

## Risk Assessment Form (RA1)

<b>Department:</b> Education	<b>Service:</b> Primary and Early Years Education	<b>School:</b> Seghill First School
<b>Activity:</b> Schools fully opening from September 2020 during COVID19 pandemic  <b>Version 4.3 Updated 17 November 2020 (amendments from 5th November guidance in red text)</b> <b>School responses in red text updated 24.11.20</b>  <b>Version 4.2: Updated 02 November 2020 (See orange coloured text for updates; also recorded in Document History )</b> <b>School responses in orange text updated 11.11.20</b>  To be read in conjunction with <a href="#">NCC Health and Safety Bulletin and Guidance for full opening: schools</a> <a href="#">Guidance for full opening: special schools and other specialist settings</a>		<b>Site:</b> Seghill First School
<b>People at Risk:</b> Staff, pupils, visitors, volunteers, parents, contractors  <b><i>This risk assessment <u>must</u> be amended to record the specific arrangements in place within your school. Academies are welcome to use this risk assessment, however, references to certain arrangements/procedures may differ. The school specific risk assessment should be kept under review. Schools should retain copies of all previous versions of their risk assessment</i></b>		<b>Additional Information:</b> <a href="#">guidance on completion: risk assessment form</a> 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.
<b>Name of Person Completing Form:</b> Tracey Chappell	<b>Job Title:</b> Headteacher	<b>Date:</b> 24.11.20  <b>Review Date:</b>

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)
<i>Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic.</i>	<i>Equipment / system failure leading to enhanced physical or biological risks to people</i>	<i>M</i>	<p><i>Schools are now fully open. Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment are maintained as normal.</i></p> <p><b><u>School response 1</u></b> Yes to all above.</p> <p><i>Fire evacuation procedures have been reviewed and a fire drill is planned [roll call lists updated/each class or cohorted group should stay together (where possible) and be assigned predetermined evacuation points which are sufficiently distanced from other groups - ‘walk throughs’ may be considered as an alternative so cohorted groups don’t mix during evacuation but children must be familiar with sound of the evacuation alarm and be able to respond to it]. In an emergency situation, a full evacuation will take place as usual.</i></p> <p><b><u>School response 2</u></b> Yes to all above. Fire drill 12 October. Next one booked in for 25 November. Class groups do not mix during fire evacuation. H&amp;S FAQ document read and noted.</p>	<i>L</i>	<p><i>Provision is in place to make adjustments and revisit fire drills.</i></p> <p><i>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.</i></p> <p><i>[See <a href="#">H&amp;S FAQ document</a> for further information on carrying out fire drills].</i></p>
<p><i>Inadequate ventilation.</i></p> <p><i>Unable to achieve a</i></p>	<p><i>Increase in risk of transmission of Covid19.</i></p> <p><i>Occupants</i></p>	<i>H</i>	<p><i>As each school is different in terms of size, layout and type of ventilation systems, they are to record their own arrangements for ventilating specific areas/spaces here. Where these are more complex, you may wish to record these arrangements in a separate risk</i></p>	<i>L</i>	<p><i>Occupied rooms with no ventilation - their use should be avoided.</i></p> <p><i>Consider installation of window fans</i></p>

comfortable (or legal minimum) temperature within the building.	become cold - poor concentration levels impact on learning.		<p>assessment and share this with staff. Due regard is to be given to the information on how best to maintain ventilation in the <a href="#">H&amp;S FAQ document</a>, <a href="#">CIBSE - Ventilation Guidance</a> and the latest <a href="#">government guidance for schools</a>.</p> <p>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.</p> <p>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)</p> <p>Opening high level windows in preference to low level to reduce draughts</p> <p>Rearranging furniture where possible to avoid direct drafts.</p> <p>[For mechanical ventilation and extraction system please refer to documentation above].</p> <p><b><u>School response 3</u></b></p> <p>Yes to all of the above.</p> <p>Windows in classrooms, hall and corridors opened before school, while in use and after use.</p>		<p>to provide natural ventilation.</p> <p>Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms.</p> <p>Providing flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn.</p> <p>[Wall mounted fan 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 will be carried out to ascertain if further maintenance is needed. <a href="#">See FAQ for further details</a> or contact Property Services or your heating maintenance company for further advice.]</p> <p><b><u>School response 4</u></b></p> <p>Convector wall heaters checked by NCC engineer and remedial actions (new filters fitted and hoovered) completed.</p>
Inadequate safety management documentation (policies, risk assessments etc)	Increased risk of contracting Coronavirus through lack of planning.	M	<p>The arrangements in the Covid19 risk assessment are monitored (detail specific arrangement for this) 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,</p>	L	<p>Advice will be provided directly from the NCC public health team. The <a href="#">Northumberland Local Outbreak Prevention Plan</a> is also available on the County Council webpage.</p>

			<p><i>with staff given the opportunity to comment and feedback on arrangements.</i></p> <p><i>New procedures have been documented for:</i></p> <ul style="list-style-type: none"> <li>• <i>Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school.</i></li> <li>• <i>Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working.</i></li> <li>• <i>Responding to an outbreak of Coronavirus - see section below.</i></li> </ul> <p><b><u>School response 5</u></b></p> <p>Yes to all above.</p> <p>Risk assessment is monitored weekly by the HT as well as throughout each day by all staff.</p> <p>Risk assessment is shared with all staff with opportunities to provide feedback and ask questions. Staff are actively encouraged to comment and feedback on arrangements.</p> <p>Records of previous conversations regarding comments and feedback from staff show that changes to the risk assessment, policies and procedures have been made in line with comments and feedback.</p> <p>HT monitors policies and procedures to ensure all PHE advice is followed.</p> <p>HT notifies NCC using the online reporting form as per flow chart.</p> <p>See Remote Education Policy- staff will continue to use Tapestry and Google Classroom to provide remote learning.</p> <p>Survey of key workers circulated and completed by</p>		<p><b><u>School response 6</u></b></p> <p>Version 1 dated 30.06.20 and version 2 dated 07.08.20 read by TC.</p>
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<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>	H	<p><b>Staff</b></p> <p>Staff who are 'clinically vulnerable', pregnant or from a BAME background, are able to return to work and an individual risk assessment is in place for these individuals. <i>This includes those living in a household with someone who is clinically extremely vulnerable.</i> Staff who are 'clinically extremely vulnerable' are working at home when advised to do so by the Government during periods when national restrictions are in place [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. is in place for each staff member recording the details of the medical condition and what reasonable adjustments have been made to their job role 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 <a href="mailto:Schools.HR@northumberland.gov.uk">Schools.HR@northumberland.gov.uk</a>]</p> <p>Staffing levels are reviewed to ensure adequate levels are in place at all times.</p> <p><b>School response 7</b></p> <p>No staff identified as clinically extremely vulnerable.</p> <p>No staff identified as clinically vulnerable.</p> <p>No staff are pregnant.</p> <p>No staff identified as BAME.</p> <p>Staffing levels are at least adequate at all times and are reviewed weekly.</p>	M	<p>See: <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p> <p><a href="#">See generic school risk assessments for clinically/clinically extremely vulnerable staff</a></p> <p><a href="#">Pregnant workers model risk assessment</a> (to be completed in conjunction with the above assessment for vulnerable staff).</p> <p><a href="#">BAME risk assessment</a></p> <p>Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.</p> <p>The potential risks from COVID-19 to children and young people who have an EHCP/additional educational support needs must be assessed in light of individual circumstances including any underlying health conditions. This must be on an individual basis with advice from an</p>

		<p><b>Children</b>  <a href="#"><u>Children in clinically vulnerable and clinically extremely vulnerable health categories (as defined by PHE guidance)</u></a>  <i>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. Appropriate arrangements should be made so that education can continue at home.</i></p> <p><i>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 <a href="#"><u>model risk assessment for CV/CEV pupils</u></a>]</i></p> <p><i>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</i></p> <p><b><u>School response 8</u></b>  One child identified as clinically extremely vulnerable will continue with remote education and will not return to school until agreed by HT, parents and health</p>	<p>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.  <a href="#"><u>Northumberland EHCP planning Tool and Risk Assessment</u></a></p> <p>Where children have an Individual Healthcare Plan, arrangements must be made to ensure that any adults supervising the child understand and are familiar with the plan and have received any training that is indicated to care for the child.  <a href="#"><u>Guidance for full opening: schools - Annex B: education, health and care (EHC) plans</u></a></p> <p><a href="#"><u>Guidance for full opening: special schools and other specialist settings: Annex A</u></a></p> <p>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</p> <p>When making appointments, contractors/visitors are briefed on the requirements for social distancing</p>
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		<p>care professionals and following an individual risk assessment.</p> <p>This child will continue with remote education and will not return to school until agreed by HT, parents and health care professionals. This is because she is still undergoing Chemotherapy and has depleted immunity.</p> <p><b>All Visitors/Contractors</b></p> <p><i>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.</i></p> <p><i>Visitor contact information is retained for 21 days to support the NHS test and trace programme (<a href="#">Visitor Audit/Questionnaire</a>). This should include details of all visiting staff.</i></p> <p><b>School response 9</b></p> <p>Yes to all above.</p> <p>School visitor / contractor questionnaire and self-declaration form is completed by all visitors and contractors. DE ensures this is done and forms are retained for 21 days.</p> <p>School visitor / contractor checklist completed by TC.</p> <p>V2 updated version in place.</p> <p>Copy in the school office and HT office.</p> <p>Alternatively, visitors must use the NHS track and Trace app and scan our q-code via the venue check-in</p>	<p>and PPE and not to attend school if displaying symptoms of COVID19.</p> <p>Notices and information displayed in school.</p> <p>The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.</p>
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			<p>tool and sign in using the visitors' book.</p> <p>Visitors have to sanitize their hands before entry.</p> <p>Visitors must wear a face covering while completing our sign-in procedures.</p> <p>Visitors can wear face coverings in school. This will be discussed and confirmed during the pre-visit phone call.</p> <p>Access to school with a prior appointment only.</p> <p>All of the above.</p> <p><b>General</b></p> <p><i>General measures which been applied within school</i></p> <ul style="list-style-type: none"> <li>• <i>grouping children together</i></li> <li>• <i>avoiding contact between groups</i></li> <li>• <i>arranging classrooms with forward facing desks</i></li> <li>• <i>staff maintaining distance from pupils and other staff as much as possible</i></li> </ul> <p><b><u>School response 10</u></b></p> <p>Yes to all above.</p> <p>Children are taught in class groups.</p> <p>Children stay in their consistent class groups and do not mix with children from other class groups during lessons or at breaktime and lunchtime.</p> <p>Children are taught by the same teacher every day.</p> <p>Teachers have PPA time on Friday afternoons when school is closed, minimising the number of contacts between children and staff as there is no cover for PPA required.</p> <p>Children in orange, yellow and red class use their own toilets allocated for their exclusive use.</p>		
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			<p>Children in green and blue class have their own toilets within one toilet block. Children in green and blue class use their own toilets allocated for their exclusive use within the toilet block.</p> <p>Children eat their lunch in their own classroom, apart from children in orange and yellow class, who are working in a large group and eat their lunch in the dining room.</p> <p>No whole school assemblies.</p> <p>No after school sports clubs.</p> <p>Children in red, green and blue class play on one yard at the same time but areas for each group are clearly marked and children from different class groups do not mix.</p> <p>All tables face forward and children sit side by side. Tables have been moved apart in each classroom.</p> <p>Children in Years 2, 3 and 4 sit at the same table each day and throughout the day. A seating plan has been provided by each class teacher so close contacts can be identified should the need arise.</p> <p>Circular tables have been removed from key stages 1 and 2.</p> <p>Staff try to maintain a distance from pupils as much as it is possible to do in a first school.</p> <p>Staff will maintain distance from each other as much as possible.</p> <p>Staff breaks and lunchtimes have been staggered to avoid large groups using the staffroom at any one time.</p> <p><i>Staff communicate to children regarding social distancing / personal hygiene etc. Government</i></p>		
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			<p>guidance on <a href="#">Guidance for full opening: schools</a> is followed. Key issues include:</p> <p>Anyone displaying any symptoms of coronavirus are not permitted on the premises.</p> <p>Social distancing of 2m is applied throughout the school <u>where possible</u> (specific school/task risk assessments should be amended as appropriate).</p> <p>Seating/desk arrangements have been identified in offices, i.e workstations are socially distanced, &amp; space has been allocated around equipment, such as printers.</p> <p>Reception/waiting areas are marked to identify social distancing and a process is in place for handling essential visitors to the site, for example, visitor passes and electronic sign-in devices are wiped down with disinfectant.</p> <p>Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing.</p> <p>Washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser.</p> <p>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided along with lidded bins for used tissues and other waste. This waste is double bagged and disposed of. <b>Face coverings are worn when required under national or local rules or where use</b> has been risk assessed as being required [see separate <a href="#">model risk assessment on use of face coverings</a> <a href="#">add link to school specific assessment or record decision/arrangements here</a>]. 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.</p>		
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			<p><i>Cleaning frequently touched surfaces often using standard cleaning products such as detergents and bleach (if appropriate)</i></p> <p><i>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.</i></p> <p><b><u>School response 11</u></b></p> <p>Yes to all above and see school response 10.</p> <p><b><u>Access to school</u></b></p> <p>Visitors displaying symptoms are not allowed to come into school.</p> <p><b><u>Working environment</u></b></p> <p>Work stations in HT's office are socially distanced. Printing is collected from the printer in HT's office adhering to social distancing. HT works alone almost 100% of the time.</p> <p>DE works alone in the school office. Photocopying is done or collected from the printer adhering to social distancing rules.</p> <p>Work stations and shared equipment are disinfected as part of the enhanced cleaning schedule.</p> <p>Capacity in the school office and HT office is limited to 2 members of staff.</p> <p><b><u>Reception / waiting areas</u></b></p> <p>Signage explains that only one family can be in the foyer outside the school office at any given time and anyone else must wait outside.</p> <p>Visitor passes are given out to visitors and quarantined for 72 hours on return following cleaning.</p>		
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			<p>Visitors are signed in and out by the DE.</p> <p><u>Hand washing</u>  Staff demonstrate and remind children of handwashing routines and the reasons for this through every part of the day and every activity.  Hands are washed on arrival, before going outside, after being outside, touching equipment, before and after lunch and as identified by staff through their ongoing risk assessment. Hand washing is always supervised and monitored by staff.  The general health and presentation of children is routinely monitored by staff. Potential symptomatic children are identified and reported to the HT immediately.  Staff talk to children daily about the importance of social distancing and good hygiene.</p> <p><u>Good respiratory hygiene</u>  Good respiratory hygiene - promote the 'catch it, bin it, kill it' approach is taught to all children- see planning and posters commercially produced and made by children displayed in school.  Procedures regarding disposal of tissues are followed.  Children do not wear face coverings in school.</p> <p><u>Cleaning</u>  Cleaning is done before, during and after the school day by the cleaner / caretaker.  Staff clean frequently touched surfaces and all shared</p>		
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			<p>resources throughout the day.</p> <p>Antiviral spray and wipes are stored securely in the teaching rooms but accessible to staff to use as required.</p> <p>Shared equipment is cleaned after each use, although very few items are shared between class groups.</p> <p>School closes at 1:15pm on Fridays and deep cleaning is completed at this time.</p> <p><u>Minimising contact</u></p> <p>Children in Years 2, 3 and 4 have their own individual pupil pack containing their own named stationery, so it is not shared with others.</p> <p>Each class group has their own set of equipment for outdoor play which is only used by children in their class group. This negates the need for cleaning immediately after use as resources are not used consecutively.</p> <p>They will access and exit their classroom using their own separate classroom door.</p> <p>Children can take home and return reading books and reading records. Returned books are placed in quarantine and are not put back into circulation until the following week.</p> <p>Children come to school wearing their PE kit on their PE days and do not change for PE in school.</p> <p>Class groups have all lessons in their own classroom.</p> <p>Children do not move to subject specific rooms.</p> <p>Rooms are well ventilated and windows are open.</p> <p>All non-essential items have been removed, including</p>		
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			<p>soft furnishings and toys that are hard to clean. A one way system for drop off and collection has been introduced. Parents and carers are required to wear a face covering at drop off and collection times. Staff wear a face covering at drop off and collection times. Corridors are 1.8m wide so the risk of transmission resulting from passing in the corridor is low.</p> <p><u>Minimising contact at breaktimes and lunchtimes</u> Children will stay in their class groups and not mix with children from other class groups during lessons or at breaktime and lunchtime. Each of the 5 classes has their own dedicated lunchtime supervisory assistant who supervises their class group for the whole of the lunch break. TC and DE have been added to the existing team to make this possible. The top yard area has been divided into 3 separate sections to separate red, green and blue class. There is a daily rota for the field, trim trail and yard. To avoid contact between groups, each class group plays in their area for the whole day and no other class groups are allowed into the area of another class group.</p>		
<i>All teaching/classroom activities; early years, primary and secondary</i>	<i>Contracting coronavirus - staff and pupils, passing onto vulnerable</i>	<i>H</i>	<p><b>Cohort (bubble) Groups (see also <a href="#">H&amp;S briefing for Heads</a>)</b> 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</p>	<i>L</i>	<p>Review <a href="#">Guidance for full opening: schools</a></p> <p><a href="#">Planning guide for early years and childcare settings</a></p>

<p>(see also section on 'Shared Learning Spaces/practical teaching below)</p>	<p>persons</p>	<p>much as possible. Contact with other groups is brief and transitory only. Group sizes are kept as small as possible, taking into account delivery of the curriculum, and are detailed below (enter school specific detail; the following is given as guidance):</p> <ul style="list-style-type: none"> <li>○ EYFS - Setting should still consider how they can minimise mixing between groups, however they can return to normal group sizes.</li> <li>○ Key Stage 1 &amp; 2 - Full class sized cohorts (if possible)</li> </ul> <p><b>School response 12</b></p> <p>Yes to all above.</p> <p>See school responses 10 and 11.</p> <p>EYFS and Year 1 class group with HA, SK, JH, AM, CE, AE-</p> <p>Nursery 10 children; Reception 24 children; Year 1 20 children.</p> <p>Year 2 to Year 4 individual class groups with PK, SW, AL and AB-</p> <p>Year 2 23 children; Year 3 16 children; Year 4 24 children.</p> <p>Any contact with other groups is brief and transitory only.</p> <p>Children stay in their consistent class groups and do not mix with children from other class groups during lessons or at breaktime and lunchtime.</p>	<p><a href="#"><u>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</u></a></p> <p>Breakfast and after-school provision has resumed [delete as appropriate and record arrangements in Covid risk assessment] [Schools should also work closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day]. Further guidance is available below:</p> <p><a href="#"><u>Guidance for full opening: schools - Wraparound provision and extra curricular activity</u></a></p> <p>Access rooms directly from outside where possible.</p> <p>No sharing of stationery etc.</p> <p>Note: Government guidance states that schools should not put rotas in place.</p>
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		<p>Children are taught by the same teacher every day. Teachers have PPA time on Friday afternoons when school is closed, minimising the number of contacts between children and staff as there is no cover for PPA required.</p> <p><b>Social Distancing</b>  <i>As the school is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible. For older children and staff this is more achievable and should be more robustly implemented. The general arrangements below have been put in place to mitigate the risk where distancing cannot always be achieved.</i></p> <p><b>General arrangements</b></p> <ul style="list-style-type: none"> <li>• <i>Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell.</i></li> <li>• <i>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.</i></li> <li>• <i>Staff informally monitor for presence of symptoms.</i></li> <li>• <i>Regular cleaning initiated (see below).</i></li> <li>• <i>Where possible the same teaching staff work with the same groups</i></li> <li>• <i>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</i></li> </ul>		<p><b>School response 14</b>  Yes to all above.  See school response 11.  Breakfast and after school club has resumed. Children who are not in the same class group are socially distanced.  No after school sports clubs during autumn B due to current restrictions.</p>
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			<p>groups.</p> <ul style="list-style-type: none"> <li>• Where possible the same desks are used by the same pupils each day and desks are front facing, with pupils sat side by side rather than face to face. Circular tables have been taken out of use.</li> <li>• 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.</li> <li>• Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive use have been introduced.</li> <li>• 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.</li> </ul> <p><i>Sport and physical education</i></p> <ul style="list-style-type: none"> <li>• Only activities whose national governing bodies have developed guidance that has been approved by the government are undertaken.</li> <li>• Inter-school activities are suspended.</li> <li>• Equipment thoroughly cleaned between each use by different individual groups.</li> <li>• Activity venues reviewed and outdoor sports are prioritised where possible, and large indoor spaces used where it is not.</li> <li>• Ventilation is maximised in accordance with the arrangements stated above.</li> <li>• Work with external coaches, clubs and organisations for curricular activities are subject to specific risk assessment to confirm that arrangements are safe and appropriate.</li> <li>• Extra-curricular activities (i.e. before and after</li> </ul>		<p><i>PE activities are carried out in line with <a href="#">Guidance for full opening: schools</a> (which signposts to all relevant other publications) . Schools consult government approved list of activities available at: <a href="#">return to recreational team sport framework</a>.</i></p>
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			<p><i>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.</i></p> <p><b>School response 13</b></p> <p>Yes to all above.</p> <p>See school responses 10, 11 and 12.</p> <p>A one way system is used for parents to drop off their children and move around the outside of the school building.</p> <p>A map of this has been shared with parents and posted on the school website and must be followed.</p> <p>Staggered start and end times are introduced-</p> <ul style="list-style-type: none"> <li>● 8:45am and 11:45am for Nursery;</li> <li>● 8:45am and 3:10pm for Reception and Year 1;</li> <li>● 8:50am and 3:15pm for Year 2 to Year 4.</li> </ul> <p>Parents and carers are required to wear a face covering at drop off and collection times.</p> <p>Staff wear a face covering at drop off and collection times.</p> <p>Assemblies take place in classrooms; there are no whole school assemblies.</p> <p>Yes to all above.</p> <p>Autumn B clubs suspended except for breakfast and after school club, which is a child care provision.</p> <p>Return to recreational team sport framework read TC 24.11.20.</p>		
<i>Use of shared learning spaces by</i>	<i>Contracting coronavirus -</i>	<i>H</i>	<i>In addition to the arrangements above, the following measures are in place for use of shared learning</i>		

different cohort (bubble) groups and teaching of practical activities	staff, pupils, public	<p>spaces/teaching of practical subjects:</p> <ul style="list-style-type: none"> <li>Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible.</li> <li>Where this isn't possible and practical activities are required to take place in classrooms shared between bubble groups (e.g. D&amp;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).</li> <li>Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible.</li> </ul> <p>Staff have reviewed lesson plans and risk assessments are in place for use of practical areas and for activities taking place e.g. PE, music, domestic science, art etc [signpost or link to specific risk assessments]</p> <p><b>School response 15</b></p> <p>Yes to all above.</p> <p>See school responses 10, 11, 12 and 13.</p> <p>Class groups have all lessons in their own classroom.</p> <p>Children do not move to subject specific rooms.</p> <p>PE lessons take place outdoors if possible.</p> <p>If PE lessons take place indoors, equipment is specified for use by one class only and is not shared between class groups.</p> <p>Equipment is cleaned after use.</p> <p>AfPE guidance downloaded, read and shared with staff.</p> <p>Music risk assessment has been completed and is in</p>		
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			place.		
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes should be considered, or place a divider down the middle of the corridor if the width allows).</p> <p>Halls, dining areas and internal and external sports facilities can be shared as long as different cohorted groups do not mix (and especially do not play sports or games together) and adequate cleaning between group use takes place.</p> <p>Assemblies are arranged to take place with individual groups in their allocated classroom spaces rather than bringing all children from different classes together into one hall or large space.</p> <p>Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Different cohort groups are kept apart and tables cleaned between each cohort group. If such measures are not possible, children should be brought their lunch in their classrooms.</p> <p>Table seating plans for those in the same class/cohort group are arranged so children are seated as far apart as possible or where this isn't possible are seated side by side. [it is accepted that this won't always be possible and schools should balance this against the practicality of completing lunch sittings within a reasonable timescale].</p>	M	<p>When reviewing areas/spaces consider:</p> <p>Widening routes where possible. Removing unnecessary obstacles. Signing and communications:</p> <ul style="list-style-type: none"> <li>- markings/signage at entrances</li> <li>- movement intersections.</li> <li>- encouraging people to wait and allow others to pass</li> </ul> <p>One-way movement. Separate entry and exit routes. Enlarge access and exits. Accommodate extended queuing:</p> <ul style="list-style-type: none"> <li>- Defined queue areas</li> <li>- "Do not join the queue" when capacity reached signs</li> </ul> <p>Deliveries. People with additional needs. Use of stewards.</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><b><u>School response 16</u></b></p> <p>Yes to all above.</p> <p>See school responses 10, 11, 12 and 13.</p> <p>Class groups have all lessons in their own classroom. Children do not move to subject specific rooms.</p> <p>Play areas for breaktimes and lunchtimes have been marked out so each class group has their own playzone on the yard and/or field, so they do not mix with children from other class groups.</p> <p>Lunch breaks are staggered for children and staff to avoid children mixing with children in other class groups and so staff can maintain a distance from one another.</p> <p>Reception and Year 1 based in EYFS-</p> <ul style="list-style-type: none"> <li>● Reception and Year 1 eat in the dining room from 11:45am to 12:15pm and play from 12:15pm to 12:45pm on the bottom yard.</li> <li>● Year 1 as Reception.</li> </ul> <p>Year 2 to Year 4-</p> <ul style="list-style-type: none"> <li>● Year 2 eat in their classroom from 12:00pm to 12:30pm and play from 12:30pm to 1:00pm;</li> <li>● Years 3 and 4 play from 12:00pm to 12:30pm and eat in their own classrooms from 12:30pm to 1:00pm.</li> </ul> <p>Lunch is served to children in disposable containers in</p>		
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			Year 2 to Year 4 in their classroom.		
<p>Staff use of communal areas/working with different groups.</p> <p>Use of supply teachers and temporary workers</p>	<p>Contracting coronavirus - staff pupils, visitors, parents/carers</p>	H	<p>Staff breaks are staggered to avoid congestion in staff rooms. <i>Consider making additional space available for staff to take breaks and plan how spaces are to be set up, for example, use of floor markings to help staff maintain distancing, limit number usage, remove chairs to minimise use of the space, etc. More frequent cleaning of shared spaces should also occur.</i> Shared crockery/cutlery has been removed and staff use their own equipment.</p> <p>Measures are applied within shared offices and staff room(s) to implement social distancing.</p> <p>Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Staff maintain 2m distance from pupils where possible (especially between adults and with older children). Face to face contact within 1m of anyone is minimised.</p> <p>Supply staff and other temporary workers can move between schools, but school leaders are to consider how to minimise the number of visitors to the school where possible.</p> <p>Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.</p> <p>Review and implementation of longer term staff</p>	L	<p>Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices)</p> <p><a href="#">Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</a></p>



			<p><i>contracts/arrangements across a broader time period to minimise numbers of contacts.</i></p> <p><b><u>School response 17</u></b></p> <p>Yes to all above.</p> <p>See school responses 9, 10, 11, 12, 13, 15 and 16.</p> <p>Staff breaks are staggered to avoid large groups using the staffroom at any one time.</p> <p>This has been reviewed to include the 8 students that we currently have in school.</p> <p>AL and AB are using the Club Room and EY staff are using the EY area as additional spaces for eating lunch.</p> <p>Supply staff are used in emergencies only- TC is the first point of cover for staff absence.</p> <p>Staff maintain distance from each other as much as possible.</p> <p>Rooms are well ventilated and windows are open.</p> <p>Staff toilets are available for use around school- EYFS, staffroom, PPA room (x2) and HT office.</p> <p>Staff are asked to use cleaning wipes to wipe the toilet and wash hand basin after use.</p> <p>The HT will ensure the number of visiting supply staff and visiting staff is kept to a minimum, and that they will comply with our rules and minimise the number of contact between adults and children.</p>		
Outdoor education on-site and off-site visits	Contracting coronavirus - staff, pupils, public	H	<p><i>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.</i></p> <p><i>The NCC Guidance for <a href="#">Outdoor Education - Schools &amp;</a></i></p>	L	<p><i>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.</i></p>

			<p><u><a href="#">Establishments during COVID-19 for Planning Safe Activities</a></u> is followed. Located within the Resources Section on the Evolve system under "Guidance".</p> <p>Educational Visit Coordinator &amp; Heads receive policy guidance updates and actively check for updates on the Evolve system. <i>[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.]</i></p> <p><b>School response 18</b></p> <p>Yes to all above.</p> <p>NCC guidance has been read.</p> <p>No off-site visits are currently planned to take place during the autumn term.</p> <p>Residential visit to Dukeshouse Wood has been postponed to April 2021.</p> <p>Equipment to be used outdoors has been audited and identified for use on the basis that it can be cleaned after use.</p> <p>TC is Educational Visit Coordinator and receives policy guidance updates and actively checks for updates on the Evolve system.</p>		<p>Off site activities: Submission of an <u><a href="#">Evolve</a></u> form is required for all Off site visits. Note <u><a href="#">DfE</a></u> and <u><a href="#">FCO</a></u> advice and <u><a href="#">OEAP National Guidance</a></u>.</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 are staggered (including lunch), so that children are not moving around the school at the same time.</p>	L	

			<p><i>Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups, more frequently cleaned and checked between use of groups. For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of use.</i></p> <p><i>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</i></p> <p><b><u>School response 19</u></b></p> <p>Yes to all above.</p> <p>See school responses 9, 10, 11, 12, 13, 15 and 16.</p> <p>School play risk assessment has been reviewed and shared with staff.</p> <p>The trim trail is wholly outdoors and used by one group of children each day. The gap between its last use at 2:15pm until the next time it is used the following day at 10:45am allows enough time for the risk of transmission through touching the trim trail is minimal (20 hours).</p> <p>All non-essential items have been removed, including soft furnishings and toys that are hard to clean.</p>		
<i>Provision of school meals service</i>	<i>Contracting coronavirus - staff, pupils</i>		<p><i>The school kitchen will be fully open from the start of the autumn term and normal legal requirements will apply. Kitchen operations comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</i></p> <p><i>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</i></p>		<i>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)</i>

			<p><i>use of communal areas for seating plans etc]</i></p> <p><b>School response 20</b></p> <p>Children will eat a packed lunch provided by parents or a hot meal provided by school.</p> <p>The kitchen has reopened fully after October half term following a risk assessment and to facilitate resumption of a hot meal service.</p> <p>Lunch will be eaten in the classroom with children in</p> <p>Children in Reception and Year 1 eat their lunch in the dining room.</p> <p>Years 2, 3 and 4 eat their lunch at their tables in their classroom sitting side by side.</p> <p>Lunchtimes are staggered for children and staff.</p> <p>Lunchtime supervisory assistants supervise one class group and stay with their class group both indoors and outdoors for the duration of lunchtime each day.</p> <p>Risk assessment has been shared with all staff.</p> <p>LR works alone and so there are no issues with communal areas.</p>		
<p><i>Parents/carers picking up/collecting pupils from school</i></p>	<p><i>Contracting coronavirus - staff, pupils, public</i></p>	<p><i>H</i></p>	<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>(enter specific arrangements as to how this will be achieved).</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"> <li><i>• Not to enter the building if displaying any</i></li> </ul>	<p><i>L</i></p>	<p><i>Link to animation produced by NCC Communications Team regarding parental drop off/collection:</i></p> <p><i><a href="https://youtu.be/bPzalrAx8Js">https://youtu.be/bPzalrAx8Js</a></i></p>

			<p><i>symptoms of coronavirus (COVID-19).</i></p> <ul style="list-style-type: none"> <li>• <i>Only to attend one at a time</i></li> <li>• <i>Of the designated pick up and drop off protocols (time, location, process) to minimise contact.</i></li> <li>• <i>Not to gather at entrances, gates or doors unless have pre-arranged appointments.</i></li> </ul> <p><i>School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.</i></p> <p><i>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.</i></p> <p><b><u>School response 21</u></b></p> <p>Yes to all above.</p> <p>See school responses 11, 13 and 16.</p> <p>All routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.</p> <p>Each room has its own door for entry and exit.</p> <p>A one way system for drop off and collection has been introduced.</p> <p>The one way system has been revised and changed where a pinch point was identified.</p> <p>Rules to drop off and collect at red class have been revised and changed following a child jamming his finger in the gate. Parents are now not allowed to enter the fenced area outside the red classroom. This area is now for staff and children only.</p> <p>Parents have been reminded about their responsibility to supervise their children both before and after</p>		
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			<p>school.</p> <p>TC and SR are outside on duty before and after school to direct parents and children.</p> <p>Only one parent can drop off / collect their child. They cannot enter the school.</p> <p>One child enters / leaves the building at a time.</p> <p>Parents wait in the designated areas where social distancing can be maintained.</p> <p>Parents are not allowed to congregate on the yard.</p> <p>Entry to school is by appointment only.</p> <p>Parents and carers are required to wear a face covering at drop off and collection times.</p> <p>Staff wear a face covering at drop off and collection times.</p> <p>Information has been shared with all staff.</p> <p>All information has been shared with parents through letters, newsletters, school Facebook page, signage and via the school website.</p> <p>I am not aware of any childminders who use a vehicle or public transport to bring children to or from school.</p>		
Staff travelling to and from work.	Contracting coronavirus, spread of virus	H	<p>Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.</p> <p>Those using public transport are identified and encouraged to refer to governments <a href="#">safer travel guidance for passengers</a>.</p> <p>When travelling by public transport:</p> <ul style="list-style-type: none"> <li>Wear a face covering when using public</li> </ul>	M	<p>Review Guidance:</p> <p><a href="#">How to wear and make a cloth face covering</a></p> <p><a href="#">Coronavirus (COVID-19): UK transport and travel advice</a></p> <p><a href="#">Passenger guidance</a></p>

			<p><i>transport if you can (not for use whilst in school) - surgical masks not required .</i></p> <ul style="list-style-type: none"> <li>• <i>avoid rush hours and busy times if you can</i></li> <li>• <i>cover your cough or sneeze with a tissue, then throw the tissue in the bin</i></li> <li>• <i>follow advice on social distancing</i></li> <li>• <i>wash your hands often with soap and water for at least 20 seconds</i></li> <li>• <i>if soap and water are not available, use an alcohol-based hand sanitiser</i></li> </ul> <p><b>School response 22</b></p> <p>Survey of staff shows that staff do not use public transport to get to or from work.</p> <p>Staff are advised to drive to work and to travel alone.</p>		
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils,	M	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>All schools have access to NCC SEN Support Services to accommodate and support learners with</i></p>	L	<p>For further information visit: <a href="#">NCC Local SEND Offering 0-25 yrs.</a></p> <p><i>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.</i></p> <p><i>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</i></p>



			<p><i>SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.</i></p> <p><b><u>School response 23</u></b></p> <p>Yes to all above.</p> <p>Parents are told not to send symptomatic children to school.</p> <p>See revised home-school agreement signed by all parents.</p> <p>See procedure for dealing with suspected Covid-19 policy.</p> <p>See revised behaviour and discipline policy which has been shared with all staff, parents and governors and available on school website.</p> <p>All children have been placed with the same class teacher as last year, who knows them well and who will effectively manage pupil behaviour.</p> <p>HT and DHT are both well known to the children and will support staff to manage challenging behaviour should the need arise.</p> <p>All resources and materials are enlarged for SV and OL who are VI. OV uses his magnifier to read all texts, as per his IEP.</p> <p>JS and EH sit near the teacher and face the front.</p> <p>Support from NCC VI and HI team will be requested if needed.</p> <p>All staff have received training from the NCC VI and HI team.</p> <p>Two children have an EHCP. One EHCP was reviewed by school, parent and NCC at the end of the summer term. The other EHCP was received at the beginning of</p>		
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			September. Provision and reasonable adjustments for both children are reviewed weekly by staff and the SENCo.		
Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<p>Social distancing is implemented where possible.</p> <p>Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.</p> <p>Any queries are directed to the school nurse.</p> <p>Staff know how to safely put on and take off PPE. PHE guidance on <a href="#">Putting on PPE</a>; and <a href="#">Taking off PPE</a> is followed by all staff undertaking personal care.</p> <p><b>School response 24</b></p> <p>Yes to all above.</p> <p>No children receive support from the specialist school nurse or children's community nurse.</p> <p>We have gloves, masks, aprons and sanitiser available in all rooms being used.</p> <p>No specific PPE requirements for any member of staff or pupil.</p> <p>PPE guidance circulated to all staff.</p> <p>No staff provide personal care involving AGP.</p>	L	<p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>No additional PPE is generally needed other than that already identified via risk assessment.</p> <p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure (AGP) - advice is provided by the school nurse and a risk assessment produced. <b>Specific detailed guidance and requirements when performing AGPs is included is: <a href="#">Safe Working in education, childcare and children's social care</a></b></p>

Use of hand sanitiser	<p>Ingestion of hand sanitiser.</p> <p>Alcohol vapours ignited resulting in burns to hands</p>	M	<p>Always wash hands with soap and hot/warm water wherever possible.</p> <p>Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and <a href="#">COSHH risk assessment</a> are in place for its use.</p> <p>When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition. Skin friendly skin cleaning wipes can be used as an alternative [these should still contain alcohol to be considered as effective as sanitiser]</p> <p><b>School response 25</b></p> <p>Yes to all above.</p> <p>Children and staff always wash hands using soap and warm water.</p> <p>Hand sanitiser is available for incidental use by staff and contains 70% alcohol.</p> <p>Sanitiser is stored out of the reach of children but available to staff.</p> <p>Skin friendly wipes and sanitiser may be used by children under the direct supervision of adults.</p>	L	<p>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.</p>
Insufficient cleaning/exposure to virus on objects/surfaces	Contracting coronavirus	H	<p>Increased cleaning to take place using standard cleaning products; additional cleaning hours/resources have been arranged with the priority being for frequently touched areas/communal areas and shared teaching spaces. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.</p> <p>In particular, objects and surfaces that are touched</p>	L	<p>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.</p> <p>Cleaning products used in teaching</p>

		<p><i>regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment etc.</i></p> <p><i>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.</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>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 '<a href="#">cleaning and waste</a>' (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. <a href="#">NCC PPE Risk Assessment</a></i></p> <p><i>Staff know how to put on and take off PPE correctly: PHE - <a href="#">Putting on PPE</a>; PHE - <a href="#">Taking off PPE</a></i></p>	<p><i>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 a suitable alternative product(s) used. If schools are advised to use a bleach based product, only bleach <u>sprays</u> should be used. It's use must be strictly controlled and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff. See sample <a href="#">COSHH risk assessment</a></i></p>
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			<p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p> <p><b>School response 26</b></p> <p>Yes to all above.</p> <p>An enhanced cleaning schedule has been developed to ensure cleaning, before, during and after the school day and deep cleaning every Friday afternoon.</p> <p>Use of cleaning products and materials agreed.</p> <p>The enhanced cleaning schedule shows areas for deep cleaning are the areas that the children will be based in and use and specifically frequently touched areas.</p> <p>This has been shared with all staff.</p> <p>All soft furnishings and toys which are difficult to clean have been removed.</p> <p>Extra resources which are not currently being used to support learning are stored in cupboards and are not visible in classrooms.</p>		
Staff displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p><b>Schools follow the process detailed in the NCC flowchart “Managing Covid-19 in Northumberland Schools and settings” and complete the <a href="#">report form</a> in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.</b></p> <p>Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - <a href="#">Stay at Home</a> . If they are seriously ill contact 999.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close</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 <i>if someone becomes symptomatic whilst at school.</i></p> <p>Staff requested to urgently access the <a href="#">national test and trace programme</a> which is now operational and will involve direct discussion</p>

		<p><i>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 &amp; Trace.</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>Staff should inform the school as soon as they receive their test result (positive or negative).</i></p> <p><i>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. <a href="#">PHE staff return to work criteria</a> must be applied.</i></p> <p><i>Where the staff member tests positive; based on advice from the NCC Public Health Team, the rest of their class, should be sent home and advised to self-isolate for 14 days from the date the staff member became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</i></p> <p><i>Confirmed cases of Covid-19 should be recorded via ANVIL, as they may be RIDDOR reportable. You</i></p>	<p><i>with those in close contact with a person who tests positive for Covid19. The school has a small supply of home test kits which can be used in very exceptional cases (Coronavirus (<a href="#">COVID-19</a>): <a href="#">test kits for schools and FE providers</a>)</i></p> <p><a href="#">Letter from PHE and NHS Test and Trace to school and college leaders</a></p>
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			<p>should seek further advice via NCC's Corporate Health and Safety team.</p> <p><a href="#">PHE guidance</a> on action to be taken in these circumstances is adhered, along with the PHE guidance on <a href="#">'cleaning and waste'</a>.</p> <p><b>School response 27</b></p> <p>Yes to all above.</p> <p>PHE guidance has been read and noted.</p> <p>See procedure for dealing with suspected Covid-19 policy.</p>		
Pupils displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p><b>Schools follow the process detailed in the NCC flowchart "Managing Covid-19 in Northumberland Schools and settings" and complete the <a href="#">report form</a> in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.</b></p> <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 - <a href="#">Stay at Home</a>. If they are seriously ill contact 999.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p><b>PPE is only required by staff caring for the child while they await collection in the following circumstances:</b></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 <b>if someone becomes symptomatic whilst at school.</b></p> <p>Parent/carers are requested to urgently arrange a test for their child via the <a href="#">national test and trace programme</a> which is now operational 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 home test kits which can be used in very exceptional cases (Coronavirus <a href="#">(COVID-19): test kits for schools and FE providers</a>) The school will be notified of the test result by the NCC public health team, however,</p>



		<p>(see also <a href="#">Symptomatic children action list for schools</a> and <a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a>)</p> <ul style="list-style-type: none"> <li>• a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained</li> <li>• if contact is necessary, then disposable gloves, apron and a face mask should be worn</li> <li>• 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.</li> </ul> <p><i>See which includes specifications for PPE to be used; this should be recorded in this risk assessment and your protocol)).</i></p> <p><i>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 &amp; Trace.</i></p> <p><i>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</i></p>	<p>parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative).</p> <p><a href="#">Letter from PHE and NHS Test and Trace to school and college leaders</a></p> <p><a href="#">Symptomatic children action list for schools</a> (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)</p>
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			<p><i>their self-isolation.</i></p> <p><i>Where the pupil tests positive based on advice from the NCC Public Health Team, the rest of their class, should be sent home and advised to self-isolate for 14 days from the date the child became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</i></p> <p><a href="#">PHE guidance(Section 1 - Part 9)</a> on action to be taken in these circumstances is adhered, along with the PHE guidance on <a href="#">‘cleaning and waste’</a>.</p> <p><b>School response 28</b></p> <p>Yes to all above.</p> <p>See procedure for dealing with suspected Covid-19 policy.</p> <p>Stay at Home guidance and PHE guidance has been read and noted.</p> <p>PHE staff return to work criteria read and noted and applied as required.</p> <p>All staff have completed and submitted a new emergency contact form and these are stored securely in school.</p>		
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Outbreak of Covid-19 in local area or school resulting in partial or full closure of school/resumption of lock down		H	<p>The <a href="#">Northumberland Local Outbreak Prevention Plan</a> 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.</p> <p><b>School response 29</b></p> <p>Yes to all above.</p> <p>See procedure for dealing with suspected Covid-19 policy.</p> <p>PHE guidance has been read and noted.</p> <p>All parents have completed and submitted a new emergency contacts form and these are stored securely in school.</p> <p>All of these procedures and guidance have been communicated with staff and parents through procedures to deal with suspected or confirmed cases of Covid-19 policy.</p>	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	<p>Serious injury or death</p> <p>First aider contracting coronavirus or spreading virus to others.</p>	H	<p>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.</p> <p>First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information.</p> <p>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. applying a plaster, running a burn under cold water.</p> <p>Where available, and appropriate, <b>fluid resistant face</b></p>	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 30 September 2020. 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 <a href="#">First aid during the</a>

		<p><b>mask, gloves, disposable plastic apron and disposable eye protection</b> is used which should be kept in or next to first aid kits. (see <a href="#">FAQ document</a> on dealing with minor accidents)[this is in line with HSE guidance]</p> <p><b>CPR</b></p> <p>In respect of more serious cases where CPR may be required, the specific advice contained in the <a href="#">Resuscitation Council UK</a> guidance should be followed particularly in relation to rescue breaths.</p> <p>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</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: <a href="#">Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</a></p> <p><b>School response 30</b></p> <p>The Headteacher will fully cooperate with the process and follow advice from the local Health Protection team.</p> <p>All staff have completed paediatric first aid training or first aid training in the second half of the summer term, or hold a valid paediatric first aid or first aid certificate.</p> <p>PPE in place and ready for use.</p> <p>Guidance on putting on and taking off PPE has been</p>	<p><a href="#">coronavirus (COVID-19) outbreak</a></p> <p>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:</p> <p><a href="#">Early years foundation stage: coronavirus disapplications - GOV.UK</a></p>
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			<p>shared with all staff.</p> <p>Guidance in FAQ document read and noted.</p> <p>Resuscitation Council UK guidance read and noted.</p> <p>Guidance for first responders and others in close contact with symptomatic people with potential COVID-19 read and noted.</p> <p>All staff have been trained how to carry out CPR.</p>		
Lack of communication with staff/parents/others	Confusion/mis-information resulting in breakdown of arrangements.	H	<p>Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.</p> <p>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Hangouts.</p> <p>Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe. [consider methods of communication, making information available on school webpage to provide assurance to parents]</p> <p>The arrangements in place for children are shared with them in an age appropriate way.</p> <p><u>School response 31</u></p> <p>Yes to all above.</p> <p>All staff are involved in the planning and review process.</p> <p>Daily feedback is collated at the end of each day and</p>	L	<p>Parents have access to the <a href="#">Covid19 Quick Guide checker</a> - this is available on the school's webpage and has been brought to the attention of parents.</p>

			<p>processes and procedures are updated accordingly. Communication with parents is regular and is done electronically via text and email and in writing via letters and newsletters, all stored on the school website.</p> <p>Information shared with staff via email, WhatsApp and face to face.</p> <p>Information shared with governors by email, using the shared drive and virtual meetings.</p>		
<i>Increased staff home working &amp; use of Display Screen Equipment (DSE)</i>	<i>Musculoskeletal problems arising from incorrect postures</i>	<i>M</i>	<p>NCC <a href="#">bulletin</a> on homeworking and DSE use is made available to staff. This follows HSE <a href="#">guidance on homeworking</a>, including the principles of good DSE use is followed.</p> <p>NCC <a href="#">DSE policy</a> is available to staff.</p> <p><b>School response 32</b></p> <p>Yes to all above.</p> <p>HSE guidance shared with all staff.</p> <p>DSE policy shared with all staff who use display screen equipment to carry out their role.</p>	<i>L</i>	
<i>Uncertainty due to the unprecedented nature of the pandemic Maintaining staff wellbeing and mental health</i>	<i>Stress and anxiety arising through uncertainty, lack of control and reduced contact</i>	<i>M</i>	<p>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</p> <p>Shared distribution of workload, e.g. rota for staff in school and those homeworking.</p> <p>Regular communications are in place between staff and Managers. Staff also have access to all shared information/documentation. Governing Body are involved with decision making in relation to measures in place where appropriate.</p>	<i>L</i>	<p>Stress risk assessment reviewed.</p> <p><a href="#">Supporting Emotional and Mental Health - Information for Schools.</a></p> <p><a href="#">Telephone support &amp; counselling</a></p> <p><a href="#">Wellbeing guide for staff working in schools and trusts</a></p> <p><a href="#">Resources for school employees -</a></p>

			<p><b><u>School response 33</u></b></p> <p>Yes to all above.</p> <p>See school response 31 and 32.</p> <p>Weekly HT Covid updates shared with governors.</p> <p>Governor visit 16.09.20 to review the implementation of protective measures in school. Governor visit report on governor shared drive.</p> <p>Risk assessment documents are published on the school website following consultation with staff, governors and unions.</p>		<a href="#">wellbeing.docx</a>
<i>Pupil uncertainty surrounding attendance/return to school</i>	<i>Stress and anxiety impacting themselves and staff</i>	<i>M</i>	<p><i>Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. [consider publishing risk assessment on school webpage]. Parents have the opportunity to discuss concerns with school staff.</i></p> <p><i>Provision of pastoral and extra-curricular activities available to all pupils designed to:</i></p> <ul style="list-style-type: none"> <li>• <i>support the rebuilding of friendships and social engagement</i></li> <li>• <i>address and equip pupils to respond to issues linked to coronavirus (COVID-19)</i></li> <li>• <i>support pupils with approaches to improving their physical and mental wellbeing</i></li> </ul> <p><i>[see <a href="#">government guidance</a> for further information and apply as appropriate - record details here].</i></p> <p><b><u>School response 34</u></b></p> <p>Communication with parents is regular and is done electronically via text and email and in writing via letters and newsletters, all posted on the school website, sent via School Gateway and the school Facebook page.</p>	<i>L</i>	<p>The government has recently launched the <a href="#">Wellbeing for Education Return programme</a>, 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.</p> <p><a href="#">Supporting Emotional and Mental Health - Information for Schools.</a></p>

			<p>Parents are discouraged from discussions with staff in classroom door ways as this may lead to lapses in our safeguarding systems but they are actively encouraged to communicate by telephone and using direct email addresses for teaching staff.</p> <p>TC is available, before, during and after school to discuss comments and concerns.</p> <p>Curriculum plans centred around improving children's physical and mental wellbeing as well as rebuilding friendships and social engagement when they return to school.</p> <p>Return to school focused on re-establishing relationships, revisiting rules and familiarisation with new rules.</p> <p>First unit of work was "Here We Are" based on the Oliver Jeffers book.</p> <p>Welfare calls by staff before and during the summer holidays have been made to offer support and check on well being.</p> <p>Calls made to all parents in October by class teachers instead of parents' evenings to discuss how children have settled back into school, clarify gaps in learning and targets.</p>		
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## 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](mailto: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\*](#)

## Document History

Item	Nature of change	Date of Update
<a href="#">Contact with others who may have Coronavirus</a>	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
<a href="#">All teaching/classroom activities; early years, primary and secondary</a>	Updated guidance on sport and physical activity. Link added to wrap around provision and extra-curricular activity guidance.	17/11/2020
<a href="#">Use of School Transport (external provision only)</a>	Updated guidance on ventilation on home to school transport. Link added to the updated 'Autumn term - transport for schools' guidance.	17/11/2020
<a href="#">Pupils displaying symptoms of coronavirus whilst at school</a>	Link added to 'Safe working in education, childcare and children's social care settings' guidance.	17/11/2020
<a href="#">Parents/carers picking up/collecting pupils from school</a>	Link added to animation aimed at parents. Advice for child minders collecting/dropping off pupils from different households.	17/11/2020
<a href="#">Personal Care Activities</a>	New guidance for those schools carrying out aerosol generating procedures (AGP)	17/11/2020

<a href="#"><u>Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic</u></a>	Link added to H&S FAQ document - new information on fire drills.	02/11/2020
<a href="#"><u>Inadequate Ventilation</u></a>	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
<a href="#"><u>Contact with others who may have Coronavirus</u></a>	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
<a href="#"><u>All teaching/classroom activities; early years, primary and secondary</u></a>	Update on wrap around provision and extra-curricular activity.	02/11/2020
<a href="#"><u>Staff use of communal areas/working with different groups and Use of supply teachers</u></a>	Update on shared staff areas.	02/11/2020
<a href="#"><u>Outdoor education on-site and off-site visits</u></a>	Non-NCC establishment advice wording updated.	02/11/2020
<a href="#"><u>Use of School Transport (external provision only)</u></a>	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
<a href="#"><u>Pupils displaying symptoms of coronavirus whilst at school</u></a>	Advice on PPE requirements updated (rather than hyperlinking to government guidance on specification for PPE it is documented)	02/11/2020
<a href="#"><u>Outdoor education on-site and off-site visits</u></a>	Wording regarding insurance arrangements.	29/10/2020
<a href="#"><u>Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic</u></a>	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

<a href="#">Contact with others who may have Coronavirus</a>	Link to 'EHCP Planning Tool' added.	07/10/2020
<a href="#">Use of School Transport (external provision only)</a>	Update in respect of NCC School Coronavirus (COVID-19) advice regarding use of face coverings.	07/10/2020
<a href="#">Staff displaying symptoms of coronavirus whilst at school</a>	Update in respect of process for reporting cases. Link added for NCC flowchart for reporting covid cases.	07/10/2020
<a href="#">Pupils displaying symptoms of coronavirus whilst at school</a>	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
<a href="#">Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down</a>	Advice to be sought from NCC's public health team/health protection team.	07/10/2020
<a href="#">Lack of communication with staff/parents/others</a>	Link added for 'Parent Quick Guide Checker.'	07/10/2020
<a href="#">Uncertainty due to the unprecedented nature of the pandemic</a>	Links added for staff support and a free counselling helpline.	07/10/2020
<a href="#">Pupil uncertainty surrounding attendance/return to school</a>	Link added for pupil emotional and mental health support.	07/10/2020
<a href="#">Useful Links</a>	New section, previously listed under 'Additional Information'. Links to the 'Northumberland Dashboard' and 'Q&A videos from PHE' added.	07/10/2020
<a href="#">Contact with others who may have Coronavirus</a>	Link updated to guidance for special schools and other specialist settings - Annex EHC Plans.	09/09/2020
<a href="#">Activity</a>	Link added for 'Schools Full Opening' guidance.	07/09/2020

<a href="#">School re-opening following partial or full closure and lack of statutory testing/maintenance</a>	Guidance withdrawn.	07/09/2020
<a href="#">Contact with others who may have Coronavirus</a>	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
<a href="#">All teaching/classroom activities; early years, primary and secondary</a>	Guidance withdrawn and replaced with 'Schools Full Opening' guidance.	07/09/2020
<a href="#">Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities</a>	Updated guidance on sports and music activities. Updated guidance on science practicals from CLEAPSS.	07/09/2020
<a href="#">Parents/carers picking up/collecting pupils from school</a>	Guidance withdrawn.	07/09/2020
<a href="#">Use of School Transport (external provision only)</a>	Minor update to align more closely with guidance text relating to grouping on school transport, wearing of face coverings and social distancing.	07/09/2020
<a href="#">Children who are non-compliant / displaying challenging behaviour</a>	Guidance withdrawn.	07/09/2020
<a href="#">Personal care activities</a>	Guidance withdrawn.	07/09/2020
<a href="#">Staff displaying symptoms of coronavirus whilst at school</a>	Updated advice regarding a staff member testing positive. Link added to a letter from PHE to all school leaders.	07/09/2020
<a href="#">Pupils displaying symptoms of coronavirus whilst at school</a>	Updated advice regarding a pupil testing positive. Link added to a letter from PHE to all school leaders.	07/09/2020
<a href="#">Pupil uncertainty surrounding attendance/return to school</a>	Link to the 'Wellbeing for Education Return Programme' added.	07/09/2020

<a href="#">Contact with others who may have Coronavirus</a>	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
<a href="#">Additional information</a>	New/updated additional documentation	30/07/2020
<a href="#">School re-opening following partial or full closure and lack of statutory testing/maintenance</a>	Minor wording changes. Review fire risk assessment.	30/07/2020
<a href="#">Inadequate safety management documentation (policies, risk assessments etc)</a>	New section.	30/07/2020
<a href="#">Contact with others who may have Coronavirus</a>	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. Visitor information to be retained and kept for 21 days. Specific guidance on hand washing requirements for children. Information on face coverings.	30/07/2020
<a href="#">All teaching/classroom activities: early years, primary and secondary</a>	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
<a href="#">Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities</a>	New section - some control measures moved from previous section.	30/07/2020
<a href="#">Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces</a>	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

<a href="#"><u>Staff use of communal areas/working with different groups and Use of supply teachers</u></a>	New section pulling together measures for staff areas and to record arrangements for temporary and visiting staff.	30/07/2020
<a href="#"><u>Outdoor education on-site and off-site visits</u></a>	Updated to illustrate requirement for EVCs and Heads to monitor Evolve for policy and guidance updates.	30/07/2020
<a href="#"><u>Provision of school meals service</u></a>	New section. Ensure arrangements in place are applied to kitchen facilities.	30/07/2020
<a href="#"><u>Use of School Transport (external provision only)</u></a>	Updated arrangements regarding more children accessing transport.	30/07/2020
<a href="#"><u>Staff travelling to and from work</u></a>	Minor amendment and link to government guidance	30/07/2020
<a href="#"><u>Personal care activities</u></a>	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
<a href="#"><u>Use of hand sanitizer</u></a>	Reference to skin friendly skin wipes (confirmed with NCC public health that these should contain alcohol to be as effective as sanitiser). Bulk storage arrangements for hand sanitiser (updated fire risk assessment).	30/07/2020
<a href="#"><u>Insufficient cleaning/exposure to virus on objects/surfaces</u></a>	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
<a href="#"><u>Staff displaying symptoms of coronavirus whilst at school</u></a>	Clarification on isolation of bubble groups. Requirement to notify NCC public health team of all <u>symptomatic</u> persons. Removal of specific self isolation periods as this is liable to change (currently changed from 7 to 10 days) - schools should keep up to date with the latest requirement.	30/07/2020
<a href="#"><u>Pupils displaying symptoms of coronavirus whilst at school</u></a>	As above.	30/07/2020

<a href="#">Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down</a>	New section.	30/07/2020
<a href="#">Inadequate first aid provision</a>	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
<a href="#">Pupil uncertainty surrounding attendance/return to school</a>	New section.	30/07/2020
<a href="#">Activity</a> 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
<a href="#">Additional Information Section</a>	Amendment. <a href="#">NCC Corporate Health and Safety Advice - FAQs for School Head Teachers</a> , link to <a href="#">vulnerable staff risk assessments (including BAME)</a> and <a href="#">Public Health Q&amp;A for Teachers and Parents</a>	05/06/2020
<a href="#">School re-opening following partial or full closure and lack of statutory testing/maintenance</a>	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
<a href="#">Contact with others who may have Coronavirus. Inadvertent transmission to others</a>	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



<a href="#">Unable to achieve social distancing</a>	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
<a href="#">Use of communal areas</a>	Amendment. Update regarding assemblies. Updated guidance on PE activities from AfPE.	05/06/2020
<a href="#">Parents/carers picking up/collecting pupils from school</a>	Amendment Queuing system/greeting process for parents. New links to government guidance added.	05/06/2020
<a href="#">School Transport</a>	New section	05/06/2020
<a href="#">Staff travelling to and from work.</a>	New section	05/06/2020
<a href="#">Children who are non-compliant / displaying challenging behaviour</a>	New section	05/06/2020
<a href="#">Use of hand sanitiser</a>	Clarification on use of alcohol based hand sanitiser and need to have safety data sheet and COSHH risk assessment in place. (See also <a href="#">Health and Safety FAQ</a> document for further information)	05/06/2020
<a href="#">Insufficient cleaning/exposure to virus on objects/surfaces</a>	Amendment. Update regarding taking resources home and marking homework.	05/06/2020
<a href="#">Staff displaying symptoms of coronavirus whilst at school</a>	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	05/06/2020

	negative for Covid-19. Public Health cleaning posters have been withdrawn	
<a href="#">Pupils displaying symptoms of coronavirus whilst at school</a>	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
<a href="#">Inadequate first aid provision</a>	Removal of appointed person as minimum - trained first aider recommended due to increase in numbers. Link to FAQs added.	05/06/2020
<a href="#">Lack of communication with staff/parents/others</a>	New section	05/06/2020