

## Full School Opening January 2021- Infection Control COVID-19 General Risk Assessment Form

Name and Address of the School: Cramlington Shanklea Primary School, Nairn Road, Parkside Close, Cramlington, Northumberland, NE23 1RQ.

Current Number of Staff Employed: 65 Name of Person Completing the Risk Assessment: H.L.Brown Date of assessment: January 2021

Current Number of Pupils on Roll: 322; 70 Nursery 21; Squirrels Review Dates: 18.12.2020, 4.1.2021.

Consultation: The COVID-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members. The Governing Body of the school are to be informed of staff members and Parent/Carers concerns.

**This is an updated risk assessment for January 2021 in light of the Tier 4 status – Version 5. The school is currently waiting for the Government to publish further advice on the transmission of Coronavirus, including the new variant. In the meantime, due consideration has been given to issues raised to reduce risks associated with the virus. Clearly, staff levels will be a factor when determining how the school can continue to operate safely.**

Communication: The COVID-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team. The school has more than 65+ members and staff. To comply with the current Guidance for full opening: schools in January 2021 and to ensure compliance with the Health and Safety Executive (HSE) a copy of this risk assessment has been placed on the school website.

### Who is covered by this assessment? – The School Community

COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another.
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

RISK RATING IMPACT		High	Medium	Low
Shanklea Primary School	COVID-19 Risk Assessment	Version 5	January 2021	

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [Coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

The school is following the guidance [Guidance for full opening: schools](#) and guidance for [Early Years](#)

Public Health England (PHE) advice systems of controls to minimize coronavirus (COVID-19) risks in school environments:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible - Schools put in place measures that suit their circumstances.
- 7) Where necessary, wear appropriate personal protective equipment (PPE) -Where need identified.

#### **Response to any infection**

- 8) Engage with the [NHS Test and Trace](#) process-Where need identified.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community- Schools have been provided with guidance from NCC
- 10) Contain any outbreak by following local health protection team advice-Where need identified.

#### **Documents to support schools in their decision making in relation to COVID-19:**

[Child/staff develops symptoms in school/setting](#) (Appendix 1)

[Schools/Education settings COVID-19 reporting process](#) (Appendix 2)

[Employee testing and isolation requirements.](#)

Where the need is identified schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice.

The school is following Public Health England guidance for [COVID-19: cleaning of non-healthcare settings guidance](#). For further advice and support - [HTTP://www.northumberland.gov.uk](http://www.northumberland.gov.uk) All relevant documents in a [COVID-19 file](#) on H&S Extranet page. All relevant guidance contained in this document is subject to updates as required.

1. Staff and Pupils and the wider school community	M	<ul style="list-style-type: none"> <li>• Registers are taken each day of pupils present.</li> <li>• Staff arrive on site prior to the start of the school day and report to the identified member of the SLT.</li> <li>• Pupils are met each day at the identified entrance for their class by a staff member.</li> <li>• Staff maintain social distancing.</li> <li>• Parents/carers will not be permitted into the school building.</li> <li>• Sickness absence procedures in place for Staff and Pupils.</li> <li>• Pupils are kept in consistent bubbles/groups within their year groups, where possible.</li> <li>• Public Health England (PHE) have stated that routinely taking the temperature of pupils is <u>not</u> recommended as this is an unreliable method for identifying coronavirus (COVID-19).</li> <li>• Staff are aware they must report to their SLT if they present with symptoms of COVID-19 or test positive.</li> <li>• Head Teacher to remind staff if they or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for households with possible coronavirus infection</a>.</li> <li>• Head Teacher to remind parents/carers via newsletters/home school communication links that where pupils or a member of their household displays symptoms of the coronavirus, they are to follow and engage in the <a href="#">NHS Test and Trace procedure</a>.</li> <li>• Parents/Carers and Staff members are reminded that testing for COVID-19 is available to everyone presenting symptoms of COVID-19, whatever their age. <a href="#">Testing is available through the NHS</a>.</li> <li>• The school will follow the DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting</a> (Appendix 1) and <a href="#">Schools/Education settings COVID-19 reporting process</a> (Appendix 2).</li> <li>• The school have advised staff and parents/carers that they will need to be ready and willing to:</li> </ul>	L	<p>Head teacher</p> <p>SLT/ Attendance Officer-As required</p> <p>Parents/ Carers and Staff.</p>
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		<ul style="list-style-type: none"> <li>• <u>Book a test</u> if they are displaying symptoms.</li> <li>• Staff and pupils <u>DO NOT</u> come into the school if they have symptoms of COVID-19 and WILL BE sent home to self-isolate</li> </ul>		
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<b>Hand and respiratory hygiene across the school</b>	H	<ul style="list-style-type: none"> <li>• Staff wash their hands/apply hand sanitiser with pupils at the start and end of the school day.</li> <li>• Pupils are supervised to wash their hands or apply hand sanitiser at the start of the school day.</li> <li>• Pupils taught how to wash their hands by staff members.</li> <li>• Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members.</li> <li>• Where hand washing facilities are limited due to the number of pupils, hand sanitiser stations in every room.</li> <li>• Pupils are supervised when accessing the hand sanitiser.</li> <li>• Handwashing and hand sanitiser posters located in the toilet areas and around the school site.</li> <li>• Tissues made available in each classroom.</li> <li>• Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance (and avoid touching their faces, noses etc.) whilst at school. Posters located in pupil, staff toilet areas and around the school site.</li> <li>• Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>• Lidded waste bins are situated ready to place used tissues in. Bins are emptied at the end of the school day.</li> <li>• All visitors sanitise their hands on entering the school building.</li> <li>• Stringent cleaning schedules in place.</li> <li>• Toilet areas monitored throughout the school day to ensure that the supplies of hand soap and paper towels are maintained.</li> <li>• All rooms and corridors well ventilated – during colder months, windows</li> </ul>	L	Staff
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<b>Use of face coverings on the school site</b>		<p>kept partially open to provide background ventilation and opened fully during breaks.</p> <ul style="list-style-type: none"> <li>• Pupils and staff advised to wear additional clothing for warmth.</li> <li>• Face coverings to be worn where social distancing is difficult to maintain.</li> <li>• Pupils may wear a mask if this makes them feel safer – this is to be discussed with the class teacher first then Head Teacher.</li> <li>• Visitors and agency workers should wear a mask when on the school site.</li> <li>• Staff to wear face coverings when supervising gates or seeing children out at the end of the day.</li> <li>• Any member of staff can wear a face covering if they choose to do so.</li> <li>• All staff have access to visors and face masks.</li> <li>• Staff who need to cross between bubbles to wear face covering.</li> </ul> <p>Where the need is identified the school will follow the NCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2)</p>		<p>Staff</p> <p>Visitors</p>
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<p><b>2.Symptoms of COVID-19 in the school community</b></p> <p><b>Pupil/Staff develops symptoms in school/setting</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff are aware of the procedure they are to follow if they are absent from work</li> <li>• SLT monitor staff sickness absence and ensure that cover is in place.</li> <li>• Deep clean of areas of the school where affected staff are based and cleaning procedures reviewed.</li> <li>• Staff sickness absence cover provided where need identified.</li> <li>• Staff are able to access a <a href="#">test via NCC</a> Appendix 3.</li> <li>• Staff are aware of the symptoms of COVID-19</li> </ul> <p>The main symptoms of coronavirus are:</p> <ol style="list-style-type: none"> <li>1. a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>2. a new, continuous cough – this means coughing a lot for more than an hour,</li> </ol>	<p>L</p>	<p>Head Teacher</p>
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<p><b>Isolating Staff/Pupils during the school day</b></p>		<ol style="list-style-type: none"> <li>3. or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>4. a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different from normal</li> <li>5. Send home the pupil/staff member and request staff member/parent/carer arrange testing.</li> <li>6. The school understands the NHS Test and Trace process.</li> <li>7. Advise parent/carer/staff member that household members self-isolate until results come back - pupil/staff 10 days, household 10 days.</li> <li>8. The school has received 10 postal testing kits, where a need is identified the testing kit issued at the Head Teachers' discretion.</li> <li>9. Additional testing kits available, as required.</li> </ol> <ul style="list-style-type: none"> <li>• Head Teachers follow the guidance Child/staff develops symptoms in school/setting (Appendix 1)</li> <li>• Staff members to be assessed as to whether they are fit enough to drive themselves home. If they are not fit to drive their next of kin are to be contacted.</li> <li>• Anyone awaiting collection to stay in isolation room, with appropriate adult supervision if required.</li> <li>• Windows are opened for ventilation.</li> <li>• Where this is not possible staff/pupils to be moved to an area which is at least 2 metres away from pupils and staff.</li> <li>• Where supervision or comfort has to be provided PPE is to be worn. Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</li> <li>• Where staff/pupils need to use toilet facilities a separate toilet is to be accessed if possible.</li> <li>• Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Staff who have helped anyone presenting with COVID-19 symptoms and</li> </ul>		
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		<p>any pupils who have been in close contact with them DO NOT need to go home to self-isolate.</p> <ul style="list-style-type: none"> <li>Following any contact with someone who is unwell, staff/pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser.</li> </ul> <p><b>Pupil/Staff member with symptoms testing negative for COVID-19</b> The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test.</p> <ul style="list-style-type: none"> <li>Head Teacher to follow the NCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1)</li> <li>Negative: Child/staff may return if the NHS criteria have been met. Household can stop self-isolating and follow NHS guidance on your test result.</li> </ul>		
<b>School Transport and Taxi Services</b>	H	<ul style="list-style-type: none"> <li>Anyone who is symptomatic must not use School Transport.</li> <li>Areas under lockdown are avoided unless travel into/out of that area is essential.</li> <li>The school encourages pupils to walk or cycle to school where possible. For some families, driving children to school may be a preferable option and will be accommodated where safe to do so</li> <li>The degree of public transport use by pupils is quantified so: <ul style="list-style-type: none"> <li>a) staggered start times may be considered to enable more journeys to take place outside of peak hours and,</li> <li>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.</li> </ul> </li> <li>Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus to facilitate use of hand sanitiser where possible, social distancing and use of face coverings.</li> <li>A review has been undertaken by the school of dedicated transport use and consideration has been given to:</li> </ul>	M	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

		<ul style="list-style-type: none"> <li>○ grouping school-based cohorts together on designated school transport so children either sit with their 'bubble' or within the same constant group.</li> <li>○ use of hand sanitiser upon boarding and disembarking</li> <li>○ It is now mandatory for children and young people over 11 to wear a face covering when travelling on dedicated home to school transport (unless exempt). The school should support the school transport team/transport providers to resolve any non-compliance issues with the wearing of face coverings</li> <li>○ implementing organised queuing and boarding where possible to support social distancing in vehicles where it is possible</li> <li>○ 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 they do not normally meet</li> <li>○ ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open</li> </ul> <ul style="list-style-type: none"> <li>• 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.</li> </ul>		<p>measures are put in place.</p> <p>Note 2: Children under the age of 3 should not wear face coverings. Children aged from 3-10 can wear face coverings if they are able to handle it as directed, 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 government</p>
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				<p>guidance.</p> <p>Home to school transport is in line with current guidance:</p> <p>Transport to school and other places of education: autumn term 2020</p>
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<b>Staff sickness absence</b>	H	<ul style="list-style-type: none"> <li>• Staff are aware of the procedure they are to follow if they are absent from work</li> <li>• SLT monitor staff sickness absence and ensure that cover is provided where need identified.</li> <li>• Where the need is identified the school will follow the NCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2).</li> <li>• Deep clean of areas of the school that affected staff are based and cleaning procedures reviewed.</li> </ul>	L	<p>Head Teacher</p> <p>School Business Manager</p> <p>SLT</p> <p>Staff</p>
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<p><b>3. Managing a staff member/ pupil positive case</b></p> <p>Staff/Pupil or family member tests <b>positive</b> for COVID-19</p>	H	<ul style="list-style-type: none"> <li>• Head Teacher will report the confirmed case to the <a href="#">COVID-19 Education settings reporting tool</a>.</li> <li>• Head Teacher will follow guidance detailed in <a href="#">Child/staff develops symptoms in school/setting</a> (Appendix 1) - <a href="#">Schools/Education settings COVID-19 reporting process</a> (Appendix 2).</li> <li>• EYFS-Notify Ofsted and report the confirmed case to LHPT -The Health Protection Agency team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• If a pupil or member of staff tests positive, they are instructed to follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID 19) infection'</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</li> <li>• The 10 -day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li> <li>• If a member of staff/pupil's household tests positive the staff/pupil must self-isolate for the full 10 days.</li> <li>• Sickness absence is monitored for staff and pupils at the school. All sickness absences are recorded. Where a need is identified the school will access the COVID-19 Education Guidance</li> <li>• The school will access the COVID-19 Education settings reporting tool and Public Health England (PHE) - DfE Helpline on 0800 046 8687 / option 1 for advice on the action to take in response to a positive case.</li> <li>• The Advice Service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>• The Health Protection Team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by NHS Test and Trace.</li> <li>• Where need identified The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during</li> </ul>	L	<p>Head Teacher</p> <p>School Business Manager</p> <p>Staff</p> <p>Parents</p> <p>Pupils</p>
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		<ul style="list-style-type: none"> <li>the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>Anyone who has been a close contact of a positive case to be sent home.</li> <li>Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms.</li> <li>The Local Community placed on lockdown</li> <li>The school will follow all advice and guidance from NCC and LHPT in the event of a local lockdown.</li> <li>The Head Teacher has read the local guidance available North East of England: local restrictions and has identified activities that the school carries out which are included in the guidance and has taken the appropriate action.</li> <li>Where need identified the school will work with the Health Protection Team.</li> </ul>		
<b>Isolating Staff/Pupils during the school day</b>	H	<ul style="list-style-type: none"> <li>Head Teacher will follow the guidance Child/staff develops symptoms in school/setting (Appendix 1)</li> <li>Staff members to be assessed as to whether they are fit enough to drive themselves home. If they are not fit to drive their next of kin are to be contacted.</li> <li>Anyone awaiting collection to stay in isolation room, with appropriate adult supervision if required. Windows are opened for ventilation.</li> <li>Where this is not possible staff/pupils to be moved to an area which is at least 2 metres away from pupils and staff.</li> <li>Where supervision or comfort has to be provided PPE is to be worn safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</li> <li>Where staff/pupils need to use toilet facilities a separate toilet is to be accessed if possible.</li> <li>Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>Staff who have helped staff/pupil presenting COVID-19 symptom and any pupils who have been in close contact with them DO NOT need to go home to self-isolate.</li> <li>Following any contact with someone who is unwell Staff/Pupils must wash</li> </ul>	M	Head Teacher  Staff  Pupils

		their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser.		
<b>Pupil/Staff member with symptoms testing negative for COVID-19</b>	H	<p>The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test.</p> <ul style="list-style-type: none"> <li>Head teacher to follow the guidance detailed in the NCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) - Negative: Child/staff may return if the NHS criteria has been met - Household can stop self-isolating follow NHS guidance on your test result.</li> </ul>	L	Parents Carers Pupils
<b>Managing a Positive case of COVID19: Ensuring all staff and pupils are safe.</b>	H	<ul style="list-style-type: none"> <li>The school will access the COVID-19 Education settings reporting tool and Public Health England (PHE) - DfE Helpline on 0800 046 8687 / option 1 for advice on the action to take in response to a positive case.</li> <li>The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>The Health Protection Team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by NHS Test and Trace.</li> <li>Where need identified The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>Anyone who has been a close contact of a positive case to be sent home.</li> <li>Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms.</li> </ul>	L	Head teacher School Business Manager Health Protection Team

<p><b>The Local Community placed on lockdown</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• The school will follow all advice and guidance from NCC and LHPT in the event of a local lockdown.</li> <li>• The Head Teacher has read the local guidance available North East of England: local restrictions and has identified activities that the school carries out which are included in the guidance and has taken the appropriate action.</li> <li>• Where need identified the school will work with the Health Protection Team</li> <li>• When responding to a localised lockdown and subsequent school closure, arrangements for remote learning and working from home are clearly communicated to the school community and workforce.</li> <li>• Any recommendation to invoke on-line learning and/or Contingency Plan for critical workers will be validated and ratified by the full governing body.</li> </ul>	<p>L</p>	<p>Head teacher</p> <p>School Governors</p> <p>Advice will be provided directly from the NCC Public Health Team. The Northumberland Local Outbreak Prevention Plan is also available on the County Council webpage.</p>
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<p><b>4.Staff and Pupils accessing vehicles to travel to and from the school.</b></p> <p><b>Pupils /Staff independently travelling to the school site.</b></p>	H	<ul style="list-style-type: none"> <li>Designated car parking area available to staff.</li> <li>Social distancing guidance to be followed when accessing/egressing from vehicles.</li> <li>Staff and Parents/carers and pupils advised on the current guidance regarding accessing public transport.</li> <li>Staff presence in the outdoor areas at the start and end of the school day ensuring that pupils leave the school site by all available exits.</li> <li>Staff sharing vehicles to wear face coverings and travel side by side.</li> <li>Staff advised to clean vehicle afterwards – wipe down handles, seat belt fixings etc.</li> </ul>	L	<p>Head teacher</p> <p>Staff</p>
<p><b>Staff and pupils wearing face coverings when making their way to the school building</b></p>	H	<ul style="list-style-type: none"> <li>Pupils and staff who use face coverings remove them when they arrive in the school building.</li> <li>Staff and pupils instructed not to touch the front of their face covering during use or when removing them.</li> <li>Staff/pupils must wash their hands immediately on arrival /hand sanitizer (as is the case for all pupils), dispose of temporary face coverings in a lidded bin or place a reusable face covering in a plastic bag</li> <li>Staff/Pupils wash their hands again before heading to their classroom/work area.</li> </ul>	L	<p>Staff</p> <p>Pupils</p>

<p><b>5.Staff/Pupil, family member who maybe at increased risk.</b></p> <p><b>Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically</b></p>	H	<ul style="list-style-type: none"> <li>Specific assessments of risks associated with BAME employees to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees.</li> <li>Staff/Pupils who may otherwise be at increased risk from Coronavirus (COVID-19)</li> <li>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> <li>Where need identified, Head Teacher will discuss concerns and explain the</li> </ul>	M	<p>Head Teacher</p> <p>CV and ECV staff</p>
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<p><b>vulnerable</b></p> <p><b>6.New and expectant mothers in the school community</b></p>		<p>measures the school has in place to reduce risks of COVID-19 transmitting in the school community.</p> <ul style="list-style-type: none"> <li>• HT to provide support as far as practically possible to accommodate concerns raised.</li> <li>• Staff/pupils who were clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 January 2021 as long as they maintain social distancing.</li> <li>• Guidance for those who are clinically-vulnerable, (CV) including pregnant women, is available.</li> <li>• The Head Teacher has flexibility regarding staff members' medical needs and work activities that they are able to undertake within the school.</li> <li>• People who live with those who are Clinically Extremely Vulnerable (CEV) or clinically vulnerable can attend the workplace.</li> <li>• Where need identified-an individual Medical/Ill-Health risk assessment to be completed.</li> <li>• Where need identified, staff referred to NCC Occupational Health Service.</li> <li>• Where health concerns still exist a multi-agency meeting to take place.</li> <li>• Discussions to take place with consultants regarding return of pupils/staff with illness or undergoing treatment.</li> <li>• Risk assessment completed for staff who are CEV or CV and working from home is to be offered if possible.</li> <li>• Staff to inform the Head Teacher if they are pregnant.</li> <li>• Staff to consult with their GP and Midwife.</li> <li>• New and Expectant mums COVID -19 risk assessment completed.</li> <li>• Maintain 2 metre distance, if this is not possible avoid face to face contact and minimal time spent within, 1 metre of others.</li> <li>• Guidance from the NHS- Pregnancy and the coronavirus and the Royal College of Obstetricians &amp; Gynaecologists and NHS Who is at Risk is followed and</li> </ul>	<p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>See generic school risk assessments for clinically/ clinically extremely vulnerable staff</p> <p>Pregnant workers model risk assessment (to be completed in conjunction with the above assessment for vulnerable staff).</p> <p>BAME risk assessment</p>
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<p><b>New and Expectant Mums showing symptoms of COVID-19</b></p>		<p>shared with staff members.</p> <p>Staff instructed to follow the guidance:</p> <ol style="list-style-type: none"> <li>1) Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.</li> <li>2) Book a test – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.</li> <li>3) Speak to your midwife or maternity team they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a video consultation.</li> </ol>		<p>Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.</p>
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<b>7.Access to the school site and building</b> <b>Transmission of COVID-19 to Pupils/Staff</b>	H	<ul style="list-style-type: none"> <li>• Access to the school site is controlled, several entrance gates and entrance doors are used to reduce contact.</li> <li>• Separate Entrance doors for each year group clearly identified.</li> <li>• Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child.</li> <li>• Pupils, Parents/Carers advised to maintain social distancing when entering the school site – markings at pick up points.</li> <li>• Flexible drop off over 15-minute period to reduce contact and queueing.</li> <li>• Parents/Carers advised to leave the school site immediately once their child has entered the building.</li> <li>• End of the school day staggered to prevent gatherings outside of the school site.</li> <li>• School entrances and site secured at the start of the school day.</li> <li>• Parents/carers not permitted to enter the school building without appointment.</li> <li>• Pupils store outdoor clothing and bags in designated area.</li> <li>• Staff, Pupils, Parents/Carers will be informed to only bring essential items not needed for that day.</li> <li>• Staff store their bags in lockers, store cupboards.</li> <li>• Packed lunches and water bottles stored in designated area of classroom.</li> <li>• Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the school day.</li> <li>• Pupils taught how to wash their hands by staff members.</li> <li>• Pupils that need support to wash their hands are supported by a member of staff.</li> <li>• Staff wash their hands with pupils at the start of the school</li> <li>• Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to a separate room and next of kin/parents/carers contacted.</li> </ul>	M	Staff/Head Teacher
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				contact centres - Working safely during coronavirus (COVID-19) - Guidance
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<b>COVID-19 spreading from person to person within the school building</b>	H	<ul style="list-style-type: none"> <li>• Guidance followed for the cleaning of non-health care settings.</li> <li>• Cleaning schedule in place during the school day and at the end of the school day.</li> <li>• Additional cleaner to come in during the day.</li> <li>• Spillage policy in place.</li> <li>• Pupils taught how to wash their hands.</li> <li>• Hand sanitiser be made available to staff and pupils.</li> <li>• Pupils are supervised throughout the school day to wash and dry their hands for 20 seconds by staff members, throughout the school day.</li> <li>• Handwashing posters located in pupil and staff toilet areas and in the classroom areas.</li> <li>• Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> <li>• Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> <li>• Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>• Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.</li> <li>• Infection Control Risk assessment in place to manage other biological hazards within the school community.</li> <li>• Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> </ul>	L	
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		<ul style="list-style-type: none"> <li>• Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils.</li> <li>• Staff socially distance themselves from one another. -Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis.</li> <li>• Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.</li> <li>• Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins.</li> <li>• Staff and pupils wash their hands/apply hand sanitiser at the end of the school day</li> <li>• Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation.</li> <li>• Windows and doors opened and closed throughout the school day. - COSHH assessments in place and shared with staff where need identified.</li> <li>• Staff wear appropriate PPE when carrying out cleaning activities.</li> </ul>		
<b>Maintaining infection control in the Classrooms and during break periods</b>	H	<ul style="list-style-type: none"> <li>• Packed lunches to be eaten in classrooms.</li> <li>• Timetabling has been reviewed to stagger school activities: P.E., outdoor learning, break times, lunch, pick-up/drop-offs to reduce movements and incidences of group mixing, including parents.</li> <li>• Specialist teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</li> <li>• Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms.</li> <li>• Job shares: staff and cover supervisors have own resources and workstations cleaned following use.</li> <li>• Where staff members are teaching in different classrooms around the school site hand sanitiser stations located in each classroom.</li> <li>• Cleaning products available to staff members to clean staff workstations.</li> <li>• Staff always maintain social distancing with other staff members</li> </ul>	M	Headteacher  All staff

		<ul style="list-style-type: none"> <li>• Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing.</li> <li>• Windows and doors are opened to allow natural ventilation during the school day.</li> <li>• Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>• Rota in place for lunchtime and break time periods.</li> <li>• Timetable reviewed to reduce the need for pupils to move about the building.</li> <li>• Wet play activity boxes available in each classroom.</li> <li>• Outdoor activities to be carried out on a rota basis to ensure social distancing.</li> <li>• Where possible teaching activities to be carried out in the outdoor areas of the school.</li> <li>• Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.</li> <li>• Where classrooms/halls are unoccupied doors are to be closed.</li> <li>• Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils.</li> <li>• Robust cleaning regime in place in the Nursery/Reception area. Waste bins located in classroom/hall areas and emptied at the end of the school day.</li> <li>• Pupil face to face working limited to 15 minutes.</li> <li>• Where pupils require support from a staff member or TA support to be given side on and not face to face.</li> <li>• Base boxes of necessary equipment, including PPE, to be kept in bubble groups – follow all control measures – handwashing, cleaning, hands/face/space.</li> <li>• Pupils have own stationery pack (age dependent).</li> <li>• Although staff have the option to wear PPE, some staff may wish to consider where some form of PPE should be worn, such as the library where Year 3 are regularly outside the toilet area.</li> </ul>		
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<b>EYFS</b>	H	<ul style="list-style-type: none"> <li>• EYFS work in bubbles.</li> <li>• Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so.</li> <li>• EYFS can access public spaces e.g. parks ensuring that 2 metre distance from other people can be maintained.</li> <li>• Risk assessments completed for accessing the local community</li> <li>• Cleaning schedule in place for am/pm sessions.</li> <li>• Identified area in place where personal care activities carried out. Areas are cleaned following use.</li> <li>• Staff wear the usual PPE worn when providing support with personal care.</li> <li>• Personal care risk assessments in place where need identified and required PPE considered as part of the risk assessment.</li> <li>• Where possible staff socially distance when working together.</li> </ul>	M	<p>Planning guide for early years and childcare settings</p> <p>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</p>
<b>Wrap around care</b>	H	<ul style="list-style-type: none"> <li>• School based bubbles kept consistent within the wrap around setting.</li> <li>• Children to be closely supervised.</li> <li>• Social distancing of pupils and staff is maintained.</li> <li>• All CV control measures in place.</li> </ul>	M	<p>Breakfast and after-school provision has resumed. The school has worked closely with wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a</p>

				group with other children from the same bubble they are in during the school day]. Further guidance is available below: Guidance for full opening: schools - Wraparound provision and extra curricular activity
<b>Maintaining Year Group bubbles to reduce transmission of COVID-19</b>	H	<ul style="list-style-type: none"> <li>• Staff workstations are positioned at the front of the classroom, socially distanced from pupils.</li> <li>• Where possible desks placed in rows facing the front of the classroom.</li> <li>• Pupils kept in consistent groups/bubbles.</li> <li>• Pupils are supported to maintain distance and not touch staff and their peers where possible.</li> <li>• SLT to wear face coverings when carrying out monitoring activities.</li> <li>• Pupils stay in same room all day.</li> <li>• Intervention groups kept within bubble groups and taught by same staff members.</li> <li>• Classroom based resources, such as books and games, are used and shared within the bubble /group.</li> <li>• Classroom resources included in the cleaning schedule for each class.</li> <li>• Seating plans kept consistent and used to identify close contacts.</li> </ul>	L	<p>Head Teacher</p> <p>All staff</p>

		<ul style="list-style-type: none"> <li>• Clear direction given to parents via the school's communication links for the start and end of the school day.</li> <li>• Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas.</li> <li>• Where need identified some pupils will eat their lunch in their classrooms.</li> <li>• Rota in place to access the outdoor play areas at the school.</li> <li>• Alternative external routes to be adopted to access outdoor play areas etc.</li> <li>• Social distancing measures adhered to where possible by staff.</li> <li>• Posters in place reminding pupils to maintain social distancing.</li> <li>• One-way systems where possible put in place on stairways and corridors.</li> <li>• Pupils supervised by staff members when moving about the building.</li> <li>• Staff members may consider whether PPE should be worn when in close contact or supervising communal areas.</li> </ul>		
<b>Access to Welfare facilities for Staff and Pupils</b>	H	<ul style="list-style-type: none"> <li>• Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>• Cubicles in place and spot cleaning completed as and when required.</li> <li>• Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers)</li> <li>• Staff and pupil toilet facilities cleaned following break and lunch periods.</li> <li>• Lunch time and break time rota in place for staff accessing the staff room area.</li> <li>• Windows are opened near the staff room when it is occupied by staff members.</li> <li>• Position of furniture within staff room areas reviewed to ensure social distancing.</li> <li>• Where agencies are supporting the school clearly identify toilet facilities that they can access and hygiene regimes to be fulfilled.</li> </ul>		



<b>Break and Lunch periods</b>	H	<ul style="list-style-type: none"> <li>• Menu to be agreed in advance. Ensure that pupil and staff social distancing can be attained.</li> <li>• Staggered break times and lunch times</li> <li>• Pupils directed to wash their hands during break/lunchtime periods</li> <li>• Where possible seating to be allocated to pupils to ensure bubbles can be tracked when in the dining hall.</li> <li>• When congregating in halls etc, doors and windows are opened to allow natural ventilation.</li> <li>• Outdoor areas accessed as much as possible.</li> <li>• Areas zoned off for use by specific year groups/bubbles.</li> <li>• Spot cleaning carried out.</li> <li>• Surfaces are cleaned following each group/bubble use.</li> <li>• Cleaning schedule in place following the lunchtime period. Where possible dining hall tables positioned to ensure bubbles of classes are separated by at least 2 metres.</li> <li>• Hand sanitiser /tissue stations to be located in each bubble.</li> <li>• Staff ensure that where possible they maintain 2 metre social distancing when moving about the area.</li> <li>• 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.</li> <li>• 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].</li> <li>• 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</li> </ul>	M	
<b>Pupils refusing to social</b>	H	<ul style="list-style-type: none"> <li>• Parents/Carers advised prior to the pupils returning to the school that all</li> </ul>	M	

<b>distance/follow hand washing procedures</b>		<p>pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety.</p> <ul style="list-style-type: none"> <li>• Hand sanitiser made available where pupils refuse to wash hands.</li> <li>• Pupils are supervised when using hand sanitizer considering risks around ingestion.</li> <li>• EYFS/Key Stage 1 pupils and pupils with complex needs are helped to clean their hands properly.</li> <li>• Where pupils refuse to wash their hands or use hand sanitiser skin friendly skin cleaning wipes are used as an alternative</li> <li>• Individual needs of pupils identified and managed and risk assessments put in place where need identified.</li> <li>• Cleaning schedule in place for the whole school.</li> <li>• Where possible social distancing to be maintained.</li> <li>• Staff supporting pupil continue to adhere to regular hand washing and use of PPE.</li> </ul>		
<b>Pupil-challenging behaviours displayed</b>	H	<ul style="list-style-type: none"> <li>• Pupils with challenging behaviours identified.</li> <li>• Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours.</li> <li>• Staff have received suitable and sufficient training to manage behaviours displayed. -Where need identified face visors be made available to Staff.</li> <li>• Where need identified support be sought from the NCC SEND Team and Educational Psychologist Team</li> <li>• Behaviour Policy and Challenging Behaviour Policy reviewed and approved in light of COVID-secure environment.</li> <li>• Home-school agreement amended in accordance with Covid-19 regimes.</li> </ul>	L	Head Teacher

<b>Pupils absconding from the school site</b>	H	<ul style="list-style-type: none"> <li>• Security checklist and Policy in place for the school.</li> <li>• Perimeter gates are secured at the start of the school day.</li> <li>• Individual risk assessments where need identified.</li> <li>• Perimeter fencing ensures site is secure.</li> <li>• Pupils always supervised.</li> <li>• Parents/carers informed immediately regards child/staff welfare.</li> </ul>	L	<p>Head Teacher</p> <p>SLT</p> <p>Staff</p>
<b>Pupils that have an EHCP that require staff support throughout the day</b>	H	<ul style="list-style-type: none"> <li>• Identified staff work with pupils.</li> <li>• Staff wash their hands before and after working with a pupil.</li> <li>• Staff provide with hand sanitiser that can be kept about their person. All rooms have sanitation station.</li> <li>• A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart</li> <li>• All equipment needed for the child is set up in the space before the start of the session</li> <li>• The intervention is provided at a distance where possible.</li> <li>• Following the intervention staff member and pupil wash their hands.</li> <li>• After the pupil has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil.</li> </ul>	L	<p>Head Teacher</p> <p>SLT</p> <p>Staff The potential risks from COVID-19 to children and young people who have an EHCP/additional educational support needs must be assessed in light of individual circumstances including any underlying health conditions. This must be on an individual basis with advice from an appropriate</p>

			<p>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>Northumberland EHCP planning Tool and Risk Assessment</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</p>
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				<p>training that is indicated to care for the child.</p> <p>Guidance for full opening: schools - Annex B: education, health and care (EHC) plans</p> <p>Guidance for full opening: special schools and other specialist settings: Annex A</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>
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<b>Pupils accessing alternative education provision</b>	H	<ul style="list-style-type: none"> <li>• The school has agreed the following control measures with the alternative provision – EOTAS</li> <li>• The school has issued a copy of their COVID-19 risk assessment where the Pupil attends both settings during the week.</li> <li>• Any concerns with the identified Pupils health and wellbeing is to be communicated immediately via telephone by the school/alternative provision.</li> <li>• Sickness absence procedure in place for pupils.</li> <li>• Alternative provision is to make the school aware if the pupil does not attend the setting</li> </ul>	L	
<b>Intervention groups</b>	H	<ul style="list-style-type: none"> <li>• The school will review groups so that each small group receiving support is drawn from one class/year group bubble only.</li> <li>• Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session.</li> <li>• Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils.</li> <li>• Pupils will bring all equipment they require with them to the intervention area.</li> <li>• The area will be cleaned over lunch, before pupils from another bubble use the area.</li> <li>• Staff wash their hands between each intervention group.</li> <li>• Staff members working in this way will provide interventions across either KS1, lower KS2 or upper KS2: no member of staff will work across more than one (sub) phase.</li> <li>• All rooms have a sanitation station.</li> </ul>	L	Staff
<b>EYFS /Key Stage 1 Interventions</b>	H	<ul style="list-style-type: none"> <li>• Interventions are carried out in identified areas of EYFS/ Key Stage 1.</li> <li>• Additional spaces identified such as library area, hall etc are cleaned prior to and following interventions. –</li> <li>• All phonics groups will be taught by a consistent member of staff, where possible staff member will stay socially distanced from pupils.</li> <li>• Staff and pupils will wash their hands prior to joining their phonics group and after the session.</li> </ul>	L	Staff

<b>Pupils not currently attending the school</b>	H	<ul style="list-style-type: none"> <li>• Remote education to be made available to pupils not attending the school.</li> <li>• Phased returns undertaken where needs identified.</li> <li>• Welfare checks carried out with pupils and parent/carers.</li> <li>• Relevant agencies informed.</li> <li>• EWO statutory advice sought and actions invoked.</li> </ul>	L	<p>Head Teacher</p> <p>Attendance Officer</p>
<b>Classroom resources</b>	H	<ul style="list-style-type: none"> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously.</li> <li>• Resources cleaned prior to each group/bubble using them.</li> <li>• Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups/bubbles.</li> </ul>	L	All staff
<b>PE Activities / Lack of changing room space</b>	H	<ul style="list-style-type: none"> <li>• PE activities to take place outside wherever possible.</li> <li>• Pupils to wear PE kit for full day.</li> <li>• Pupils are to be kept in consistent groups/bubbles within year groups.</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>• Hall to be used if weather prevents outdoor PE- doors and windows are opened to allow ventilation.</li> <li>• Maximize distancing between pupils</li> <li>• External coaches, clubs and organizations for curricular and extra-curricular activities can resume supporting the school.</li> <li>• Class/Year group bubbles maintained for after school clubs/activities.</li> </ul>	L	<p>All staff Review Guidance for full opening: schools</p> <p>Planning guide for early years and childcare settings</p> <p>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19)</p>

				<p>outbreak</p> <p>Breakfast and after-school provision has resumed [Schools should also work closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day]. Further guidance is available below</p> <p>Guidance for full opening: schools - Wraparound provision and extracurricular activity</p> <p>Access rooms directly from outside where</p>
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				<p>possible.</p> <p>No sharing of stationery etc.</p> <p>Note: Government guidance states that schools should not put rotas in place.</p> <p>PE activities are carried out in line with Guidance for full opening: schools (which signposts to all relevant other publications). Schools consult government approved list of activities available at: return to recreational team sport framework.</p>
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				Science - practical work is in line with CLEAPSS Guide to doing practical work during the COVID-19 pandemic. Risk assessments are in place.
<b>Music lessons/ Instrumental Tuition</b>	H	<ul style="list-style-type: none"> <li>• Singing, wind and brass instrument playing can be undertaken but with strict adherence to Covid protocols.</li> <li>• Music lessons take place in small groups, with pupil and peripatetic staff on a one to one – in well ventilated areas such as mobile classroom and/or the main hall.</li> <li>• Agencies keep register and inform school immediately if they test +ve for CV19.</li> </ul>	L	<p>Music Tutor</p> <p>Music - activities are undertaken in line with Guidance for full opening: schools and working safely during coronavirus (COVID-19): performing arts. A separate risk assessment is in place.</p>

Educational Visits	H	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The NCC Guidance for Outdoor Education - Schools &amp; Establishments during COVID-19 for Planning Safe Activities is followed. Located within the Resources Section on the Evolve system under “Guidance”.</li> <li>• Educational Visit Coordinator &amp; Heads receive policy guidance updates and actively check for updates on the Evolve system. [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.</li> <li>• No overnight UK or foreign visits.</li> <li>• Day visits can take place; staff to complete EVOLVE RA.</li> <li>• School to make use of locality.</li> <li>• Staff to make use of opportunities to undertake remote visits– author events, virtual museum tours etc.</li> <li>• Hand wipes hand sanitizer carried by staff for use during the visit.</li> <li>• Controls in place where transport is needed to ensure that class bubbles are maintained.</li> </ul>	M	<p>EV Co-ordinator</p> <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>
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<b>Swimming/Water Therapy</b>	H	<ul style="list-style-type: none"> <li>• NOT CURRENTLY TAKING PLACE</li> <li>• Head teachers are aware of the Guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents</li> <li>• Using changing rooms safely</li> </ul>	H	P.E teachers  EV Co-ordinator
<b>School Assemblies/Worship- Large gatherings</b>	H	<ul style="list-style-type: none"> <li>• No large-scale gatherings or assemblies to take place.</li> <li>• Class collective worship to take place rather than whole school</li> <li>• Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible.</li> </ul>	L	Head teacher  All staff
<b>Outdoor Play Areas/Equipment</b>	H	<ul style="list-style-type: none"> <li>• Existing school play risk assessment has been reviewed against government advice and shared with staff.</li> <li>• Break times are staggered (including lunch), so that children are not moving around the school at the same time.</li> <li>• Multiple cohorted groups do not use play equipment simultaneously.</li> <li>• It is only used by separate groups, more frequently cleaned and checked between use of groups.</li> <li>• For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of use.</li> <li>• Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms. Each class groups allocated outdoor portable play equipment which is to be stored in their individual classrooms after use.</li> <li>• Rota in place for access to fixed outdoor play equipment, which includes allocation of time to wipe down the equipment.</li> <li>• Fixed play equipment to be wiped down with anti-bacterial spray after each group's use.</li> <li>• Portable equipment wiped down after each use.</li> <li>• Cleaning regime in place for outdoor play equipment</li> </ul>	L	All staff

		<ul style="list-style-type: none"> <li>• Portable and fixed at the end of the school day.</li> </ul>		
<b>Use of Welfare facilities for Staff and Pupils</b>	H	<ul style="list-style-type: none"> <li>• Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>• Cubicles in place in toilet areas</li> <li>• Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>• Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods.</li> <li>• Lunch time and break time rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room.</li> <li>• Windows are opened in the staff room when it is occupied by staff members.</li> <li>• Position of furniture within staff room areas reviewed to ensure social distancing.</li> <li>• Cleaning schedule in place.</li> <li>• Areas immediately outside of toilet areas clearly marked to allow for social distancing and movement in and out of the facilities.</li> <li>• Alternative space made available to staff for break periods</li> </ul>	L	<p>All staff</p> <p>Premises staff</p>
<b>Personal care</b>	H	<ul style="list-style-type: none"> <li>• Personal care takes place in identified toilet areas within the school</li> <li>• PPE readily available in toilet areas.</li> <li>• Staff wear appropriate PPE when carrying out personal care tasks.</li> <li>• Resources required to support personal care readily available.</li> <li>• Face visors available to staff where need identified.</li> <li>• Where windows are available, they are opened whilst personal care taking place.</li> <li>• Area cleaned after each use.</li> <li>• Included in the cleaning schedule for the school.</li> </ul>	L	<p>School Business Manager</p> <p>Office staff</p> <p>All staff</p>

<b>First Aid Provision and support with medication</b>	H	<ul style="list-style-type: none"> <li>• First Aid risk assessment in place -Identified Staff are first aid trained.</li> <li>• Head teachers are aware of the current guidance regarding Paediatric First Aid Trained Staff in EYFS Settings point 7.2.</li> <li>• Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use</li> <li>• Staff to wash their hands prior to administering first aid –</li> <li>• Staff to wear disposable gloves when providing first aid support. No other additional PPE is required unless the pupil is symptomatic.</li> <li>• Staff to wash their hands after providing first aid support.</li> <li>• Medication policy in place.</li> <li>• Staff to wash their hands prior to and following support with medication.</li> <li>• Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school.</li> <li>• Medication stored in a dedicated area.</li> <li>• Identified staff support pupils with medical needs.</li> </ul>	M	Paediatric First Aiders
<b>Congestion at the exit gates around the school site</b>	H	<ul style="list-style-type: none"> <li>• Pupils/Staff will wash their hands before they leave the school site.</li> <li>• Water bottles and lunch bottles taken home each day</li> <li>• Only one Parent/Carer permitted to collect their child.</li> <li>• Parents/Carers to ensure that they follow social distancing.</li> <li>• Parents/Carers directed to leave the school site immediately once they have collected their child.</li> <li>• Staff control the flow of pupils leaving the school building to encourage social distancing.</li> <li>• Year 6 permitted to walk home from school but are reminded to socially distance.</li> <li>• Gates are secured to the school site at the end of the school day.</li> <li>• Gates and entrance doors are included in the cleaning regime at the school.</li> <li>• Pupils and staff reminded to maintain social distancing when supervising pupils off the school site.</li> <li>• Wearing of masks in and around the school building, including any parents or others attending any part of the school site.</li> <li>• There are a number of children arriving on site in advance of their class start time.</li> </ul>	L	Whole school community

		<p>Some are due to siblings coming in earlier but there are some who are arriving early without the need to. Parents and carers to be reminded to bring their child only onto site for the relevant class time, unless they have a legitimate reason to arrive earlier.</p> <ul style="list-style-type: none"> <li>• Risks reduced by staggering the start and finish times of different year groups.</li> </ul>		
<b>Staff Wellbeing</b>	H	<ul style="list-style-type: none"> <li>• Staff to be encouraged to share any concerns or worries immediately with a colleague, phase leader, DHT or HT.</li> <li>• Staff receive sufficient breaks during the day.</li> <li>• Staff encouraged to leave the school site shortly after the end of the school day.</li> <li>• Staff workload monitored by the SLT.</li> <li>• Staff members with health concerns to speak with the HT in the first instance if they have concerns regarding returning to school.</li> </ul> <p>Access to support and guidance for staff:</p> <ul style="list-style-type: none"> <li>• 1. Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (CV19).</li> <li>• 2. CV19 mental health link</li> <li>• 3. Education Support Partnership - free helpline for school staff and targeted support for mental health and wellbeing</li> <li>• 4. Counselling services available to all NCC staff</li> </ul> <p>Staff to be made aware of:</p> <ul style="list-style-type: none"> <li>• MindEd - a free educational resource from Health Education England on children and young people's mental health</li> <li>• Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</li> <li>• Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff.</li> </ul>	L	<p>Head Teacher</p> <p>Governors</p> <p>All staff</p> <p>H&amp;S union representative</p>

<b>Pupil Wellbeing</b>	H	<p>Staff have access to:</p> <ol style="list-style-type: none"> <li>1. Returning safe and happy and settled.</li> <li>2. Healthy child programme</li> <li>3. Place2Be-Coronavirus: wellbeing activity.</li> </ol> <p>-Maintain regular contact with parent/carers of children not currently attending the school.</p> <p>-Safeguarding Policy in place.</p> <p>-Focused pastoral support in place, including Well-being coaching and school counsellor.</p> <p>Parents and carers to be made aware of the following agencies:</p> <ul style="list-style-type: none"> <li>• MindEd</li> <li>• Rise Above</li> <li>• Every Mind Matters</li> <li>• Barnardo's See, Hear, Respond programme Bereavement UK and the Childhood Bereavement Network</li> <li>• Controls already in place and confident in taking action to look after their mental health and wellbeing.</li> <li>• Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff.</li> <li>• PHSE plan in place for Spring term to focus on personal, social and emotional development.</li> </ul>	L	<p>All staff</p> <p>My School Health</p> <p>All Thrive practitioners</p>
<b>Adequate testing/maintenance and fire safety arrangements during the covid19 pandemic.</b>	H	<ul style="list-style-type: none"> <li>• Schools are now fully open. Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment are maintained as normal.</li> <li>• 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</li> </ul>	L	<p>Provision is in place to make adjustments and revisit fire drills.</p> <p>Fire risk assessment has been reviewed and the associated</p>



		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.		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.  [See H&S FAQ document for further information on carrying out fire drills].
<b>Building Maintenance</b> <b>General cleaning of the school environment</b>	H	<ul style="list-style-type: none"> <li>• A deep clean will be carried out where positive cases have been identified.</li> <li>• All areas quarantined and cordoned off in the event of positive COVID case.</li> </ul>	L	External Cleaning Company

<b>Ventilation</b>	H	<ul style="list-style-type: none"> <li>• NCC and HSE guidance followed</li> <li>• Natural ventilation used where possible.</li> <li>• 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 H&amp;S FAQ document, CIBSE - Ventilation Guidance and the latest government guidance for schools.</li> <li>• 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.</li> <li>• 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)</li> <li>• Opening high level windows in preference to low level to reduce draughts</li> <li>• Rearranging furniture where possible to avoid direct drafts.</li> <li>• [For mechanical ventilation and extraction system please refer to documentation above].</li> </ul>	L	<p>Premises Team</p> <p>All staff</p> <p>Use of rooms with no ventilation should be avoided</p> <p>Consider installation of window fans to provide natural ventilation.</p> <p>Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms.</p> <p>Providing flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn.</p> <p>[Wall mounted fan convactor coil heating systems - All schools have been contacted</p>
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				directly by the NCC Property Services team to identify buildings with this type of system - an inspection of these systems will be carried out to ascertain if further maintenance is needed. See FAQ for further details or contact Property Services or your heating maintenance company for further advice.]
<b>Control of Substances Hazardous to health (COSHH).</b>	H	<ul style="list-style-type: none"> <li>• Cleaning products stored away from pupils in the classroom environment.</li> <li>• Use of hand sanitiser supervised by staff members.</li> <li>• All cleaning products clearly labelled and used as directed.</li> <li>• Staff directed to the COSHH assessment in place for the-COSHH risk assessments available on the Extranet.</li> <li>• Review cleaning products in use on a frequent basis.</li> </ul>	L	Premises Team  All staff

<b>Site Risk Register</b>	H	<ul style="list-style-type: none"> <li>School Building checklist completed</li> </ul>	L	School Business Manager
<b>Emergency Situations</b>	H	<ul style="list-style-type: none"> <li>Automatic fire detection system fitted.</li> <li>In the event of the fire alarm - staff and pupils are to evacuate the building via the nearest available fire exit.</li> <li>Staff to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks.</li> <li>Re-entering the building to be staggered. –</li> <li>Staff and pupils are to wash their hands /apply hand sanitiser on re-entering building. –</li> <li>Where need identified Personal Emergency Evacuation Plans put in place/reviewed</li> <li>At present suspend practice fire drill.</li> <li>Carry out desktop fire drill with staff, sharing FRA and emergency plan. Document training.</li> <li>Staff to carry out walkthrough fire drill with their class whilst maintaining social distancing measures.</li> </ul>	L	School Business Manager  Premises Team  All staff
<b>Office areas</b>	H	<ul style="list-style-type: none"> <li>Work stations are side by side. –</li> <li>Admin office door wedged open when occupied.</li> <li>Non-admin staff encouraged not to access admin office.</li> <li>Staff leave their desks as clear as possible to ease cleaning.</li> <li>Waste bins are lined with a black bag and where possible have a lid.</li> <li>Waste bins are emptied at the end of the school day.</li> <li>Office staff working from home on alternate days, if necessary.</li> </ul>	L	School Business Manager  Office Team  Premises Team  All staff

				<p>Review and apply the guidance for working safely in offices if applicable (e.g. receptions and shared offices)</p> <p>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</p>
<b>Toilet Areas/Personal Care changing facilities</b>	H	<ul style="list-style-type: none"> <li>• Allocated to identified groups of pupils.</li> <li>• Cleaned regularly.</li> <li>• Waste bins regularly emptied.</li> <li>• PPE readily available for personal care.</li> <li>• Sanitary bins located in identified and have closed lids. SLA in place.</li> </ul>	L	<p>Premises Team</p> <p>All staff</p>
<b>Meeting Rooms</b>	H	<ul style="list-style-type: none"> <li>• Timetabled access only</li> <li>• Non-essential items removed.</li> <li>• Seating and tables positioned to allow for social distancing.</li> <li>• Cleaning regime in place following each meeting.</li> <li>• Windows opened to allow natural ventilation.</li> </ul>	L	<p>School Business Manager</p> <p>Premises Team</p> <p>All staff</p>

Catering facilities	H	<ul style="list-style-type: none"> <li>• The school kitchen will be fully open from the start of the Spring term and normal legal requirements will apply. Kitchen operations comply with the guidance for food businesses on coronavirus (COVID-19).</li> <li>• 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.</li> <li>• Contractors running the kitchen responsible for completing risk assessment to ensure the safety of their staff.</li> <li>• Identified number of staff work in the main kitchen area to ensure social distancing.</li> <li>• Staff start times are staggered to ensure social distancing.</li> <li>• Main kitchen floor space clearly marked to ensure social distancing.</li> <li>• Handwashing / hand sanitiser facilities available.</li> <li>• Handwashing posters located in welfare facilities.</li> <li>• Ventilation switched on whilst kitchen staff are in the kitchen.</li> <li>• Catering staff adhere to hand washing guidelines.</li> <li>• Serving hatches provide a natural social distance from pupils.</li> <li>• When staff are serving, they stand side by side ensuring social distancing can be maintained.</li> <li>• Staff are rotated every 15 minutes when directly serving pupils.</li> <li>• Kitchen deliveries made directly to the kitchen area</li> <li>• Only essential items are ordered by the school.</li> <li>• Identified staff take responsibility for deliveries made to the school.</li> <li>• Staff members wash their hands before and after unpacking orders.</li> <li>• Kitchen deliveries are made directly to the kitchen area.</li> <li>• Products are to be wiped down before storing.</li> <li>• Packaging placed in the external bin store.</li> </ul>	L	<p>School Business Manager</p> <p>Catering Team</p> <p>Premises Team</p> <p>All staff</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>
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Waste Management on the school site	M	<ul style="list-style-type: none"> <li>External bin store in place</li> <li>Contractor SLA in place to remove waste materials from the school site</li> <li>Waste removed from the school building at the end of each day and placed in the designated bin store area.</li> </ul>	L	<p>School Business Manager</p> <p>Premises Team</p> <p>All staff</p>
External Lettings	H	<ul style="list-style-type: none"> <li>Access only permitted outside of school hours</li> <li>Use limited to KS2 yard and Parkside field. Those letting the site, have a full awareness of health and safety statutory guidance and must sign a contractual agreement accepting liability and due diligence for any decision making during the COVID-19 time.</li> <li>Group to wipe down any equipment that is used (i.e. sitting on play equipment)</li> <li>Keys and security gates are part of the cleaning regimes/repairs and maintenance.</li> </ul>	M	School Business Manager
<p>Build-up of pedestrian traffic/vehicle traffic around the school and its local community</p> <p>Close contact of adults and children on and outside the school site.</p>	H	<ul style="list-style-type: none"> <li>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.</li> <li>Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival.</li> <li>Pupils reminded not to congregate outside the school gates or on the school site.</li> <li>Head Teacher to remind parents not to congregate on the school site or around the school site.</li> <li>Social distancing measures are in place on the school site.</li> <li>Parents reminded to safely park around the school site.</li> <li>Pupils movement onto and off the school site is supervised by staff.</li> <li>Where concerns raised by the local community, appropriate action taken.</li> <li>When reviewing areas/spaces consideration given to : <ul style="list-style-type: none"> <li>Widening routes where possible.</li> <li>Removing unnecessary obstacles.</li> <li>Signing and communications:</li> </ul> </li> </ul>	L	<p>Head teacher</p> <p>Link to animation produced by NCC Communications Team regarding parental drop</p>

		<ul style="list-style-type: none"> <li>○ markings/signage at entrances</li> <li>○ movement intersections.</li> <li>○ encouraging people to wait and allow others to pass</li> <li>○ One-way movement.</li> <li>○ Separate entry and exit routes.</li> <li>○ Enlarge access and exits.</li> <li>○ Accommodate extended queuing: <ul style="list-style-type: none"> <li>○ Defined queue areas</li> <li>○ “Do not join the queue” when capacity reached signs</li> </ul> </li> <li>• School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.</li> <li>• If it is necessary for a childminder to pick up or drop off a child at school and walking is not practical, then a private vehicle for single household use is preferable. Use of public transport should be minimised.</li> </ul>		<p>off/collection:  <a href="https://youtu.be/bPzalrAx8Js">https://youtu.be/bPzalrAx8Js</a></p> <p>Deliveries.  People with additional needs.</p> <p>Use of stewards</p>
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## Guidance Documents from the Health and Safety Executive, Public Health England, The Government and the NHS - subject to regular updates.

### School based Guidance

[Guidance for full opening: schools](#)

[Contingency framework: education and childcare settings \(excluding universities\), Updated 1 January 2021](#)

[Supporting children and young people with SEND as schools and colleges prepare for wider opening](#)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

[Coronavirus \(COVID-19\): guidance on isolation for residential educational settings.](#)

[Further and higher education: coronavirus \(COVID-19\)](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

[What parents & carers need to know about early years providers, schools and colleges.](#)

[Remote education support.](#)

[Extra mental health support for pupils and teachers](#)

[Staying alert and safe \(social distancing\)](#)

[Coronavirus \(COVID-19\): test kits for schools and FE providers](#)

### NCC Extranet

Health and Safety COVID-19 file

[Extranet cleaning schedules](#)

Visitors Questionnaire

COSHH Assessments

### Health related guidance

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

[NHS Test and Trace](#)

[Coronavirus symptoms](#)

[NHS Pregnancy and coronavirus.](#)

The Royal College of Obstetrics and Gynecology (RCOG): [Occupational health advice for employers and pregnant women](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[Face coverings: when to wear one, exemptions, and how to make your own](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

[COVID-19 - 'shielding' guidance for children and young people](#)

[Understanding Coronavirus test results](#)

[What to do if a child is displaying Covid symptoms](#)

### Subject Area guidance

PE Guidance-[Guidance on the phased return of sport and recreation and guidance from Sport England](#) for grassroot sport

[Association for Physical Education and the Youth Sport Trust](#)

[CLEAPPS Guidance for subject areas](#)

[Working safely during coronavirus \(COVID-19\): performing arts](#)

[Returning to pools guidance documents](#)

## HSE Guidance

[HSE guidance on working safely.](#)

[HSE Ventilation](#)

[Health and safety guidance on educational visits](#)

## Transport Guidance

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Car sharing and travelling with people](#)

## Appendix 1

**Scenario Flowchart 11.09.20** - Schools must take swift action when they become aware that someone has developed symptoms or has attended and tested positive.

(Please note – guidance documents are regularly updated – please refer to the guidance hyperlinks and information sources for the latest information)







