

Risk Assessment Form (RA1)

Department: Education	Service:	School: Lowick C of E First School
Activity: Schools remaining open/reopening during COVID19 pandemic Updated: 8 June 2020 (see coloured text for updates) To be read in conjunction with NCC Health and Safety Bulletin and Coronavirus (COVID-19): guidance for schools and other educational settings.		Site: Lowick C of E First School and nursery
People at Risk: Staff, pupils, visitors, volunteers, parents, contractors The school specific risk assessment is kept under review.		Additional Information: guidance on completion: risk assessment form Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC. Government/Public Health England Advice: https://www.gov.uk/coronavirus/ / 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 Vulnerable Staff - Risk assessments (including BAME)
Name of Person Completing Form:	R Simpson	Job Title: Headteacher Date: 10.6.2020 Review Date: ongoing

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
School re-opening following partial or full closure and lack of statutory testing/maintenance	Equipment / system failure leading to enhanced physical or biological risks to people	M	<p>Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment have taken place during (or recently before) the school closure.</p> <p>Head/Caretaker has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening. Consideration given to; check of known asbestos sites for damage, potential pest/rodent activity, cleanliness/general safety of kitchen facilities, electrical equipment, site security measures, fire safety measures (extinguishers, door mechanisms etc.) and general building(s) integrity and serviceability.</p> <p>Fire evacuation procedures have been reviewed and a fire drill is planned [roll call lists updated/each cohorted group should stay together 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]</p> <p>Nature and type of use of the building since closure has been determined and appropriate cleaning initiated.</p>	L	<p>See guidance on Managing school premises during the coronavirus outbreak</p> <p>Where checks / paperwork /maintenance is lacking; steps taken to address this prior to reopening - items taken out of use (where possible), or guidance obtained from a competent person (manufacturer, service engineer, NCC Property Services).</p> <p>Provision is in place to make adjustments and revisit fire drills in the event further pupils return throughout the term.</p> <p>The main school children will do a walk through of the drill to allow them to learn where to assemble on the yard to keep bubbles separate.</p> <p>Nursery will do a practice fire drill walk through separately from the main school as they are opening a week later.</p>

<p>Contact with others who may have Coronavirus</p> <p>Inadvertent transmission to others</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	<p>H</p>	<p>Staff</p> <p>Staff on the “Clinically Extremely Vulnerable” list requiring shielding are self isolating at home. Those staff <i>who are ‘clinically vulnerable’, pregnant or from a BAME background</i>, are working from home/assigned alternative duties (such as supporting remote education, carrying out lesson planning etc). Where this isn’t possible a personalised risk assessment for each individual is in place recording the details of the medical condition and what reasonable adjustments have been made <u>prior</u> to the staff member returning to school. Advice is sought from Occupational Health where necessary.</p> <p><i>Staffing levels are reviewed to ensure adequate levels are in place at all times.</i> Where staff shortages are identified which impact on the operations of the school, Children’s Services are contacted for additional support (Simon Baxter on 07870 365983).</p> <p>Staff with health concerns or existing medical conditions (not at the level of being Clinically Extremely Vulnerable) have been contacted and given the option to work from home for as long as is possible. No pressure is put on staff to come to work in school if they have reasonable concerns about their health.</p> <p>Children</p> <p><u>Children in vulnerable and highly vulnerable health categories (as defined by PHE guidance)</u></p> <p>Pupils in “Clinically Extremely Vulnerable” category have been identified and are continuing with remote education. Pupils classed as “Clinically Vulnerable”</p>	<p>M</p> <p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>See NCC generic risk assessments for vulnerable staff:</p> <p>General Vulnerable Conditions - COVID19 - Personalised Risk Assessment Template</p> <p>Staff with Mild Asthma - COVID19</p> <p><i>BAME risk assessment – staff have all been asked if they are BAME and if they have any health risks or concerns linked to their ethnicity. No staff have identified as BAME. If they were, then they would be allowed to work from home if they chose.</i></p> <p><i>Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.</i></p> <p>The potential risks from COVID-19 to children and young people who have an <i>EHCP/additional educational support needs</i> must be assessed in light of <i>individual circumstances including</i> any underlying health</p>
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			<p>can wait outside of the front door rather than in the school building. A process is in place for handling essential visitors to the site, for example, visitor passes are wiped down with disinfectant, we have disinfectant shoe spray and hand sanitiser at the entrance.</p> <p>Cleaning hands more often than usual and on arrival and before and after eating, sneezing, coughing - washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser.</p> <p>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided in every room along with bins for used tissues and other waste. This waste is double bagged and disposed of.</p> <p>Cleaning frequently touched surfaces often using standard products, such as detergents recommended by the local authority (i.e. selgiene ultra)</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.</p> <p>Our classrooms have been laid out differently, with spaced desks. Soft and fabric items removed. The children are using the external doors directly into the classrooms. We have no corridors (it is an open plan school) but thoroughfares (such as the dining hall) are not being used by the children.</p>		
Unable to achieve social distancing - All teaching/classroom activities; early	Contracting coronavirus - staff and pupils, passing onto vulnerable persons	H	It has been accepted nationally that Early Years & Primary age children cannot be expected to be 2 metres apart at all times. However the school has implemented the following to reduce risk:	L	<p>Review Guidance & Checklist: Opening Schools for more children and young people: initial planning framework for schools in England</p> <p>Planning guide for primary schools</p>

years, primary and secondary			<ul style="list-style-type: none"> • Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if they are unwell. • Staff explicitly supervise health and hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices. • Staff informally monitor for presence of symptoms. • Regular cleaning initiated (see below). • The school has cohorted groups so that staff and pupils only mix in 1 small consistent group and keep away from other people/groups. Contact with other groups is brief and transitory only. • Groups sizes and ratios are in line with Government Guidance: <ul style="list-style-type: none"> ○ EYFS: Maintain EYFS ratios and use these to group children. ○ EYFS: Consider age-based space requirements: children under 2 years need 3.5 m² per child, 2 year olds need 2.5 m² per child & children aged 3 to 5 years need 2.3 m² per child ○ EYFS: Ideally keep group sizes to a maximum of 8 children, while adhering to EYFS ratios, so groups are as small as possible. In our nursery the maximum number is 8. ○ Primary; classes split in half with no more than 15 per group and desks spaced as far apart as possible (ideally 2m). Following the size of our classroom, the maximum number in class 2's classroom would be 7. Class 1 can go up to 9. • Where possible the same desks are used by the same pupils each day or they are cleaned between use. 	<p>Guidance for secondary school provision from 15 June 2020</p> <p>Planning guide for early years and childcare settings</p> <p>Children of key workers/vulnerable children in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.</p> <p>Access rooms directly from outside where possible.</p> <p>No sharing of stationery etc.</p> <p>Note: Government guidance asks that primary schools do not plan on the basis of rotas at this stage. There is no plan for us to use a rota in our school at this stage.</p> <p>Desks and surfaces are wiped down regularly during the day and thoroughly cleaned at the end of each day. The school deep cleans on Fridays when no children or teaching staff are in.</p>
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			<ul style="list-style-type: none"> Where possible the same teaching staff and same lunchtime staff work with / supervise the same groups each day. 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. Where possible each child has their own box of resources which they use each day to limit sharing. 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. 		<p>Windows in all classrooms are open and where safe to do so, external doors propped open to encourage air flow through the building.</p> <p>External doors can be opened with push bar limiting risk of cross contamination of touching same handle in the same place.</p> <p>Each classroom has their own disinfectant spray bottle and hands free blue roll to enable ease of wiping down as and when needed.</p>
Outdoor education on-site and off-site visits	Contracting coronavirus - staff, pupils, public	H	<p>General control measures listed by this risk assessment are implemented as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible.</p> <p>The NCC Guidance for Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe Activities is followed. Located within the Resources Section on the Evolve system under "Guidance".</p>	L	<p>On site activities: Submission of an Evolve form is not required, however where risks are significant or are not already covered with another risk assessment the activity must be subject to a written risk assessment.</p> <p>Off site activities: Submission of an Evolve form is required for all Off site visits. Note DfE and FCO advice and OEAP National Guidance.</p>
Play activities	Contracting coronavirus - staff and pupils	H	<p>Existing school play risk assessment has been reviewed against government advice and shared with staff.</p> <p>Break times can be staggered (including lunch). However the children are not moving around the school at the same time as they stay in their classrooms to eat and then access separate outdoor</p>	L	

			<p>areas directly through the external door in their classroom. Also, as each classroom has their own toilets we are able to avoid mixing of bubbles due to movement around school.</p> <p>Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups and appropriately cleaned between use of groups. For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of use.</p> <p>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</p>		
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces, staff room, offices	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>As stated above, we are able to avoid mixing of bubbles due to movement around school.</p> <p>As our school is open plan with no narrow corridors we are able to facilitate social distancing rules for staff. There are two separate toilets for staff. The staff ppa area is open plan and can only be used by one person at a time. Other desks for staff working have been spaced out in the Learning Zone to allow 2m distances. As stated above, no offices are shared and they are both large enough for a visitor to maintain a 2m distance. Parents and other visitors are not currently encouraged to come into the school building.</p> <p>At pick up and drop off times for the bubbles we are using a large outdoor area either by the side of the school or the yard at the back which means parents can easily observe 2m distances.</p> <p>Where the path around the school is narrower we have stagger drop off / pick up times to limit traffic. Gates</p>	M	<p>When reviewing areas/spaces consider:</p> <p>Widening routes where possible. Removing unnecessary obstacles. Signing and communications: - markings/signage at entrances - movement intersections. - encouraging people to wait and allow others to pass One-way movement. Separate entry and exit routes. Enlarge access and exits. Accommodate extended queuing: - Defined queue areas - "Do not join the queue" when capacity reached signs Closure of vehicle traffic routes to pedestrianise (permanently or temporarily). Deliveries. People with additional needs.</p>

			<p><i>are propped open for these times to limit chance of contamination.</i></p> <p><i>Classrooms all have separate external doors. Only staff are using the front entrance and they do not all start or finish at the same time.</i></p> <p><i>Halls, dining areas and internal and external sports facilities are used at half capacity for lunch/sporting activities. These areas can be shared as long as different cohorted groups do not mix (and especially do not play sports or games together) and adequate cleaning between group use takes place.</i></p> <p><i>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.</i></p> <p><i>At lunchtimes groups are kept apart and stay in their own classrooms. Their lunchtime supervisor for each bubble delivers their food and brings finished dishes etc to a separate table in the dining room to reduce congestion in the kitchen area / dining hall.</i></p> <p><i>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.</i></p> <p><i>Each classroom has their own toilets.</i></p> <p><i>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohort groups.</i></p>		<p><i>Use of stewards.</i></p>
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			<p><i>PE activities are carried out in line with the latest guidance from AfPE and activity risk assessments reviewed.</i></p> <p><i>To avoid congestion for staff breaks, the staff are using the dining hall as this is easily large enough to enable 2m distances.</i></p>		
Parents/carers picking up/collecting pupils from school	Contracting coronavirus - staff, pupils, public	H	<p><i>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.</i></p> <p><i>Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival.</i></p> <p><i>Drop off/collection times are staggered.</i></p> <p><i>Each bubble has their drop off and collection time staggered (see school plan). Each bubble has their own large area for parents to wait in (the grassy slope and wooden stage area outside class 2 and outside class 1, the yard for nursery parents). This easily enables 2m distancing. Very small numbers of parents is helping ease any issues with congestion and gates are propped open.</i></p> <p><i>Staff briefed on the arrangements to be applied.</i></p> <p><i>Children, young people, parents/carers are advised:</i></p> <ul style="list-style-type: none"> <i>• Not to enter the building if displaying any symptoms of coronavirus (COVID-19).</i> <i>• Only to attend one at a time</i> <i>• Of the designated pick up and drop off protocols (time, location, process) to minimise contact.</i> <i>• Not to gather at entrances, gates or doors unless have pre-arranged appointments.</i> <p><i>School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.</i></p> 	L	<p><i>Review Guidance & Checklist: Opening Schools for more children and young people: initial planning framework for schools in England</i></p> <p><i>Planning guide for primary schools</i></p> <p><i>Guidance for secondary school provision from 15 June 2020</i></p>

<i>Use of School Transport (external provision only)</i>	<i>Contracting coronavirus - staff, pupils, transport provider</i>	<i>H</i>	<p>At the moment we do not have any children in school who are using school transport. However, if this should change we will do as follows:</p> <p><i>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</i></p> <p><i>The school encourages pupils to walk or cycle to school where possible. Arrival and departure times are staggered to minimise and reduce intensity of use of public transport.</i></p> <p><i>Providers have taken steps to adapt vehicle use to facilitate social distancing in accordance with NCC School Transport Risk Assessment for Coronavirus.</i></p> <p><i>Liaise with transport providers to achieve suitable pick up and drop off times to reduce congregation of individuals as necessary.</i></p> <p><i>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.</i></p>	<i>M</i>	<p><i>Note: 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 social distancing is in place and that it is strictly adhered to on that transport.</i></p>
<i>Staff travelling to and from work.</i>	<i>Contracting coronavirus, spread of virus</i>	<i>H</i>	<p>Due to our rural location we do not have any staff who could use public transport to get to work. However if this should change we advise staff as follows:</p> <p><i>Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.</i></p> <p><i>When travelling by public transport:</i></p>	<i>M</i>	<p><i>Review Guidance:</i></p> <p><i><u>How to wear and make a cloth face covering</u></i></p> <p><i><u>Coronavirus (COVID-19): UK transport and travel advice</u></i></p>

			<ul style="list-style-type: none"> • Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required . • avoid rush hours and busy times if you can • cover your cough or sneeze with a tissue, then throw the tissue in the bin • follow advice on social distancing • wash your hands often with soap and water for at least 20 seconds • if soap and water are not available, use an alcohol-based hand sanitiser 		
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils,	M	<p>Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.</p> <p>We have identified the gym as our isolation area for a child who becomes symptomatic. This is chosen as it is possible to shut the door from other areas (unlike the open plan nature of the main school) and is well ventilated, large space.</p> <p>Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers.</p> <p>Those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, workable de-escalation techniques, trained staff) are in place and there is certainty that they will be effective.</p>	L	<p>Review Guidance:</p> <p><u>Planning guide for primary schools</u></p> <p><u>Guidance for secondary school provision from 15 June 2020</u></p> <p>For further information visit: <u>NCC Local SEND Offering 0-25 yrs.</u></p> <p>All risk assessments, behaviour crisis plans and EHCPs are updated (as applicable) in line with the current COVID-19 situation. Where these are absent a person specific risk assessment is undertaken of those who pose a risk to others by virtue of known behaviours. Reviews relate to specific support staff and take steps to avoid conflict and situations known to increase anxiety and defensive behaviours.</p>

			<i>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.</i>		<i>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</i>
<i>Personal care activities</i>	<i>Contracting coronavirus or passing onto vulnerable or shielded children</i>	<i>H</i>	<p><i>Social distancing is implemented where possible.</i></p> <p><i>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</i></p> <p><i>In addition to standard infection prevention and control measures, staff undertaking personal care within 2m of a child also apply the general principles contained in table 4 of the COVID-19: infection prevention and control (IPC). Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment to determine if they are able to attend school. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.</i></p> <p><i>Any queries are directed to the school nurse.</i></p> <p><i>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.</i></p>	<i>L</i>	<i>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</i>
<i>Use of hand sanitiser</i>	<p><i>Ingestion of hand sanitiser.</i></p> <p><i>Alcohol vapours ignited resulting in burns to hands</i></p>	<i>M</i>	<p><i>Always wash hands with soap and hot/warm water wherever possible.</i></p> <p><i>School currently has hand sanitiser available for adults. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A</i></p>	<i>L</i>	

			<p><i>safety data sheet and COSHH risk assessment are in place for its use.</i></p> <p><i>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.</i></p>		
<p><i>Insufficient cleaning/exposure to virus on objects/surfaces</i></p>	<p><i>Contracting coronavirus</i></p>	<p><i>H</i></p>	<p><i>Increased cleaning to take place using standard cleaning products. In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment etc. Poster on cleaning regimes produced by PHE is displayed for the benefit of staff and children.</i></p> <p><i>Steps are taken to limit resources that are taken home by staff and pupils. Staff are not currently expected to mark work other than verbal feedback. Staff wash hands if handling pupils' work /books.</i></p> <p><i>Cleaning staff are briefed on amended cleaning regimes.</i></p> <p><i>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).</i></p> <p><i>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.</i></p>	<p><i>L</i></p>	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</i></p> <p><i>Bleach should be avoided and an suitable alternative product(s) used. If schools are advised to use a bleach based product, only bleach <u>sprays</u> should be used. It's use must be strictly controlled and it must not</i></p>

			<p>Where there is a suspected or confirmed case of COVID-19 within the school, PHE guidance on 'cleaning and waste' in these circumstances is followed (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. NCC PPE Risk Assessment</p> <p>Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE</p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p>		<p>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</p> <p>The school is closed on Fridays to enable deep cleaning as necessary. This also means that any virus left on surfaces over 72 will degrade and reduce risk.</p>
Staff displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - Stay at Home (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the date the staff member became symptomatic). If they are seriously ill contact 999.</p> <p>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Where the staff member tests negative, they can return to their setting when they are medically fit to do so following discussion with line manager and appropriate local risk assessment. Fellow household members can end their self-isolation. PHE staff return to work criteria must be applied. Advice can be taken from the local Health Protection Team (HPT) regarding any further requirements for the broader educational setting. The HPT can be contacted via Public Health England on</p>	M	<p>Ensure home and emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>Staff should apply for testing via the National Scheme https://www.gov.uk/apply-coronavirus-test</p> <p>Staff requested to urgently access the national test and trace programme which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT)</p>

			<p>0300 303 8596 (select option to be transferred to the HPT)</p> <p>Where the staff member tests positive, the rest of their class should be sent home and advised to self-isolate for 14 days from the date the staff member became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. 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.</p> <p><u>PHE guidance</u> on action to be taken in these circumstances is adhered, along with the PHE guidance on '<u>cleaning and waste</u>'. Poster on cleaning regimes produced by PHE is displayed for the benefit of staff.</p>		<p>who will offer further advice and support, however, staff should inform the school as soon as they receive their test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</p> <p>(see <u>briefing</u> document for further information on how the test and trace system will operate)</p>
Pupils displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home. School Transport is avoided. PHE guidance on self isolation is followed - <u>Stay at Home</u> (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the child became symptomatic). If they are seriously ill contact 999.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p>	M	<p>Ensure emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take. We have available PPE and have identified the gym as our isolation space if we cannot be outside. Staff in the nursery building are permitted to use their mobile phones to ring down to the main school office for assistance. Class 1 has a bell to summon assistance. Class 2 is near enough to be heard in the office.</p>

		<p><i>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</i></p> <p><i>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</i></p> <p><i>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</i></p> <p><i>Where the pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation.</i></p> <p><i>Where the pupil tests positive, the rest of their class should be sent home and advised to self-isolate for 14 days from the date the child became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</i></p> <p><i><u>PHE guidance</u> on action to be taken in these circumstances is adhered, along with the PHE guidance on <u>'cleaning and waste'</u>. <u>Poster on cleaning regimes produced by PHE is displayed for the benefit of staff.</u></i></p>	<p><i>Parent/carer is requested to urgently arrange a test for their child via the <u>national test and trace programme</u> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</i></p> <p><i>(see <u>briefing</u> document for further information on how the test and trace system will operate)</i></p>
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<p><i>Inadequate first aid provision</i></p>	<p><i>Serious injury or death</i></p> <p><i>First aider contracting coronavirus or spreading virus to others.</i></p>	<p><i>H</i></p>	<p><i>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.</i></p> <p><i>This will include a review of any higher risk activities which may be planned. Such activities may need to be suspended if an appropriate level of cover cannot be maintained.</i></p> <p><i>Fewer staff, pupils and visitors attending school means it is/may be safe to operate with reduced first aid cover. There should be an appointed person as a minimum to check 1st aid kits and summon the emergency services</i></p> <p><i>First aiders providing routine first aid treatments within 2m of a person should wear a fluid resistant face mask and, if appropriate and available, disposable plastic apron and disposable eye protection which should be kept in or next to first aid kits. (see FAQ document on dealing with minor accidents)</i></p> <p><i>Due to the high number of staff who have been trained in first aid, we have several staff each day who are able to operate as a first aider. Staff have been advised to use the PPE equipment stored by the first aid supplies (we have appropriate masks, aprons, gloves and visors).</i></p> <p>CPR</p> <p><i>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.</i></p> <p><i>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant</i></p>	<p><i>L</i></p> <p><i>Where First Aid at Work and Emergency First Aid at Work certificates expired on or after 16 March 2020 and staff cannot access requalification training because of coronavirus, staff may qualify for a 3-month extension. Staff must be able to explain why they haven't been able to requalify and demonstrate what steps they have taken to access the training, if asked to do so. See HSE guidance https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</i></p> <p><i>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:</i></p> <p><i>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</i></p> <p><i>We note that the guidance for resuscitation of children indicates that if a child requires CPR it is very</i></p>
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			<p>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</p> <p>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</p> <p>Further information is also contained in the Government publication: <u>Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</u></p>		likely they will need recovery breaths in order to save their life.
Lack of communication with staff/parents/others	Confusion/mis-information resulting in breakdown of arrangements.	H	<p>Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.</p> <p>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Meet.</p> <p>Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe. Information is available on school webpage to provide assurance to parents.</p> <p>The arrangements in place for children are shared with them in an age appropriate way.</p>	L	

<i>Increased staff home working & use of Display Screen Equipment (DSE)</i>	<i>Musculoskeletal problems arising from incorrect postures</i>	<i>M</i>	<p>NCC bulletin on homeworking and DSE use is made available to staff. This follows HSE guidance on homeworking, including the principles of good DSE use is followed.</p> <p>NCC DSE policy is available to staff.</p>	<i>L</i>	
<p><i>Uncertainty due to the unprecedented nature of the pandemic</i></p> <p><i>Maintaining staff wellbeing and mental health</i></p>	<i>Stress and anxiety arising through uncertainty, lack of control and reduced contact</i>	<i>M</i>	<p><i>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</i></p> <p><i>Shared distribution of workload, e.g. rota for staff in school and those homeworking.</i></p> <p><i>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.</i></p>	<i>L</i>	<i>Stress risk assessment reviewed.</i>

Document History

Item	Nature of change	Date of Update
Activity and People at Risk	Information of how updates have been incorporated and updated link to all school related government guidance added. Amended text regarding need to review risk assessment.	05/06/2020
Additional Information Section	Amendment. NCC Corporate Health and Safety Advice - FAQs for School Head Teachers , link to vulnerable staff risk assessments (including BAME) and Public Health Q&A for Teachers and Parents	05/06/2020
School re-opening following partial or full closure and lack of statutory testing/maintenance	Amendment. Update to explain in more detail the required checks/testing. Note regarding cleaning. Additional information on fire evacuation procedures/fire drills.	05/06/2020
Contact with others who may have Coronavirus. Inadvertent transmission to others	Amendment Para on staffing levels. Link to BAME risk assessment added. Revision to wording in "Children" section (no change to arrangements). Shielding households - slight amendment to wording. Link to updated SEND guidance. Recommendation to provide lidded bins/tissues. Social distancing advice in offices/reception. Hot/warm water required for hand washing (see H&S FAQ). Reinforcement that only essential visitors are permitted access to school.	05/06/2020
Unable to achieve social distancing	Amendment. Staff role in health/hand hygiene arrangements. Changes to early years spaces requirements and group sizes. Secondary Schools are only permitted to have ¼ of yr. 10 and yr. 12 cohort in school at any one time. Rotas permissible in secondary schools. Some other minor textual changes.	05/06/2020

Use of communal areas	Amendment. Update regarding assemblies. Updated guidance on PE activities from AfPE.	05/06/2020
Parents/carers picking up/collecting pupils from school	Amendment Queuing system/greeting process for parents. New links to government guidance added.	05/06/2020
School Transport	New section	05/06/2020
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
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