Northumberland County Council

Risk Assessment Form (RA1)

Department:	**Service:**	**School:**
Activity: *Schools opening during COVID19 pandemic* ***Effective from 8 March 2021.*** ***Version 6.0: Updated 02 March 2021 (See green coloured text for updates; also recorded in Document History)*** To be read in conjunction with *NCC Health and Safety Bulletin and Schools coronavirus operational guidance* *Guidance for full opening: special schools and other specialist settings,* *~~Local Restrictions tiers - What you need to know;~~ National Lockdown Rules*	**Site:** *Little Acorns Nursery, Wooler First School & Glendale Community Middle School (shared campus)*	
People at Risk: *Staff, pupils, visitors, volunteers, parents, contractors* ***This risk assessment must be amended to record the specific arrangements in place within your school. Academies are welcome to use this risk assessment, however, references to certain arrangements/procedures may differ. The school specific risk assessment should be kept under review. Schools should retain copies of all previous versions of their risk assessment***	**Additional Information:** ***guidance on completion: risk assessment form*** *Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.* *Further additional information/links to documentation is available at the bottom of the document.*	
Name of Person Completing Form: Mike Deane-Hall	**Job Title: Executive Headteacher**	**Date: 4.3.2021** **Review Date: 22.3.2021**

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Prevalence of mutant Covid19 strain (VOC-202012/01) in the community	*Higher risk of transmission.*	*H*	*Schools will fully reopen nationally to all pupils from 8 March 2021.* *Face coverings are now used by pupils/staff in year 7 upwards in classroom settings. See separate risk assessment.* *Covid control measures in place at the school have been reviewed and the school risk assessment updated and will be robustly followed and enforced. The amended risk assessment is shared with staff and will continue to be reviewed and updated. Staff have an opportunity to feed into this review.*	*M*	*Those staff who have recently been reclassified as Clinically Extremely Vulnerable (CEV) following a change in assessment criteria by the NHS and existing CEV staff are working from home (see existing section on p4 of this document) in line with national guidance (extended to 31 March 2021). CEV pupils are being educated from home.* *The individualised Risk Assessments previously put in place for those staff who are 'clinically vulnerable' (CV), pregnant or from a BAME background are reviewed and adjustments made to reduce the risk of transmission as appropriate. Where the risk cannot be adequately reduced, CV/pregnant (in particular those more than 28 weeks pregnant) staff should be supported to work from home.This may also need to be considered for staff from a BAME background, depending on their risk assessment.* *Individual Healthcare Plans for all pupils are reviewed where appropriate [see also model risk assessment for CV/CEV pupils]*

Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic. *Opening after reduced occupancy*	*Equipment / system failure leading to enhanced physical or biological risks to people*	*M*	*Essential maintenance/testing as detailed below has continued to be undertaken during reduced occupancy [ensure the necessary checks have taken place for any parts of the building being reopened].* *Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment are maintained as normal.* *Fire doors are always operational and fire evacuation procedures have been reviewed and allow for social distancing as appropriate. A fire drill is planned [roll call lists updated/each class or cohorted group should stay together (where possible) and be assigned predetermined evacuation points which are sufficiently distanced from other groups - 'walk throughs' may be considered as an alternative so cohorted groups don't mix during evacuation but children must be familiar with sound of the evacuation alarm and be able to respond to it]. In an emergency situation, a full evacuation will take place as usual.*	*L*	*Provision is in place to make adjustments and revisit fire drills.* *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.* *[See H&S FAQ document for further information on carrying out fire drills].*
Inadequate ventilation. *Unable to achieve a comfortable (or legal minimum) temperature within the building.*	*Increase in risk of transmission of Covid19.* *Occupants become cold - poor concentration levels impact on learning.*	*H*	*As each school is different in terms of size, layout and type of ventilation systems, they are to record their own arrangements for ventilating specific areas/spaces here. At our schools facilities colleagues will open windows in communal spaces each morning when opening up the school. Individual staff will manage the ventilation in their work spaces over the course of the day and facilities staff will close windows when locking up in the evening. Staff are to manage the balance between natural ventilation and working*	*L*	*Occupied rooms with no ventilation - their use should be avoided.* *Consider installation of window fans to provide natural ventilation.* *Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms.* *Providing flexibility to the school*

			temperature in their environments. Air will be purged throughout the day as external doors are opened for the start of the school day, morning break time, lunchtime and home time. Due regard is to be given to the information on how best to maintain ventilation in the H&S FAQ document, CIBSE - Ventilation Guidance and the latest government guidance for schools. *General principles when using natural ventilation include opening windows. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully when unoccupied to purge the air in the space (e.g. between classes, during break and lunch). Rooms should, where possible, be fully ventilated for at least 15 minutes prior to and following use.* *Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)* *Opening high level windows in preference to low level to reduce draughts* *Rearranging furniture where possible to avoid direct drafts.* *Mechanical ventilation/heating systems are maintained in accordance with the manufacturers recommendations. [For mechanical ventilation and extraction system please refer to documentation above].*		*uniform policy to allow additional, suitable indoor clothing to be worn.* *[Wall mounted fan convector coil heating systems - All schools have been contacted directly by the NCC Property Services team to identify buildings with this type of system - an inspection of these systems has been carried out and further maintenance undertaken where needed. See FAQ for further details or contact Property Services or your heating maintenance company for further advice.]*
Inadequate safety management documentation	*Increased risk of contracting Coronavirus*	*M*	*The arrangements in the Covid19 risk assessment are monitored (detail specific arrangement for this)*	*L*	*Advice will be provided directly from the NCC public health team. The*

(policies, risk assessments etc)	*through lack of planning.*		*and kept under review. Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff. Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements.* *Procedures have been documented for:* ● *Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school.* ● *Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working.* ● *Responding to an outbreak of Coronavirus - see section below.*		*Northumberland Local Outbreak Prevention Plan is also available on the County Council webpage.*
Contact with others who may have Coronavirus *Inadvertent transmission to others*	*Exposure to live virus resulting in contracting Coronavirus.* *Exacerbation of existing medical conditions.*	*H*	***Staff*** *The individual Risk Assessments in place for those staff who are 'clinically vulnerable' (CV), pregnant or from a BAME background have been reviewed and reasonable adjustments made to their role to reduce the risk of transmission. Where the risk cannot be adequately reduced, CV/pregnant staff should be supported to work from home. In particular, women over 28 weeks pregnant should be supported to work from home as it is unlikely that most roles within schools can accommodate strict social distancing. This may also need to be considered for staff from a BAME background, depending on their risk assessment.* *Those staff who have recently been reclassified as Clinically Extremely Vulnerable (CEV) following a*	*M*	*See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable* *See generic school risk assessments for clinically/clinically extremely vulnerable staff* *Pregnant workers model risk assessment (to be completed in conjunction with the above assessment for vulnerable staff). [Schools should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness*

			change in assessment criteria by the NHS and existing CEV staff are working from home in line with national guidance (extended to 31 March 2021). [see note in Document History in relation to NCC employed staff] . *Outside of this time, 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 their medical condition and what reasonable adjustments have been made to their job role prior 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]* *Staffing levels are reviewed to ensure adequate levels are in place at all times.* ***Children*** *Children in clinically vulnerable and clinically extremely vulnerable health categories (as defined by PHE guidance)* *Most children originally identified as 'clinically extremely vulnerable' (CEV) no longer need to follow shielding advice as more evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions. Those children whose doctors have confirmed they are still CEV are not attending school when advised to do so by the Government during periods of national restrictions (extended to 31 March 2021).*		*from coronavirus (COVID-19).]* *See also: Advice for Pregnant Workers* *BAME risk assessment* *Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.* *The potential risks from COVID-19 to children and young people who have an EHCP/additional educational support needs must be assessed in light of individual circumstances including any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required. Assessments are in writing and existing assessments may be updated. Staff to be consulted/trained on any resultant measures to be introduced. Northumberland EHCP planning Tool and Risk Assessment* *Where children have an Individual Healthcare Plan, arrangements must be made to ensure that any adults supervising the child*

			Appropriate arrangements should be made so that education can continue at home. *Outside of these times, for those pupils in the CEV category, an individual risk assessment has been carried out in consultation with the child's parents and the relevant healthcare professional(s). Advice from health professionals/GP involved in the child's care is essential in these circumstances. Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include advice from the relevant health professional, where appropriate [see also model risk assessment for CV/CEV pupils]* *Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.* ***All Visitors/Contractors*** *External visits are restricted to those that are absolutely necessary (this would include essential maintenance required). Where possible these are arranged to avoid visiting during the school day, with contractor activities taking place outside of normal school hours. Contractors will not be allowed access without prior appointment and only for essential activities.* *Visitor contact information is retained for 21 days to support the NHS test and trace programme (Visitor Audit/Questionnaire). This should include details of all visiting staff.* ***General***		*understand and are familiar with the plan and have received any training that is indicated to care for the child.* *Schools: coronavirus operational guidance* *Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.* *When making appointments, contractors/visitors are briefed on the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.*

			General measures which been applied within school ● *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* *Staff communicate to children regarding social distancing / personal hygiene etc. Government guidance on Schools: coronavirus operational guidance is followed. Key issues include:* *Anyone displaying any symptoms of coronavirus are not permitted on the premises.* *Social distancing of 2m is applied throughout the school where possible (specific school/task risk assessments should be amended as appropriate).* *Seating/desk arrangements have been identified in offices, i.e workstations are socially distanced, & space has been allocated around equipment, such as printers.* *Reception/waiting areas are marked to identify social distancing and a process is in place for handling essential visitors to the site, for example, visitor passes and electronic sign-in devices are wiped down with disinfectant.* *Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. Washing hands thoroughly for 20 seconds with soap and water and or use of alcohol*		*Notices and information displayed in school.* *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.*

			hand rub or sanitiser. *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 bagged and disposed of.* *Face coverings are worn when required under national or local rules or where use has been risk assessed as being required. At our schools face coverings will be worn by all children from Year 3 upwards when arriving and departing from the site. Children in Years 5 to 8 at GMS will also wear face coverings when moving around the building during the day. Children in KS3 and staff teaching KS3 classes will wear face coverings in classrooms where social distancing cannot be maintained. All children using school transport will wear a face covering on buses and taxis. Staff will wear face coverings when moving around the building when pupils are in school (this includes break and lunchtimes when pupils may be outside) but pupils will not wear face coverings in classrooms (except for Yr7 & Yr8) and in the lunch hall. Staff are able to wear face coverings in lessons as they see fit in line with current guidance. This information has been shared with staff and parents/carers* *Arrangements have been put in place for safe disposal/storage of face coverings if worn - disposable masks to be put into a bin bag in a lidded bin, reusable covering to be placed by the pupil into a bag to take home.* *Cleaning frequently touched surfaces often using standard cleaning products.*		*The e-Bug Coronavirus website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.*

			Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.		
All teaching/classroom activities; early years, primary and secondary (see also section on 'Shared Learning Spaces/practical teaching below)	*Contracting coronavirus - staff and pupils, passing onto vulnerable persons*	*H*	***Cohort (bubble) Groups (see also H&S briefing for Heads)*** *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 and consistent, as possible, taking into account delivery of the curriculum, and are detailed below (enter school specific detail; the following is given as guidance):* ○ *EYFS – normal group sizes with cohort distancing in place.* ○ *Key Stage 1 & 2 - Full class sized cohorts. Class bubbles in place.* ○ *Key Stage 3 - Full class sized cohorts. Form/Year group bubbles in place.* *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.* *(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).* ***Social Distancing*** *As the school is fully open to all year groups,*	*L*	*Review Schools: coronavirus operational guidance* *Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak* *Breakfast and after-school provision is provided [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. [If necessary, it may be appropriate for one staff member to supervise up to two small groups, provided that any relevant ratio requirements are met]. Further guidance is available below and should be considered as part of your wraparound risk assessment [this includes information to provide to parents using external providers and checks for providers using school premises]:* *Schools coronavirus operational guidance*

			it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible. For older children and staff this is more achievable and should be more robustly implemented. The general arrangements below have been put in place to mitigate the risk where distancing cannot always be achieved. ***General arrangements*** ● *Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell.* ● *Face covering are worn by pupils/staff in year 7 and above in classrooms (where social distancing cannot be achieved).* ● *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*		*Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak* *Access rooms directly from outside where possible.* *No sharing of stationery etc.* *Note: Government guidance states that schools should not put rotas in place.*

			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.* ● *Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive use have been introduced.* ● *The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed. Where cleaning or disinfecting is not possible or practical, resources are either:* ● *restricted to one user* ● *left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles/individuals* ● *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.* *Sport and physical education* ● *Only activities whose national governing bodies have developed guidance that has been approved by the government are undertaken. (i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events)* ● *Outdoor sports should be prioritised where*		*PE activities are carried out in line with local and national restrictions - refer to 'Physical Activity in Schools' section of Schools: coronavirus operational guidance (which signposts to all relevant other publications).* *Schools consult government approved list of activities available*

			possible, and large indoor spaces used where it is not. ● *Inter-school activities are suspended.* ● *Equipment thoroughly cleaned between each use by different individual groups.* ● *Activity venues reviewed and outdoor sports are prioritised where possible, and large indoor spaces used where it is not.* ● *Ventilation is maximised in accordance with the arrangements stated above.* ● *Work with external coaches, clubs and organisations for curricular activities are subject to specific risk assessment to confirm that arrangements are safe and appropriate.* ● *Extra-curricular activities (i.e. before and after school clubs) are reviewed and only proceed where; a) it is necessary to support parents with work related activity, training/education or for the purpose of provision of respite care, and b) risk assessment confirms that arrangements are safe and appropriate.* ● *We will not be swimming in the remaining weeks of the spring term.*		*at: return to recreational team sport framework.* *Active Northumberland Schools at Home have three YouTube videos available. They are an online resource for children working remotely, require no equipment and are led by Active Northumberland instructors. The links are as follows:* • *8-12s - https://youtu.be/wGF-ahJ11oA* • *13-16's - https://youtu.be/btEjeYDRz3E* • *Dance - https://youtu.be/ihghJ-e4k9Y*

Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	*Contracting coronavirus - staff, pupils, public*	*H*	*In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:* ● *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.* *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]*	*L*	*Music - activities are undertaken in line with Schools - coronavirus operational guidance and working safely during coronavirus (COVID-19): performing arts. A separate risk assessment is in place for these activities.* *Performances in front of live audiences are not permitted. [see H&S FAQ document for further information on alternatives such as live streaming)]* *Science - practical work is in line with CLEAPSS Guide to doing practical work during the COVID-19 pandemic. Risk assessments are in place.*
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,	*Contracting coronavirus - staff pupils, visitors, parents/carers*	*H*	*Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes should be considered, or place a divider down the middle of the corridor if the width allows).* *Halls, dining areas and internal and external sports facilities 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.*	*M*	*When reviewing areas/spaces consider:* *Widening routes where possible.* *Removing unnecessary obstacles.* *Signing and communications:* *- markings/signage at entrances* *- movement intersections.* *- encouraging people to wait and allow others to pass* *One-way movement.* *Separate entry and exit routes.*

			Assemblies are arranged to take place with individual groups in their allocated classroom spaces rather than bringing all children from different classes together into one hall or large space. *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.* *Table seating plans for those in the same class/cohort group are arranged so children are seated as far apart as possible or where this isn't possible are seated side by side. [it is accepted that this won't always be possible and schools should balance this against the practicality of completing lunch sittings within a reasonable timescale].* *Arrangements are in place to ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time*		*Enlarge access and exits.* *Accommodate extended queuing:* *- Defined queue areas* *- "Do not join the queue" when capacity reached signs* *Deliveries.* *People with additional needs.* *Use of stewards.*
Staff use of communal areas/working with different groups. *Use of supply teachers and temporary workers*	*Contracting coronavirus - staff pupils, visitors, parents/carers*	*H*	*Staff breaks are staggered to avoid congestion in staff rooms. Staff use their own equipment – staff are not permitted to congregate in the staffroom. Two spare classrooms have been designated as staff break rooms. Staff must follow COVID secure expectations when using these rooms.* *Measures are applied within shared offices and staff room(s) to implement social distancing.*	*L*	*Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices)* *Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance*

			Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible. *Staff maintain 2m distance from pupils where possible (especially between adults and with older children). Face to face contact within 1m of anyone is minimised.* *Supply staff and other temporary workers can move between schools, but school leaders are to consider how to minimise the number of visitors to the school where possible.* *Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. All temporary staff are provided with this information and this is done as soon as possible after the booking is confirmed.* *Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.*		
Outdoor education and off-site visits	*Contracting coronavirus - staff, pupils, public*	*H*	*In accordance with government advice as prescribed by the DfE the schools is not undertaking educational visits at the current time.* *Educational Visit Coordinator & 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.]*	*L*	*Note: This position does not preclude undertaking local PE activity making use of external facilities, and travel to and from, those facilities in line with government guidance, and the use of external coaches, clubs and organisations, subject to a suitable and sufficient risk assessment. The latter is to be achieved through submission and approval of an Evolve form.*

					More structured visits involving multiple activities and travel beyond the immediate locality of the school is considered to fall outside of this position. Examples have been provided to EVCs and Heads. Queries relating to scope should be directed to them in the first instance then the Corporate Health and Safety Team if further clarification is required. *Onsite activities do not require the submission of an Evolve form but, like all activities involving significant risk, they must be subject to a suitable and sufficient risk assessment.*
Play activities	*Contracting coronavirus - staff and pupils*	*H*	*Existing school play risk assessment has been reviewed against government advice and shared with staff.* *Break times are staggered (including lunch), so that children are not moving around the school at the same time.* *Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups, more frequently cleaned and checked between use of groups. For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of*	*L*	

			use. *Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.*		
Provision of school meals service	*Contracting coronavirus - staff, pupils*		*The school kitchen is fully open and normal legal requirements will apply. Kitchen operations comply with the guidance for food businesses on coronavirus (COVID-19).* *Catering staff are aware of the content of this risk assessment and the measures required for use of communal staff areas have been implemented e.g. for toilets/staff room/changing rooms. [see also section on use of communal areas for seating plans etc]*		*Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, including additional cleaning, placement of tables, bubble group use etc)*
Parents/carers picking up/collecting pupils from school	*Contracting coronavirus - staff, pupils, public*	*H*	*Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.* *Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival.* *Drop off/collection times are staggered.* *(enter specific arrangements as to how this will be achieved).* *Staff briefed on the arrangements to be applied.* *Children, young people, parents/carers are advised:* ● *Not to enter the building if displaying any symptoms of coronavirus (COVID-19).* ● *Only to attend one at a time* ● *Of the designated pick up and drop off protocols (time, location, process) to minimise contact.* ● *Not to gather at entrances, gates or doors unless have pre-arranged appointments.* *School digital communications channels used to engage and advise parents on protective steps*	*L*	*Link to animation produced by NCC Communications Team regarding parental drop off/collection: https://youtu.be/bPzaIrAx8Js*

			being taken and associated requirements. *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.*		
Use of School Transport (external provision only)	*Contracting coronavirus - staff, pupils, transport provider*	*H*	*Steps taken to ensure anyone who becomes symptomatic does not use School Transport.* *Areas under lockdown are avoided unless travel into/out of that area is essential.* *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* *The degree of public transport use by pupils is quantified so; a) staggered start times may be considered to enable more journeys to take place outside of peak hours 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.* *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.* *A review has been undertaken by the school of dedicated transport use and consideration has been given to:* ● *grouping school based cohorts together on designated school transport so children either*	*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 measures are put in place.* *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.* *Stated measures to be reviewed upon publication of new guidance to local authorities on providing dedicated school transport that will build upon existing government guidance.* *Home to school transport is in line with current guidance: Transport to school and other places of education: 2020 to 2021 academic year*

			sit with their 'bubble' or within the same constant group. ● *use of hand sanitiser upon boarding and disembarking* ● *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* ● *implementing organised queuing and boarding where possible to support social distancing in vehicles where it is 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 they do not normally meet* ● *ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open* *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.* *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.*		*Where fewer pupils are attending school during periods of national lockdown, sufficient levels of capacity should be maintained to <u>maximise</u> social distancing on vehicles. For example, through alternate seating or separation between year groups or schools where this is possible.*

Staff travelling to and from work. *.*	*Contracting coronavirus, spread of virus*	*H*	*Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.* *Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers.* *When travelling by public transport:* ● *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*	*M*	*Review Guidance:* *How to wear and make a cloth face covering* *Coronavirus (COVID-19): UK transport and travel advice* *Passenger guidance*
Children who are non-compliant / displaying challenging behaviour	*Contracting coronavirus - staff, pupils,*	*M*	*Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.* *Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers.* *Those with challenging behaviour only remain in School where measures (e.g. behaviour*	*L*	*For further information visit: NCC Local SEND Offering 0-25 yrs.* *All risk assessments, behaviour crisis plans and EHCPs are updated (as applicable) in line with the current COVID-19 situation. Where these are absent a person specific risk assessment is undertaken of those who pose a risk to others by virtue of known behaviours. Reviews relate to specific support staff and take steps to avoid conflict and*

			management plan, workable de-escalation techniques, trained staff) are in place and there is certainty that they will be effective. *All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.* *Staff working with pupils who spit uncontrollably are given more opportunities to wash their hands than other staff.* *Pupils who regularly who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' are also given more opportunities to wash their hands where appropriate.*		*situations known to increase anxiety and defensive behaviours.* *Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).*
Personal care activities	*Contracting coronavirus or passing onto vulnerable or shielded children*	*H*	*Social distancing is implemented where possible.* *Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.* *Any queries are directed to the school nurse.* *Staff know how to safely put on and take off PPE. PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.*	*L*	*PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.* *No additional PPE is generally needed other than that already identified via risk assessment.* *Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure (AGP) - advice is provided by the school nurse and a risk assessment produced. Specific detailed guidance and requirements when performing*

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

			Steps are taken to limit resources that are taken home by staff and pupils. Marking policies have been reviewed with emphasis on the use of visualisers, self- marking and verbal feedback. Staff wash hands if handling pupils' homework/books. *A review has been undertaken to remove soft furnishings, soft toys and toys/equipment that are hard to clean (such as those with intricate parts).* *Classrooms are cleaned daily. Where classrooms are shared (practical lessons), the room and equipment is cleaned between different group use. Bins for tissues are emptied throughout the day. Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements.* *Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for dealing with this scenario is implemented, which incorporates the PHE guidance on 'cleaning and waste' (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. NCC PPE Risk Assessment* *Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE* *See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.*		*PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.* *Bleach should be avoided and a suitable alternative product(s) used. If schools are advised to use a bleach based product, only bleach sprays should be used. It's use must be strictly controlled and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff.* *See sample COSHH risk assessment*

Lateral flow device Covid testing carried out incorrectly. *Weekly staff/pupil home testing.* *Testing pupils returning to school [year 7 plus]*	*Transmission of Covid 19 virus*	*H*	*The national guidance issued in relation to the COVID-19 testing programmes in schools has been implemented: Link to Covid testing documentation/training* *Following initial on-site testing for pupils in year 7 and above returning to school from 8 March, twice weekly home testing will then be offered to staff/pupils. Although voluntary, this is strongly encouraged by the school.* *Schools with years 7 and above should retain a small on-site testing centre so they can offer testing to pupils who are unable or unwilling to test themselves at home.* *Separate school specific risk assessment(s) are in place to cover both on-site and home testing activities – these have been shared on our school websites.* *Temporary and teacher training staff should be offered testing in the same way as wider school staff.*	*M*	*[see NCC model risk assessments: Covid19 Home Testing – School Staff/Pupils (link to follow) Covid19 - Testing on School Sites These are based on the DfE/PHE How to Guides/SOPs but should be tailored to record specific arrangements in place at your school]*
Staff displaying symptoms of coronavirus whilst at school *[*symptomatic persons are required to have a PCR test]* *Contact with others who are symptomatic or who have tested positive*	*Others contracting virus.*	*H*	***Staff have been instructed they must not attend school if they are symptomatic/test positive, or if anyone in their household, support bubble or childcare bubble is symptomatic/tested positive. This also applies to staff travelling from foreign countries (who will have to self-isolate either at home or in managed isolation on return to the Country).*** ***Schools follow the process detailed in the NCC flowchart "Managing Covid-19 in Northumberland Schools and settings" and***	*M*	*Ensure home and emergency contacts are up to date.* *A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school.* *Staff requested to urgently access the national test and trace programme which is now operational and will involve direct*

			complete the report form in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information. *Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - Stay at Home . If they are seriously ill contact 999.* *Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. Household contacts of the individual who is symptomatic are required to self isolate straight away (this can cease if the test comes back negative).* *Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.* *Staff should inform the school as soon as they receive their test result (positive or negative).* *Where the staff member tests negative, they can return to their setting when they are medically fit to do so following discussion with line manager and appropriate local risk assessment. Fellow household members can end their self-isolation. PHE staff return to work criteria must be applied.*		*discussion with those in close contact with a person who tests positive for Covid19. The school has a small supply of PCR home test kits which can be used in very exceptional cases (Coronavirus (COVID-19): test kits for schools and FE providers)* *Letter from PHE and NHS Test and Trace to school and college leaders* *For those testing positive via a LFD test please refer to Weekly staff/pupil home testing above.*

			PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on 'cleaning and waste'. *Where the staff member tests positive via a *PCR test; based on advice from the NCC Public Health Team, close contacts should be identified and sent home and advised to self-isolate in line with Government Stay at Home guidance. 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 isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.* *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.*		
Pupils displaying symptoms of coronavirus whilst at school *[*symptomatic persons are required to have a PCR test]* *Contact with others who are symptomatic or who*	*Others contracting virus.*	*H*	***Pupils/parents have been instructed that pupils must not attend school if they are symptomatic/test positive, or if anyone in their household, support bubble or childcare bubble is symptomatic/tested positive. This also applies to those travelling from foreign countries (who will have to self-isolate either at home or in managed isolation on return to the Country).*** ***Schools follow the process detailed in the NCC flowchart "Managing Covid-19 in***	*M*	*Ensure emergency contacts are up to date.* *A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school.* *Parent/carer is requested to urgently arrange a test for their child via the national test and trace*

have tested positive			***Northumberland Schools and settings" and complete the report form in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.*** *Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home. Household contacts of the individual who is symptomatic are required to self isolate straight away (this can cease if the test comes back negative). School Transport is avoided. PHE guidance on self isolation is followed - Stay at Home. If they are seriously ill contact 999.* *If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.* *PPE is only required by staff caring for the child while they await collection in the following circumstances: (see also Symptomatic children action list for schools and Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE))* ● *a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained* ● *if contact is necessary, then disposable gloves, apron and a face mask should be*		*programme and will involve direct discussion with those in close contact with a person who tests positive for Covid19. The school has a small supply of PCR home test kits which can be used in very exceptional cases (Coronavirus (COVID-19): test kits for schools and FE providers) Parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative).* *Letter from PHE and NHS Test and Trace to school and college leaders* *Symptomatic children action list for schools (important - please note that in Northumberland support to schools is being provide by the NCC public health team rather than Public Health England/Health Protection Team)* *For those testing positive via a LFD test please refer to Weekly staff/pupil home testing above.*

			worn ● *eye protection (e.g. visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.* *See which includes specifications for PPE to be used; this should be recorded in this risk assessment and your protocol)).* *Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.* *They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.* *Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.* *Where the pupil tests negative, they can return to their setting once they are recovered as usual from their illness and the fellow household members can end their self-isolation.* *Where the pupil tests positive via a PCR test based on advice from the NCC Public Health Team, close contacts should be identified and sent home and advised to self-isolate in line with Government Stay at Home guidance. 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 during their isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. *PHE guidance on 'cleaning and waste' should be adhered to.*		
Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down		*H*	*The Northumberland Local Outbreak Prevention Plan will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from the NCC public health team/health protection team.*	*L*	*The school have a plan in place to deal with partial or full closure of the school. (add link to school specific plan)*
Inadequate first aid provision	*Serious injury or death* *First aider contracting coronavirus or spreading virus to others.*	*H*	*A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken. First raiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information.* *First aiders assist at a safe distance from the casualty where possible and minimise the time they share a breathing zone. Where the casualty is able to, they are directed to undertake specific treatments themselves (age dependent) e.g.*	*L*	*Where First Aid at Work and Emergency First Aid at Work certificates expired on or after 16 March 2020 and staff cannot access requalification training because of coronavirus, staff may qualify for an extension up until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021. Staff must be able to explain why they haven't been able to requalify and demonstrate*

			applying a plaster, running a burn under cold water. *Where available, and appropriate,* ***fluid resistant face mask, gloves****,* ***disposable plastic apron and disposable eye protection*** *is used which should be kept in or next to first aid kits. (see FAQ document on dealing with minor accidents)[this is in line with HSE guidance]* ***CPR*** *In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths.* *As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions* *A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.* *Further information is also contained in the Government publication: Guidance for first responders and others in close contact with symptomatic people with potential COVID-19*		*what steps they have taken to access the training, if asked to do so. See HSE guidance First aid during the coronavirus (COVID-19) outbreak* *Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:* *Early years foundation stage: coronavirus disapplications - GOV.UK (see section on paediatric first aid and requalification)*

Lack of communication with staff/parents/others	*Confusion/mis-information resulting in breakdown of arrangements.*	*H*	*Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.* *Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Hangouts.* *Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe. Information shared via school comms (text and email) and is available on school webpage to provide assurance to parents.* *The arrangements in place for children are shared with them in an age-appropriate way.*	*L*	*Parents have access to the Covid19 Quick Guide checker - this is available on the school's webpage and has been brought to the attention of parents. (this includes advice when returning from another Country; under national lockdown rules international travel is not allowed except for certain legally permitted reasons)*
Increased staff home working & use of Display Screen Equipment (DSE)	*Musculoskeletal problems arising from incorrect postures*	*M*	*NCC bulletin on homeworking and DSE use is made available to staff. This follows HSE guidance on homeworking, including the principles of good DSE use is followed.* *NCC DSE policy is available to staff.*	*L*	

Uncertainty due to the unprecedented nature of the pandemic *Maintaining staff wellbeing and mental health*	*Stress and anxiety arising through uncertainty, lack of control and reduced contact*	*M*	*Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.* *Shared distribution of workload, e.g. rota for staff in school and those homeworking.* *Regular communications are in place between staff and Managers. Staff also have access to all shared information/documentation. Governing Body are involved with decision making in relation to measures in place where appropriate.*	*L*	*Stress risk assessment reviewed.* *Supporting Emotional and Mental Health - Information for Schools.* *Telephone support & counselling* *Wellbeing guide for staff working in schools and trusts* *Resources for school employees - information regarding wellbeing*
Pupil uncertainty surrounding attendance/return to school/self isolation	*Stress and anxiety impacting themselves and staff*	*M*	*Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. Parents have the opportunity to discuss concerns with school staff.* *Provision of pastoral and extra-curricular activities available to all pupils designed to:* ● *support the rebuilding of friendships and social engagement* ● *address and equip pupils to respond to issues linked to coronavirus (COVID-19)* ● *support pupils with approaches to improving their physical and mental wellbeing* *Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) plan) are self-isolating, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access*	*L*	*The government has launched the Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.* *Supporting Emotional and Mental Health - Information for Schools.* *PHE offer access to a free online Psychological First Aid course that teaching staff can access. The course provides practical and emotional support to children and*

			education support. *[see government guidance for further information and apply as appropriate - record details here].*		*young people affected by emergencies or crisis situations, such as COVID.*

Useful Links:

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

Document History

Item	Nature of change	Date of Update
Prevalence of mutant Covid19 strain (VOC-202012/01) in the community	Removal of reference to temporary arrangements in place during limited school opening. Updated wording around CEV/CV/pregnant staff.	02/03/2021
Opening after reduced occupancy	New hazard added to section. Ensure any unoccupied parts of the schools have had the necessary maintenance/statutory testing carried out.	02/03/2021
Inadequate ventilation	Amended text.	02/03/2021
Contact with others who may have Coronavirus	Updated text regarding CEV/CV/pregnant staff. Updated links	02/03/2021
All teaching/classroom activities; early years, primary and secondary	Updated links. Reference to the wearing of face coverings in classrooms. Updated text regarding wraparound care. Information concerning cleaning of equipment used in the delivery of therapies. Augmented text regarding PE.	02/03/2021
Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	Amended text regarding Music/live performances	02/03/2021
Children who are non-compliant / displaying challenging behaviour	Information regarding more frequent hand washing where stated circumstances dictate.	02/03/2021
Lateral flow device Covid testing carried out incorrectly.	Reference to updated LFD testing requirements (detail in two new separate model risk assessments for On-site and Home Testing)	02/03/2021

Contact with others who are symptomatic or who have tested positive	New hazard added to section. Clarification on staff self-isolation.	02/03/2021
Pupils displaying symptoms of coronavirus whilst at school	New hazard added to section. Clarification on self-isolation requirements.	02/03/2021
Pupil uncertainty surrounding attendance/return to school/self isolation	Link added to PHE Psychological First Aid course.	02/03/2021
Outdoor education on-site and off-site visits	Clarification on required use of an EVOLVE form.	08/02/2021
Inadequate Ventilation	Ensure mechanical ventilation and heating systems are maintained.	03/02/2021
Outdoor education on-site and off-site visits	Amendment to reflect updated guidance regarding Physical Activity.	03/02/2021
Use of School Transport (external provision only)	Updated link for School Transport Guidance.	03/02/2021
Staff displaying symptoms of coronavirus whilst at school	Household contacts of a symptomatic individual should also self-isolate immediately.	03/02/2021
Pupils displaying symptoms of coronavirus whilst at school	Household contacts of a symptomatic individual should also self-isolate immediately. Clarified wording that pupils can return to school if their PCR test is negative and they feel well enough to do so.	03/02/2021

Testing pupils returning to school [secondary/special schools only]	Year 7 and above: Update to reflect pausing of daily serial testing for close contacts as per PHE statement. Inclusion of one-off testing for pupils returning to school.	21/01/2021
Staff displaying symptoms of coronavirus whilst at school	Removal of reference to daily serial testing. Schools with year 7 and above should revert to previous protocol of self-isolation.	21/01/2021
Pupils displaying symptoms of coronavirus whilst at school	Removal of reference to daily serial testing. Schools with year 7 and above should revert to previous protocol of self-isolation.	21/01/2021
Inadequate first aid provision	Updated text on extensions to first aid certificates.	21/01/2021
Outdoor education on-site and off-site visits	Update with advice against undertaking of educational visits.	21/01/2021
Prevalence of mutant Covid19 strain (VUI-202012/01) in the community	Working with smaller groups. CV staff/pregnant workers to work from home (where possible). Special school provision. Removal of requirement to have a specific risk assessment in place for staff living with CEV individuals (historic requirement relating to obsolete guidance)	13/01/2021
Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic	If only using part of school due to reduced numbers ensure fire doors are kept operational at all times.	13/01/2021
Contact with others who may have Coronavirus	Removal of requirement to have a specific risk assessment in place for staff living with CEV individuals (historic requirement relating to obsolete guidance). Link added to guidance on pregnant workers. Link to e-bug covid website added.	13/01/2021
All teaching/classroom activities; early years, primary and secondary	Updated text on wraparound care. Link to Active Northumberland activities for children being educated at home.	13/01/2021

Use of supply teachers and temporary workers	Updated text on temporary/teacher training staff.	13/01/2021
Use of School Transport (external provision only)	Updated text on school transport provision during lockdown – maintain sufficient provision to maximise social distancing.	13/01/2021
Lateral flow device Covid testing carried out incorrectly	Temporary and teacher training staff should also be offered testing.	13/01/2021
Pupils displaying symptoms of coronavirus whilst at school	NCC Public Health team will not contact schools with the results of a PCR test – parents/carers should notify the school of results.	13/01/2021
Lack of communication with staff/parents/others	Link to guidance that includes advice when returning from another country. International travel is not permitted under lockdown rules.	13/01/2021
Prevalence of mutant Covid19 strain (VUI-202012/01) in the community	New section. National lockdown rules in place from 5/1/2021. CEV to work from home. CEV pupils to be educated from home.	07/01/2021
Contact with others who may have Coronavirus	Updated guidance on pregnant staff over 28 weeks.	07/01/2021
All teaching/classroom activities; early years, primary and secondary	Link to school guidance for local and national restrictions for physical education and sports.	07/01/2021
Lateral flow device Covid testing carried out incorrectly	New section.	07/01/2021

Staff displaying symptoms of coronavirus whilst at school	Removal of 14 day isolation guidance and redirect to up to date Government advice. Asymptomatic mass testing arrangements added. Schools to update their own risk assessment to reflect the status of the national testing programme.	07/01/2021
Pupils displaying symptoms of coronavirus whilst at school	Removal of 14 day isolation guidance and redirect to up to date Government advice. Schools to update their own risk assessment to reflect the status of the national testing programme.	07/01/2021
Activity / Useful Links	Link added to 'local restriction tiers' guidance. Heads to familiarise themselves with rules.	01/12/2020
Contact with others who may have Coronavirus	Update on CEV staff/pupils under local tier restrictions who can now return to school.	01/12/2020
Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	Update on performances under local tier restrictions. See also H&S FAQ document.	01/12/2020
Pupil uncertainty surrounding attendance/return to school/self isolation	Update on vulnerable pupil support arrangements whilst self isolating.	01/12/2020
Contact with others who may have Coronavirus	Updated guidance on CEV individuals. In relation to staff employed by the County Council, to comply with government advice a decision has been made by the Council's Executive Team that all CEV staff must work from home. CEV pupils to be educated from home. Change to the definitions which make an individual CEV (chronic kidney disease (stage 5) and adults with Downs Syndrome now included).	17/11/2020

All teaching/classroom activities; early years, primary and secondary	Updated guidance on sport and physical activity. Link added to wrap around provision and extra-curricular activity guidance.	17/11/2020
Use of School Transport (external provision only)	Updated guidance on ventilation on home to school transport. Link added to the updated 'Autumn term - transport for schools' guidance.	17/11/2020
Pupils displaying symptoms of coronavirus whilst at school	Link added to 'Safe working in education, childcare and children's social care settings' guidance.	17/11/2020
Parents/carers picking up/collecting pupils from school	Link added to animation aimed at parents. Advice for child minders collecting/dropping off pupils from different households.	17/11/2020
Personal Care Activities	New guidance for those schools carrying out aerosol generating procedures (AGP)	17/11/2020
Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic	Link added to H&S FAQ document - new information on fire drills.	02/11/2020
Inadequate Ventilation	New section based on updated CIBSE ventilation guidance (Oct 2020) and updated government guidance on schools fully opening. Further information can be found in the H&S FAQ document. Note regarding heating systems moved into this section from the section above.	02/11/2020
Contact with others who may have Coronavirus	Update on face coverings. Link added for wrap around provision guidance. Link added to model pregnant workers risk assessment - this should be completed in conjunction with the CV/CEV assessment.	02/11/2020
All teaching/classroom activities; early years, primary and secondary	Update on wrap around provision and extra-curricular activity.	02/11/2020

Staff use of communal areas/working with different groups and Use of supply teachers	Update on shared staff areas.	02/11/2020
Outdoor education on-site and off-site visits	Non-NCC establishment advice wording updated.	02/11/2020
Use of School Transport (external provision only)	Advice on face coverings updated - these are now mandatory for those in year 7 and above. Schools should support school transport team/providers in helping with compliance issues on wearing face covering.	02/11/2020
Pupils displaying symptoms of coronavirus whilst at school	Advice on PPE requirements updated (rather than hyperlinking to government guidance on specification for PPE it is documented)	02/11/2020
Outdoor education on-site and off-site visits	Wording regarding insurance arrangements.	29/10/2020
Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic	Renamed from 'School re-opening following partial or full closure and lack of statutory testing/maintenance' as schools are now fully open and wording changed to reflect this. Update on wall mounted fan convector coil heating systems.	07/10/2020
Contact with others who may have Coronavirus	Link to 'EHCP Planning Tool' added.	07/10/2020
Use of School Transport (external provision only)	Update in respect of NCC School Coronavirus (COVID-19) advice regarding use of face coverings.	07/10/2020
Staff displaying symptoms of coronavirus whilst at school	Update in respect of process for reporting cases. Link added for NCC flowchart for reporting covid cases.	07/10/2020
Pupils displaying symptoms of coronavirus whilst at school	Update in respect of process for reporting cases. Links added for NCC flowchart for reporting covid cases and 'Symptomatic Children Action List.'	07/10/2020
Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down	Advice to be sought from NCC's public health team/health protection team.	07/10/2020
Lack of communication with staff/parents/others	Link added for 'Parent Quick Guide Checker.'	07/10/2020

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

	distancing.	
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
General	Some re-ordering of hazards (rows) to achieve better flow.	30/07/2020
Additional information	New/updated additional documentation	30/07/2020
School re-opening following partial or full closure and lack of statutory testing/maintenance	Minor wording changes. Review fire risk assessment.	30/07/2020
Inadequate safety management documentation (policies, risk assessments etc)	New section.	30/07/2020
Contact with others who may have Coronavirus	Staff/children living with someone who is shielding can now return. Updated guidance for Clinically Extremely vulnerable children and staff - mostly able to return to school. Model school specific risk assessment template for vulnerable/extremely vulnerable staff returning will be available early August.	30/07/2020

	Visitor information to be retained and kept for 21 days. Specific guidance on hand washing requirements for children. Information on face coverings.	
All teaching/classroom activities; early years, primary and secondary	Amended wording in hazard column. Updated guidance on cohort/bubble group sizes,social distancing, classroom arrangements, including layout. Some text moved to new section below.	30/07/2020
Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	New section - some control measures moved from previous section.	30/07/2020
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces	Minor changes. Use of staff areas moved into separate section. Reference to practical lessons moved into separate section. Additional text added for use of dining hall (see also new section on provision of school meals)	30/07/2020
Staff use of communal areas/working with different groups and Use of supply teachers	New section pulling together measures for staff areas and to record arrangements for temporary and visiting staff.	30/07/2020
Outdoor education on-site and off-site visits	Updated to illustrate requirement for EVCs and Heads to monitor Evolve for policy and guidance updates.	30/07/2020
Provision of school meals service	New section. Ensure arrangements in place are applied to kitchen facilities.	30/07/2020
Use of School Transport (external provision only)	Updated arrangements regarding more children accessing transport.	30/07/2020
Staff travelling to and from work	Minor amendment and link to government guidance	30/07/2020
Personal care activities	Reference to care activities involving aerosol generating procedures and clarification that no additional PPE generally needed other than that normally identified via risk assessment.	30/07/2020
Use of hand sanitizer	Reference to skin friendly skin wipes (confirmed with NCC public	30/07/2020

	health that these should contain alcohol to be as effective as sanitiser). Bulk storage arrangements for hand sanitiser (updated fire risk assessment).	
Insufficient cleaning/exposure to virus on objects/surfaces	Updated government guidance on cleaning and waste (15 July). Ensure cleaning schedule is in place which cleaners are briefed on and records are kept of cleaning undertaken.	30/07/2020
Staff displaying symptoms of coronavirus whilst at school	Clarification on isolation of bubble groups. Requirement to notify NCC public health team of all symptomatic persons. Removal of specific self isolation periods as this is liable to change (currently changed from 7 to 10 days) - schools should keep up to date with the latest requirement.	30/07/2020
Pupils displaying symptoms of coronavirus whilst at school	As above.	30/07/2020
Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down	New section.	30/07/2020
Inadequate first aid provision	Updated guidance based on HSE advice. Government advice for schools is that no PPE is needed, however, based on HSE advice if PPE is available it should be used.	30/07/2020
Pupil uncertainty surrounding attendance/return to school	New section.	30/07/2020
Activity and People at Risk	Information of how updates have been incorporated and updated link to all school related government guidance added. Amended text regarding need to review risk assessment.	05/06/2020
Additional Information Section	Amendment. NCC Corporate Health and Safety Advice - FAQs for School Head Teachers, link to vulnerable staff risk assessments (including	05/06/2020

	BAME) and Public Health Q&A for Teachers and Parents	
School re-opening following partial or full closure and lack of statutory testing/maintenance	Amendment. Update to explain in more detail the required checks/testing. Note regarding cleaning. Additional information on fire evacuation procedures/fire drills.	05/06/2020
Contact with others who may have Coronavirus. Inadvertent transmission to others	Amendment Para on staffing levels. Link to BAME risk assessment added. Revision to wording in "Children" section (no change to arrangements). Shielding households - slight amendment to wording. Link to updated SEND guidance. Recommendation to provide lidded bins/tissues. Social distancing advice in offices/reception. Hot/warm water required for hand washing (see H&S FAQ). Reinforcement that only essential visitors are permitted access to school.	05/06/2020
Unable to achieve social distancing	Amendment. Staff role in health/hand hygiene arrangements. Changes to early years spaces requirements and group sizes. Secondary Schools are only permitted to have ¼ of yr. 10 and yr. 12 cohort in school at any one time. Rotas permissible in secondary schools. Some other minor textual changes.	05/06/2020
Use of communal areas	Amendment. Update regarding assemblies. Updated guidance on PE activities from AfPE.	05/06/2020
Parents/carers picking up/collecting pupils from school	Amendment Queuing system/greeting process for parents. New links to government guidance added.	05/06/2020
School Transport	New section	05/06/2020

Staff travelling to and from work.	New section	05/06/2020
Children who are non-compliant / displaying challenging behaviour	New section	05/06/2020
Use of hand sanitiser	Clarification on use of alcohol based hand sanitiser and need to have safety data sheet and COSHH risk assessment in place. (See also Health and Safety FAQ document for further information)	05/06/2020
Insufficient cleaning/exposure to virus on objects/surfaces	Amendment. Update regarding taking resources home and marking homework.	05/06/2020
Staff displaying symptoms of coronavirus whilst at school	Amendment. Requirement to have protocol in place for those who become symptomatic on premises. Update on test and trace procedure and process for staff who test negative for Covid-19. Public Health cleaning posters have been withdrawn	05/06/2020
Pupils displaying symptoms of coronavirus whilst at school	Amendment. Note regarding avoidance of School Transport added. Requirement to have protocol in place for those who become symptomatic on premises. Public Health cleaning posters have been withdrawn.	05/06/2020
Inadequate first aid provision	Removal of appointed person as minimum - trained first aider recommended due to increase in numbers. Link to FAQs added.	05/06/2020
Lack of communication with staff/parents/others	New section	05/06/2020