, consideration has been given to pupils using public transport to help them to avoid peak travel times and keep this to an absolute minimum. Arrangements for staggering times have been communicated to parents in advance.</p> <p>Where staff are required to assist with accessing transport and fitting of seat belts/restraints only those within the child's cohorted group will provide such support.</p>		
15. Staff travelling to and from work.	Contracting coronavirus, spread of virus	H	<p>Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.</p> <p>Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers.</p>	M	<p>Review Guidance:</p> <p>How to wear and make a cloth face covering</p>

			<p>When travelling by public transport:</p> <ul style="list-style-type: none"> • Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required . • avoid rush hours and busy times if you can • cover your cough or sneeze with a tissue, then throw the tissue in the bin • follow advice on social distancing • 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 		Coronavirus (COVID-19): UK transport and travel advice
16.Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils,	M	<p>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.</p> <p>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.</p>	L	<p>Review Guidance:</p> <p>School Behaviour Policy has been amended and updated (10.8.2020)</p> <p>Planning guide for primary schools</p>

		<p>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.</p> <p>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.</p>	<p>For further information visit: NCC Local SEND Offering 0-25 yrs.</p> <p>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.</p> <p>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</p>
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17. Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<p>Social distancing is implemented where possible.</p> <p>In addition to standard infection prevention and control measures, staff undertaking personal care within 2m of a child also apply the general principles contained in table 4 of the COVID-19: infection prevention and control (IPC).</p> <p>Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.</p> <p>Any queries are directed to the school nurse.</p> <p>Staff know how to safely put on and take off PPE.</p> <p>PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.</p>	L	<p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>No additional PPE is generally needed other than that already identified via risk assessment.</p> <p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure - advice is provided by the school nurse and risk assessment produced.</p>
18. Use of hand sanitiser	Ingestion of hand sanitiser.	M	<p>Always wash hands with soap and hot/warm water wherever possible.</p> <p>Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with</p>	L	<p>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the</p>

	Alcohol vapours ignited resulting in burns to hands		<p>staff supervision due to the risk of ingestion. A safety data sheet and COSHH risk assessment are in place for its use.</p> <p>When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</p> <p>Skin friendly skin cleaning wipes can be used as an alternative [these should still contain alcohol to be considered as effective as sanitiser]</p>		fire risk assessment has been updated accordingly.
19. Insufficient cleaning/exposure to virus on objects/surfaces	Contracting coronavirus	H	<p>Increased cleaning to take place using standard cleaning products; additional cleaning hours/resources have been arranged with the priority being for frequently touched areas/communal areas and shared teaching spaces. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.</p> <p>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.</p> <p>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.</p>	L	<p>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.</p> <p>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.</p>

		<p>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).</p> <p>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.</p> <p>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</p> <p>Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE</p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p>	<p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>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. 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.</p> <p>See sample COSHH risk assessment</p>
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<p>20. Staff displaying symptoms of coronavirus whilst at school</p>	<p>Others contracting virus.</p>	<p>H</p> <p>Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self-isolation is followed - Stay at Home If they are seriously ill contact 999. The Council's public health team are notified of all symptomatic persons by emailing: publichealthincidentalerts@northumberland.gov.uk</p> <p>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.</p> <p>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Where the staff member tests negative, they can return to their setting when they are medically fit to do so following discussion with line manager and appropriate local risk assessment. Fellow household members can end their self-isolation. PHE staff return to work criteria must be applied. Advice can be taken from the local Health Protection Team (HPT) regarding any further requirements for the broader educational setting. The HPT can be contacted via Public</p>	<p>M</p> <p>Ensure home and emergency contacts are up to date for all staff. (JH) (20.3. 2020) (20.7.2020)</p> <p>Spreadsheet document tracks confirmed cases of Covid 19. (HB) (20.3.2020)</p> <p>Any archived records fully adhere to GDPR regulations and staff are non-identifiable. (24.8.2020)</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>Staff requested to urgently access the national test and trace programme which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the</p>
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		<p>Health England on 0300 303 8596 (select option to be transferred to the HPT).</p> <p>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.</p> <p>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. Where the staff member tests positive schools should contact the local health protection team. Based on the advice from the health protection team, those who have been in close contact, e.g. 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. 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.</p>	<p>local Health Protection Team (HPT) who will offer further advice and support, however, staff should inform the school as soon as they receive their test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</p> <p>Letter from PHE and NHS Test and Trace to school and college leaders</p>
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			PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on ' cleaning and waste '.		
21. Pupils displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home. School Transport is avoided. PHE guidance on self isolation is followed - Stay at Home If they are seriously ill contact 999.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. The Council's public health team are notified of all</p>	M	<p>Ensure emergency contacts are up to date. (20.7.2020) (5.9.2020)</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>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. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, parents/carers should be asked to notify the school as soon as</p>

		<p>symptomatic persons by emailing: publichealthincidentalerts@northumberland.gov.uk</p> <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Where the pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the pupil tests positive schools should contact the local health protection team. Based on the advice from the health protection team, those who have been in close contact, e.g. 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</p>	<p>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)</p> <p>(see briefing document for further information on how the test and trace system will operate)</p>
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			<p>they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on 'cleaning and waste'.</p>		
22. Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down		H	<p>The Northumberland outbreak plan will be instigated by the Director or Public Health. The Head teacher will fully cooperate with the process and follow advice from the local Health Protection team.</p>	L	<p>The school have a plan in place to deal with partial or full closure of the school. (add link to school specific plan)</p>
23. Lack of communication with staff/parents/others	Confusion/ mis-information resulting in breakdown of arrangements.	H	<p>Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.</p> <p>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Hangouts.</p> <p>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.</p>	L	

			<p>[consider methods of communication, making information available on school webpage to provide assurance to parents]</p> <p>The arrangements in place for children are shared with them in an age appropriate way.</p>		
24. Increased staff home working & use of Display Screen Equipment (DSE)	Musculoskeletal problems arising from incorrect postures	M	<p>NCC bulletin on homeworking and DSE use is made available to staff. This follows HSE guidance on homeworking, including the principles of good DSE use is followed.</p> <p>NCC DSE policy is available to staff.</p>	L	
<p>25. Uncertainty due to the unprecedented nature of the pandemic</p> <p>26. Maintaining staff wellbeing and mental health</p>	Stress and anxiety arising through uncertainty, lack of control and reduced contact	M	<p>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</p> <p>Shared distribution of workload, e.g. rota for staff in school and those homeworking.</p> <p>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.</p>	L	Stress risk assessment reviewed.
27. Pupil uncertainty surrounding	Stress and anxiety impacting	M	Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. [consider	L	The government has recently launched the Wellbeing for Education Return programme, which will provide training

attendance/ return to school	themselves and staff	<p>publishing risk assessment on school webpage]. Parents have the opportunity to discuss concerns with school staff.</p> <p>Provision of pastoral and extra-curricular activities available to all pupils designed to:</p> <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing <p>[see <u>government guidance</u> for further information and apply as appropriate - record details here].</p>	<p>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.</p> <p>Staff briefed on the arrangements to be applied. (HB/SBr) (20.7.2020)</p> <p>Children, young people, parents/carers are advised:</p> <ul style="list-style-type: none"> • Not to enter the building if displaying any symptoms of coronavirus (COVID-19). • Only to attend one at a time • Of the designated pick up and drop off protocols (time, location, process) to minimise contact. • Not to gather at entrances, gates or doors
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				<p>unless have pre-arranged appointments. (HB/SBr) (28.5.2020) (20.7.2020)</p> <p>School digital communications channels used to engage and advise parents on requirements. (HB/SBr) (20.7.2020) (1.9.2020)</p>
28. 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	<p>NASUWT checklist:</p> <p>Flushing the water system✓ in accordance with the school's legionella risk assessment and policy. ✓</p> <p>Checking that there are no leaks in the water system✓ <i>and that there is provision of hot water.</i></p> <p>Ensuring the safety and quality of the water by:</p> <ul style="list-style-type: none"> • disinfecting the water system by raising the temperature of the heating of the system; or • in schools which have AC systems, microbiologically testing the water and receiving a positive clearance. ✓ <p><i>Testing the fire alarms/smoke alarms/panic and accessible-toilet alarms.</i>✓ Refer to advice on fire safety in new and existing school buildings.</p> <p>Check:</p>	L <p>See guidance on Managing school premises, which are partially open, during the coronavirus outbreak</p> <p>Checks around paperwork repair /maintenance to occur; 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). (HB, SBr, GP) (26.5.2020) (18.8.2020)</p> <p>Preparing the site: Health and safety check of the building</p>

		<p>the fire-door mechanisms; ✓</p> <p>gas supply; ✓</p> <p>kitchen equipment; ✓</p> <p>ventilation system; ✓</p> <p>key holder information; ✓</p> <p>the fixed wiring (if the scheduled tests required by regulations have not taken place in the last sixth months); ✓</p> <p>emergency lighting; ✓</p> <p>Inspection of all known asbestos sites. These may have been damaged by rodent activity during the closure. Inspection for rodent activity and/or infestations Commissioning of pest control may be required. ✓</p> <p>Cleaning of the premises: Deep cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within five days before the date of reopening, any areas accessed by that person must have a deep clean of touch surfaces.</p> <p>Servicing of reprographic and other equipment in accordance with the manufacturer's/provider's requirements. ✓</p> <p>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. ✓</p>	<p>Whole school site or parts of the building have been out of use for a long period, we have undertaken a health and safety check of the buildings concerned. (HB/SBr/SLT) (22.5.2020) (18.7.2020)</p> <p>A Risk assessment of any capital building works which were suspended during lockdown, are in progress or scheduled to start when the school reopens. (HB/SBr) (8.6.2020) (17.7.2020) (19.8.2020)</p> <p>Revisit the contractors' risk assessments in the context of government and public health guidance and the presence of staff and pupils on site. (HB/SBr) (22.5.2020)</p> <p>Conduct of a health and safety inspection with the Union Health and Safety Representatives prior to the school being reopened.</p>
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			Head/Business Manager/Health and Safety Governor/ Caretaker has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening.✓		Discussion of the plans for reopening, including the information about compliance with health and safety provisions, with NASUWT and other trade union representatives, before they are finalised and the school reopened. Need to make adjustments to our fire drill and practise it in the first week when more pupils return. (HB/SBr) (8.6.2020) (3.9.2020)
29. School re- opening following partial or full closure and lack of cleaning and hygiene	Poor hygiene practices and cleanliness leads to enhanced physical or biological risks to people	H	Cleaning and hygiene Make clear to the school staff and parents what your expectations are about cleaning and hygiene. Once children are back in school, all frequently touched surfaces, equipment, door handles and toilets used during the day will need to be cleaned thoroughly each day. Refer to guidance on cleaning non-healthcare settings for more information. The guidance on implementing protective measures in education and childcare settings provides detailed advice on measures schools need to consider.	L	Annex D: List of things to acquire: Inventory: This includes: <ul style="list-style-type: none"> • <i>posters (for example, to encourage consistency on hygiene and keeping to own group)✓</i> • <i>soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments✓</i>

		<p>Plans for:</p> <ul style="list-style-type: none"> •the availability of soap and hot water in every toilet (and if possible in classrooms) •location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment •the location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their bagging and emptying •ensuring you have a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly. (SBr, PA) (26.5.2020) (24.8.2020) 		<ul style="list-style-type: none"> • <i>disposable paper towels</i> ✓ • <i>cleaning products</i> ✓ • <i>sanitising wipes for wiping some equipment</i> ✓ • lidded bins ✓ • <i>tape for cordoning off areas and marking floor</i> ✓ • 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, staging ✓ (PA) (23.3.2020) (24.8.2020) • Poster on cleaning regimes produced by PHE is displayed for the benefit of staff and
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children. ✓ (KL)
(20.5.2020) (3.9.2020)

- Cleaning staff are briefed on amended cleaning regimes. (HB/SR/SBr/PA/MA/YA) 1.6.2020) (24.8.2020)
- 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

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					<p>are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements.✓</p> <ul style="list-style-type: none">• 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
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30. School re-opening following partial or full closure and lack of deep cleaning schedule for all departments Administrative, Catering, Caretaking and Cleaning Services	No deep cleaning practices and cleanliness leads to enhanced physical or biological risks to people	M	Grout tiled surfaces.	Disinfect and remove graffiti from toilet partitions,	L	<p>Purchase of professional floor machine to deep clean (HB/SBr/PA/MA) (1.6.2020)</p> <p>Completion of Zurich Insurance checklist (HB/SBr/GP/MH) (26.5.2020) (24.8.2020)</p> <p>Building Reopening Checklist Appendix A (Page 1 of 2) Here is a building checklist that we have developed to help manage the reopening aspects following the building closure. Appendix B below is specific to production machinery reinstatement.</p>
			Clean, doors and door handles.	Clean, disinfect and polish chrome and metal work.		
			HEPA Filter Vacuum vents and tops of tall fixtures.	Eliminate unpleasant odours.		
			Report any broken or damaged furniture or fixtures to the Caretaker/Business Manager.	Kitchens and dining areas Dismantle and thoroughly clean all kitchen appliances.		
			Unplug all electrical equipment and check for damage.	Cover all plug sockets with waterproof tape.		
			Power wash or spray walls, racks and other fixed items removing dust, grease and other debris.	Disinfect all food preparation areas.		
			Steam clean and wet-vac all floors.	Check ceiling for dust, debris and grease build up.		
			Report any damaged electrical equipment, surfaces or fixtures to the	Scrape gum from all furniture (if required).		

			<p>Caretaker/Business Manager</p> <p>Remove residue of cleaning chemicals.</p> <p>Clean fire extinguishers.</p> <p>Floors Remove all furniture not fixed to the ground.</p> <p>Thoroughly scrub and disinfect floor.</p> <p>Clean grouting.</p> <p>Replace burned out light bulbs.</p> <p>Windows Wash windows inside.</p> <p>Clean all interior glass.</p>	<p>Report any broken or damaged furniture to the Caretaker/Business Manager</p> <p>Clean cooker exhaust hoods and replace filters.</p> <p>Remove all excessive (chemical) build-up from floor.</p> <p>Refinish floor as per manufacturer guidelines.</p> <p>Surfaces Wash all painted surfaces.</p> <p>Clean and grout all tiled areas</p> <p>Wash non-porous blinds.</p>	
31. Inappropriate decision to implement wearing of face coverings in school	All staff, pupils, visitors	H	<p>A risk assessment should be undertaken to determine if face coverings are required and where and when they should be worn. This should be based on the following aspects:</p> <p>Whether your establishment is within an area where additional local restrictions ("lockdown areas") apply.</p> <p>The ages of the young people within the establishment (age 12 and over)</p>		<p>A member of the senior management team is tasked to oversee periodic monitoring of the prevalence of the virus in the area of the school or educational setting (at least weekly is advised to keep in line with data releases COVID-19 Positive Case Data).</p>

		<p>The prevalence of the virus in your area. This can be determined by using the ArcGIS Web Application (this displays COVID-19 Positive Case Information in England).</p> <p>The layout of the building makes it difficult to maintain social distancing.</p> <p>The inability to stagger timetables/breaks/lunch to reduce the flow of pupils in communal areas, such as busy corridors/stairwells etc, at times when there is significant pupil movement. This will include arrival and departure times.</p> <p>the likelihood of contact with other persons or pupils outside of an established cohort group.</p> <p>Queuing e.g. before boarding school transport, outside classrooms, meal times etc. [edit as appropriate to your setting]</p> <p>Individual needs of pupils including their ability to cope with face coverings, apply them safely or to be able to communicate effectively.</p> <p>To assist in managing high levels of anxiety amongst pupils, parents and staff. However, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they may inhibit teaching and learning.</p>	
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<p>32. Inappropriate use and disposal of face coverings</p>	<p>All staff, pupils, visitors</p> <p>Potential exposure to live virus resulting in contracting Coronavirus.</p> <p>Inadvertent transmission to others.</p>	<p>H</p>	<p>Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings.</p> <p>Covering;</p> <p>The need for pupils to put on and take off their face covering in the classroom prior to entering or leaving communal areas.</p> <p>Ensuring the cleaning of hands before putting the face covering on and after taking the face covering off. Hand sanitiser is provided in classrooms and pupils are supervised in its use.</p> <p>Safe storage in individual, sealable plastic bags between use.</p> <p>Arrangements to prevent the use of coverings which are inappropriate, soiled, damp or damaged etc.</p> <p>Where disposable face coverings are worn these should be put into a bin bag in a lidded non-recyclable bin after use.</p> <p>Face coverings are not required by law for employees as employers already have a legal obligation to provide a safe working environment. If the school covid risk assessment determines there are areas within the school where this cannot be achieved through social distancing (such as busy corridors etc), the use of face coverings may be considered.</p>	<p>School to maintain a supply of sealable plastic bags.</p> <p>See Guidance on arrangement for disposal of waste</p> <p>World Health Organisation (WHO) - 'How to wear a fabric mask safely' video</p> <p>Staff will already have access to face coverings of their choice for use in the community and these can be worn in school. If for any reason staff don't have access to a face covering, this should be provided by the school.</p> <p>Some individuals are exempt from wearing face coverings. For example people who cannot put on, wear or remove</p>
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33. Failure to communicate requirements for face coverings		<p>A risk assessment has been undertaken to determine when and where face coverings should be worn. The outcome of this assessment has been communicated to all staff and pupils and measures are in place to monitor and, where necessary, enforce compliance.</p> <p>A member of the senior management team is tasked to oversee periodic monitoring of the prevalence of the virus in</p>		

the area of the school or educational setting (at least weekly is advised to keep in line with data releases COVID-19 Positive Case Data).

Document History

Other Guidance:

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

NCC - add link <https://northumberlandeducation.co.uk/emotional-health-and-wellbeing-2/>

NCC flowchart and new IT form <http://northumberlandeducation.co.uk/wp-content/uploads/2020/09/What-to-do-if-you-suspect-a-child-has-Covid-symptoms.pdf>

Item	Nature of change	Date of Update
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 challenging behaviour	Guidance withdrawn.	07/09/2020
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
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 health that these should contain alcohol to be as effective as sanitiser). Bulk storage arrangements for hand sanitiser (updated fire risk assessment).	30/07/2020
Insufficient cleaning/exposure to virus on objects/surfaces	Updated government guidance on cleaning and waste (15 July). Ensure cleaning schedule is in place which cleaners are briefed on and records are kept of cleaning undertaken.	30/07/2020
Staff displaying symptoms of coronavirus whilst at school	Clarification on isolation of bubble groups. Requirement to notify NCC public health team of all <u>symptomatic</u> persons. Removal of specific self isolation periods as this is liable to change (currently changed from 7 to 10 days) - schools should keep up to date with the latest requirement.	30/07/2020
Pupils displaying symptoms of coronavirus whilst at school	As above.	30/07/2020
Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down	New section.	30/07/2020
Inadequate first aid provision	Updated guidance based on HSE advice. Government advice for schools is that no PPE is needed, however, based on HSE advice if PPE is available it should be used.	30/07/2020

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

	symptomatic on premises. Public Health cleaning posters have been withdrawn.	
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
Trade Union and staff Consultations	Amendments and inclusion of Health and Safety protective measures Amendments and inclusion of procedures for Marking Policy	20/7/2020 24/7/2020 30/7/2020 10/8/2020 19/8/2020 3/9/2020 5/9/2020 9/9/2020
Guidance on Face Coverings	New information for Early Years Settings, Primaries and Secondaries 27/8/2020	