



Cramlington Village Primary School

RISK ASSESSMENT

Year group	Whole school People at Risk: <i>Staff, pupils, visitors, volunteers, parents, contractors</i>	Location	CVPS	Activity	<i>Schools remaining open/reopening during COVID19 pandemic</i> <i>To be read in conjunction with Coronavirus (COVID-19): implementing protective measures in education and childcare settings and Actions for education and childcare settings to prepare for wider opening from 1 June 2020</i>
Date (if applicable)	11.6.2020	Adult responsible	Principal	Completed by	Principal and Vice Principals

Additional Information: [guidance on completion: risk assessment form](#)
 Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.
 Government/Public Health England Advice: <https://www.gov.uk/coronavirus>
 HSE Advice: <https://www.hse.gov.uk/news/coronavirus.htm>
 NCC Guidance: <http://staff/Communications/Coronavirus-information.aspx>
 Northumberland Education: <http://northumberlandeducation.co.uk/coronavirus/>
 DFE Advice: DfE.coronavirushelpline@education.gov.uk
[NCC PPE Risk Assessment](#); [NCC Staff Risk assessment](#)
[NCC Health and Safety Team webpage](#)
[Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control](#)
[NCC Control of Infection Policy](#)

Hazards - Please highlight Y or N

Cuts and abrasions? (Y)	Traffic (N)	Vehicle accident? (N)	Hot Liquids (Y)	Slips, trips and falls (Y)
Health Hazard? (Y)	Illness (Y)	Safeguarding (Y)	Choking (Y)	Hazardous substances (Y)
Electricity (Y)	Burns and scalds (Y)			



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Individual teacher/child details (please detail any specific needs for children)

Adult name	Extremely clinically vulnerable - shielding Adult A Adult B	Clinically vulnerable / partner extremely clinically vulnerable - working from home Adult C	Vulnerable with Social Worker	Vulnerable - EHCP	Vulnerable - others
Children's names	<p>Extremely clinically vulnerable - shielding</p> <p>Child 1 - parent shielding</p> <p>Child 2 & 3 - parent shielding</p>	<p>Clinically vulnerable - staying at home</p> <p>Child 4 -</p> <p>Child 5 - parent may need to shield</p> <p>No children have severe asthma.</p> <p>11 children have an IHP for asthma (separate risk assessment)</p>	<p>Child 6 LAC</p> <p>Child 7 LAC</p> <p>Child 8 CIN</p>	<p>Child 9</p> <p>Child 10</p> <p>Child 11</p> <p>Child 12</p> <p>Child 13</p> <p>Child 14</p>	<p>Child 15</p> <p>Child 16</p> <p>Child 17</p> <p>Child 18</p>

Risk evaluation – based on numerical values of 1 to 5 on likelihood & severity, where 1 is low and 5 high.

Total value = 1/6 low – 8/15 medium – 16/25 high

Hazard	Persons at risk	Existing control measures	L	S	R	Additional control measures	L	S	R	Action by
1. School re-opening following partial or full closure and lack of statutory testing/maintenance	Equipment / system failure leading to enhanced physical or biological risks to people	<p>Statutory testing and maintenance, such as water hygiene testing/flushing, gas safety, fire safety, play/sporting equipment tests, has taken place during the school closure.</p> <p>Principal / Site Manager has ensured all necessary checks / paperwork / maintenance is up to date prior to school opening. Checks to continue requiring Principal / Site Manager to access all areas of school.</p>	3	5	15	<p>See guidance on Managing school premises which are partially open during the coronavirus outbreak</p> <p>Where checks / paperwork / maintenance is lacking; steps taken to address this prior to reopening - items taken out of use (where possible), or guidance obtained from a competent person (manufacturer, service engineer, NCC Property Services).</p> <p>Principal / Site Manager will need to go into all 'bubbles' but will be in for the shortest time possible, will remain 2m distance and not touch</p>	1	5	5	



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					anything unless it is an emergency / health and safety reasons.				
<p>2. Contact with others who may have Coronavirus</p> <p>Inadvertent transmission to others</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	<p>Staff</p> <p>Staff on the clinically 'highly vulnerable' list requiring shielding are self isolating at home for a 12 week period. Those staff on the clinically 'vulnerable list' are working from home/assigned alternative duties (such as supporting remote education, carrying out lesson planning etc). Where this isn't possible a personalised risk assessment for each individual is in place recording the details of the medical condition and what reasonable adjustments have been made <u>prior</u> to the staff member returning to school. Advice is sought from Occupational Health where necessary.</p> <p>Where staff shortages are identified which impact on the operations of the school, Children's Services are contacted for additional support (Simon Baxter on 07870 365983).</p> <p>Children</p> <p><u>Children in vulnerable and highly vulnerable health categories (as defined by PHE guidance)</u></p> <p>Pupils in "Clinically Extremely Vulnerable" category have been identified and are continuing with remote education. Pupils classed as "Clinically Vulnerable" can attend school following an individual risk assessment carried out in consultation with the child's parents. Advice from health professionals/GP involved in the</p>	5	5	25	<p>Staff who are shielding and those working from home have completed risk assessments regarding their medical needs and home working.</p> <p>Adult A and B both can continue to work from home, both have school IT equipment, personal phone numbers are currently being blocked when used. Adult C is providing distance learning on Thrive and supporting vulnerable pupils with mindfulness and mental health support.</p> <p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>See NCC generic risk assessments for vulnerable staff:</p> <p>General Vulnerable Conditions - COVID19 - Personalised Risk Assessment Template</p> <p>Staff with Mild Asthma - COVID19</p> <p>The potential health risks from COVID-19 to children and young people who have an EHC Plan must be assessed in light of any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required.</p> <p>Children with an EHCP have all been individually risk assessed. None have significant health conditions that would be impacted on by Covid-19. These are reviewed regularly.</p> <p>Where children have an Individual Healthcare Plan, arrangements must be made to ensure that any adults supervising the child understand and</p>	3	5	15



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	<p><i>child's care should also be sought and taken into account. Where a child's health condition changes, Individual Healthcare Plans are updated by school including up to date advice from the relevant health professional and must be in line with PHE guidance.</i></p> <p><i>Children (or staff) living in a household with someone who is 'clinically extremely vulnerable' should only attend school if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</i></p> <p><i>Principal must be familiar with the document Coronavirus (COVID-19): implementing protective measures in education and childcare settings</i></p> <p>Contractors</p> <p><i>Contractors will not be allowed access without prior appointment. Contractors are to wear disposable gloves on arrival and social distancing measures are clarified with them on arrival.</i></p> <p>General</p> <p><i>Parents / carers and other visitors are limited. Staff communicate to children regarding social distancing / personal</i></p>		<p><i>are familiar with the plan and have received any training that is indicated to care for the child. An up to date Medical Needs spreadsheet is available on the drive for all staff.</i></p> <p><i>All IHPs are in place and we do have consent to administer an emergency inhaler. All IHPs are on the drive for easy access but a copy is also held in school behind admin desk).</i></p> <p><i>All 11 children with IHPs for asthma have either never been in hospital because of their condition or their GP has approved that it is safe for them to attend school at this time.</i></p> <p><i>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</i></p> <p><i>When making appointments, contractors are briefed of the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.</i></p> <p><i>All visitors coming into the school building are asked to hand wash and sanitise and to self declare their fitness to be in school. A poster will be provided with self declaration information and coronavirus advice.</i></p> <p><i>Admin/ Chef to hold discussions with suppliers and ensure they follow our social distancing measure when delivering eg distance markers.</i></p>	



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	<p>hygiene etc. Government guidance on Coronavirus (COVID-19): implementing protective measures in education and childcare settings 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>Cleaning hands more often than usual and on arrival and before and after eating, sneezing, coughing - washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser. Hands to be sanitised on entering. Sanitizers available around school and barrier cream available for anyone with irritated skin. School nurse and local pharmacist advice has been sought to provide approved hand cream for pupils to use after their hands have been dried every time for those with cracked hands, or when needed by others. Parents informed online of this with an option of bringing their own.</p> <p>Tissues available in all classrooms.</p> <p>Entries and exits are allocated to each group and times of leaving and entering will be staggered .</p> <p>Doors which need to be used internally for access propped open if not fire doors.</p>		<p>Learning pod due to begin construction in July. Work will be away from all children and staff but construction workers will have to ensure their own social distancing measures</p> <p>Notices and information displayed in school.</p> <p>All staff are to have read the specified government guidelines prior to school reopening and discussed concerns / questions with a member of the SLT.</p>		
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<p>3. Unable to achieve social distancing - All teaching /classroom activities; early years, and primary</p>	<p>Contracting coronavirus - staff and pupils, passing onto vulnerable persons</p>	<p>It has been accepted nationally that Early Years & Primary age children cannot be expected to be 2 metres apart at all times. However the school has implemented the following to reduce risk:</p> <ul style="list-style-type: none"> ● Pupils are encouraged in a developmental / age appropriate way to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if they are unwell. ● Staff informally monitor for presence of symptoms. ● Regular cleaning initiated (see below). ● The school has cohorted groups so that staff and pupils only mix in 1 small consistent group and keep away from other people/groups. Contact with other groups is brief and transitory only. ● Groups sizes and ratios are in line with Government Guidance: <ul style="list-style-type: none"> ○ EYFS: Maintain EYFS ratios and use these to group children. ○ Primary; classes split in half with no more than 15 per group and desks spaced as far apart as possible (ideally 2m).. ○ Where above cannot be achieved, consult Government Guidance and discuss options with LEA or MAT. ● Each group will be allocated a space in school e.g. a whole classroom, space in the hall or marquee classroom space where they will do all their lessons and eat their meals. Workspaces will be allotted to each child with a named seat, table and 	<p>5 4</p>	<p>20</p>	<p>We are accepting all children from N to Y5 (including vulnerable and children with EHCPs in Y6) with a limit of 15 children from Y1. See re-opening plan for June 29th for details. https://docs.google.com/document/d/1KTCZTUMWYkT0pblwpzyIfv-ZWqSW36cU58Zcm3pE6VE/edit?s=5ee1ea8d</p> <p>Review Guidance & Checklist: Opening Schools for more children and young people: initial planning framework for schools in England</p> <p>Access rooms directly from outside where possible.</p> <p>No sharing of stationery etc.</p> <p>Registers completed on Integris and sent to office and communicated to SLT.</p> <p>Children receive group updates on the importance of handwashing, the importance of not touching their own faces, and the importance of minimising hand to mouth contact. School menus for lunches in EYFS/KS1 are reviewed to limit the amount of finger foods that are on offer through the typical rolling menu. Cutlery and serving spoons are washed through the commercial dishwasher twice daily, and napkins are used when passing serving spoons around for self serving. No cookery lessons to take place. Children in KS2 will receive packed lunches in their bubbles.</p> <p>Staggering lunch breaks - children and young people should clean their hands before and after eating. They will remain in the class bases for lunch. Tables should be cleaned before and after eating.</p> <p>If a member of staff leading a bubble is absent</p>	<p>2 4</p>	<p>8</p>
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		<p>equipment. Children will use the same desks each day and they are cleaned between use.</p> <ul style="list-style-type: none"> • Desks will be moved so children are sitting 2m apart from other children where possible. Tape will indicate 2m spacing in corridors and pathways. • The same teaching staff work with the same groups. • Principal will need access to the whole school (especially as DSL) to ensure procedures are adhered to and children are safe. She is to limit time in the bubbles to the minimum time necessary, remain at 2m distance at all times and not touch anything. • Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents. • Equipment use has been revised and measures to reduce simultaneous (as well as cleaning, below) use have been introduced. • Where possible areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and safeguarding) to limit use of door handles. • Behaviour policies reflect the respect we always require from the children and any contraventions to the necessary procedures will result in the usual warnings and sanctions being delivered. All classes will review those rules with children when they start in 			<p>for any reason then that bubble will be closed.</p> <p>Full uniform is expected from all pupils. Coats will be placed on the back of each child's chair, and all school forest school hoodies will be available as an alternative to blazers/coats and are laundered within school or via the school launderette, stored in a lidded box in the classroom spaces.</p> <p>Staff provided with plans for prepping document with specified tasks on. All staff to complete free on-line course https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training covering</p> <ul style="list-style-type: none"> • The symptoms of COVID-19 and what to do if you display them • Personal hygiene measures to prevent COVID-19 • What businesses should be doing • Tips for social distancing and self-isolation • Best practices for work (home & on location) 			
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		<p>their new learning spaces on 29th June, and display expectations clearly in their class spaces.</p> <ul style="list-style-type: none"> • Share and discuss with pupils the new behaviour rules / expectations immediately • Decide what staff training (either delivered remotely or in school) is needed to implement any changes the school plans to make (for example, risk management, curriculum, behaviour, safeguarding). 							
4. Outdoor education on-site and off-site visits	Contracting coronavirus - staff, pupils, public	<p>General control measures listed by this risk assessment are implemented as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible.</p> <p>The NCC Guidance for Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe Activities is followed. Located within the Resources Section on the Evolve system under "Guidance".</p>	4	4	16	<p>On site activities: where risks are significant or are not already covered with another risk assessment the activity must be subject to a written risk assessment.</p> <p>No off-site visits will take place at this time.</p>	2	3	6
5. Play activities	Contracting coronavirus - staff and pupils	<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. Zones have now been created to allow children outside together.</p> <p>Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups and appropriately cleaned between use of groups. For larger pieces of play</p>	4	5	20	<p>There is no need for any pupils to use shared corridors or spaces once they arrive into their classes, apart from Y1 children going to their allocated toilet.</p> <p>Outdoor area to be sectioned off into zones and zones allocated to small groups.</p> <p>No lunch clubs or after school clubs running before the end of term in July. EYFS and KS1 finish earlier - with staggered drop off and pick up times preventing families from overlapping at the school gates.</p>	2	3	6



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		<p>equipment, where it is not possible to adequately clean this, this has been taken out of use.</p> <p>All soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</p> <p>Outdoor PE equipment must be cleaned before use and kept to one group. If it is to be used by a different group it must be thoroughly cleaned beforehand.</p> <p>Children should not get changed for PE other than trainers and hoodies which are to be kept at their workspace.</p>							
6. Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces, staff room, offices	Contracting coronavirus - staff pupils, visitors, parents/carers	<p>Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes in and out of school grounds is in operation with people entering via the north gate and leaving by the Little Angels gate. Principal and another adult will be out to direct families).</p> <p>Halls, dining areas and internal sports facilities will not be used, with exception of the hall which will become a classroom but no one can pass through it.</p> <p>Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Groups are kept apart and tables cleaned between each group. Children should be brought their lunch in their classrooms</p> <p>Arrangements are in place to ensure that toilets do not become crowded by limiting</p>	4	5	20	<p>When reviewing areas/spaces consider:</p> <p>Widening routes where possible. Removing unnecessary obstacles. Signing and communications: - markings/signage at entrances - movement intersections. - encouraging people to wait and allow others to pass One-way movement. Separate entry and exit routes. Enlarge access and exits. Accommodate extended queuing: - Defined queue areas - "Do not join the queue" when capacity reached signs Closure of vehicle traffic routes to pedestrianise (permanently or temporarily). Deliveries. People with additional needs. Use of stewards.</p> <p>Staggered drop off and collection times are non-negotiable.</p>	2	4	8



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		<p><i>the number of children or young people who use the toilet facilities at one time. Each bubble has been allocated 2 toilets and wash basins. Seven Y1 children will use the adult accessible toilet with a screen separating the toilet and handwashing area. This will be supervised by staff as necessary. The door will be blocked open so that it can not be locked. Markers on the floor to keep children apart and do not join the queue if past this point signs. Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohort groups.</i></p> <p><i>Staff breaks are staggered to avoid congestion in the staff room. Some staff will be allocated an alternative place for breaks (community room, SEND office and immersive room) There are no shared offices. Measures are applied within the main reception area to implement social distancing where possible.</i></p> <p><i>Staff will be allocated a space for lunch Staff will also have allocated toilets and wash basins. Female main toilet door to be kept open at all times - to ensure only one adult in this small area at a time to ensure 2m distance.</i></p>				<p><i>Revised provision of hand wash spaces with exterior hand wash stations have been installed outside Y3 and Y2.</i></p> <p><i>A marquee to be used to house Y4 in two bubbles.</i></p>				
7. Parents/cars picking up/collecting pupils from school	Contracting coronavirus - staff, pupils, public	Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained. Drop off/collection times are staggered.	4	5	20	Review Guidance & Checklist: Opening Schools for more children and young people: initial planning framework for schools in England	2	3	6	



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		<p><i>Tell parents that if their child needs to be accompanied to school only one parent should attend and no siblings with the exception of no other options available. Staggered start will be in place for all groups (see plan). Parents to follow the one way system in through the car park gate and out through Little Angels gate. Children greeted by Principal and Children will be placed in groups no more than 15 with one adult who will stay together and not mix with other groups during the day.</i></p> <p><i>Staff briefed on the arrangements to be applied. Children, young people, parents/carers are advised:</i></p> <ul style="list-style-type: none"> • <i>Not to enter the building if displaying any symptoms of coronavirus (COVID-19).</i> • <i>Only to attend one at a time</i> • <i>Of the designated pick up and drop off protocols (time, location, process) to minimise contact.</i> • <i>Not to gather at entrances, gates or doors unless have pre-arranged appointments.</i> <p><i>School digital communications channels used to engage and advise parents on requirements e.g. via Facebook pages and emails.</i></p>				<p>Principal is providing written communication to parents / carers by the end of 15th June. Straw poll of parent responses and provisional bookings for their children by Friday the 19th June. Examine feedback provided through parent questionnaires.</p> <p><i>Staggered drop off and collection times are non-negotiable.</i></p>			
8. Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	<p>Social distancing is implemented where possible. Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p> <p><i>In addition to standard infection prevention and control measures, staff</i></p>	4	5	20	<p>Site Manager has ordered PPE - gloves, fluid resistant surgical masks, aprons and visors. She will continue to monitor levels of PPE being used and order more as is necessary.</p> <p><i>PPE to be worn if a child is symptomatic. Government advice (as of 13.05.20) is that the</i></p>	2	3	6



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		<p>undertaking personal care within 2m of a child also apply the general principles contained in table 4 of the COVID-19: infection prevention and control (IPC). Any queries are directed to the school nurse.</p> <p>Staff know how to safely put on and take off PPE. PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.</p>				<p>wearing of face masks in school is not recommended.</p> <p>PPE requests/shortages in PPE are raised with the Principal / School Business Manager.</p>				
9. Flammable vapours from alcohol based hand sanitiser	Alcohol vapours ignited resulting in burns to hands	<p>Wash hands with soap and hot water wherever possible.</p> <p>When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</p>	2	4	8	School sources a backup of sanitiser to be used in extreme circumstances so that we can be compliant with maintaining infection control. Business Mgr and Site mgr work to eradicate issues of supply.	2	3	6	
10. Insufficient cleaning /exposure to virus on objects /surfaces	Contracting coronavirus	<p>Increased cleaning to take place using standard cleaning products. In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, play equipment etc. Poster on cleaning regimes produced by PHE is displayed for the benefit of staff and children.</p> <p>Cleaning staff are briefed on amended cleaning regimes. Site Manager is to access all areas of school to ensure that cleaning routines are being followed and that the whole school is safe and fit for</p>	4	5	20	<p>A supply of antibacterial wipes /alcohol gel is made available in school (including classrooms) to encourage staff/ pupils to help maintain cleanliness in personal work areas.</p> <p>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</p> <p>PPE requests / shortages in PPE are raised with the Principal / School Business Manager.</p> <p>Site manager and business manager ensure stock levels are replenished as and when needed to assure supply, visiting local suppliers first thing</p>	2	3	6	



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	<p><i>purpose paying particular attention to this risk assessment advice.</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, PHE guidance on 'cleaning and waste' in these circumstances is followed (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. NCC PPE Risk Assessment</i></p> <p><i>Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE</i></p> <p><i>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</i></p> <p><i>School should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look</i></p>			<p><i>in the morning and clarifying when deliveries are due.</i></p> <p><i>Pedal bins have been purchased to avoid the need to use the bin lid to place potentially infected, dirty hands onto the bin.</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 COSHH risk assessment</i></p>			
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		<p>out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days). Any child arriving at school with symptoms will be turned away immediately and advised to self isolate and arrange testing. The child should remain at home until 14 days has passed or until a negative test result. No staff should come to school if they are displaying symptoms. They should stay at home and contact schools designated test allocating team to arrange a test. They should stay at home until the test result is negative or they are well enough to return. School reminds families of notification procedures that have been publicised to families so that they are aware of the need to follow directed procedures to be able to access NHS advice when necessary. Children in EYFS accompanied by parents - so parents can be asked if any symptoms show up in the children each day.</p>								
<p>11. Staff displaying symptoms of coronavirus whilst at school</p>	<p>Others contract virus.</p>	<p>Principal is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - Stay at Home (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the date the staff member became symptomatic). If they are seriously ill contact 999.</p>	4	5	20	<p>Ensure home and emergency contacts are up to date.</p> <p>Staff should apply for testing via the National Scheme - contact the schools allocating testing team who can organise testing https://www.gov.uk/apply-coronavirus-test</p>	2	4	8	



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					<p><i>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</i></p> <p><i>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</i></p>			
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<p>12.Pupils displaying symptoms of coronavirus whilst at school</p>	<p>Others contract the virus.</p>	<p>Principal and parent/ carer is notified immediately and the pupil is sent home and PHE guidance on self isolation is followed - Stay at Home (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the child became symptomatic). If they are seriously ill contact 999. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a child falls ill on sight they will be taken immediately into isolation in SEND office where the window will be opened and the door closed. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. The member of staff supervising the child needs to wash their hands including forearms and put on PPE (gloves, apron, fluid resistant surgical mask/shield.)</p> <p>When the parent arrives the child will be signed out and then they can leave SEND office but only when the entrance area is completely empty of people. SEND office to be cleaned by the person in PPE. PPE is then to be removed, safely disposed of and the person washed again to the forearms. SEND office will be deep cleaned as soon as cleaning staff are in school.</p> <p>If a member of staff falls ill they will be asked to leave the building and return home asap. If they are unable to drive home safely a family member will be</p>	4	5	20	<p>Ensure emergency contacts are up to date.</p> <p>The Government is developing a national test and trace programme. Once this is functional it may involve direct discussion with parents and schools or colleges on recent contacts</p> <p>If a pupil or staff member tests positive, the bubble must close and self isolated for 14 days. A deep clean of the area will take place.</p>	2	4	8
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		<p><i>contacted and the staff member will isolate in SEND office until they are collected. Cleaning procedures as above.</i></p> <p><i>Pupils and staff members will be advised to get tested asap and inform school of the result evidencing in writing. Where the child or staff member tests positive, the rest of their class/group within the school should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</i></p> <p><i>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil subsequently tests positive. They should wash their hands thoroughly for 20</i></p>						
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		<p>seconds after any contact with someone who is unwell.</p> <p>Where the pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p><u>PHE guidance</u> on action to be taken in these circumstances is adhered, along with the PHE guidance on '<u>cleaning and waste</u>'. Poster on cleaning regimes produced by PHE is displayed for the benefit of staff.</p>								
13. Inadequate first aid provision	<p>Serious injury or death</p> <p>First aider contracting coronavirus or spreading virus to others.</p>	<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>This will include a review of any higher risk activities which may be planned. Such activities may need to be suspended if an appropriate level of cover cannot be maintained.</p> <p>Fewer staff, pupils and visitors attending school means it is/may be safe to operate with reduced first aid cover. Site manager will continue as a minimum to check 1st aid kits and summon the emergency services.</p> <p>First aiders providing routine first aid treatments within 2m of a person should wear a fluid resistant face mask and, if appropriate and available, disposable plastic apron and disposable eye</p>	4	5	20	<p>Where First Aid at Work and Emergency First Aid at Work certificates expired on or after 16 March 2020 and staff cannot access requalification training because of coronavirus, staff may qualify for a 3-month extension. Staff must be able to explain why they haven't been able to requalify and demonstrate what steps they have taken to access the training, if asked to do so. See HSE guidance https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p> <p>Qualified first aiders:</p> <p>6 Paediatric First Aiders</p> <p>8 First aiders</p> <p>2 other qualified first aiders are currently working from home</p> <p>First aiders will administer first aid to their bubble and an alternative adult from the same bubble will take over playtime responsibility. If a serious</p>	2	5	10	



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		<p>protection which should be kept in or next to first aid kits.</p> <p>CPR</p> <p>In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths.</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: Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</p>				<p>first aid emergency occurs adults are expected to act accordingly.</p> <p>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover: Both have paediatric first aid until 2022. If children are aged 2-5 within a setting, providers must use their 'best endeavours' to ensure one person with a full PFA certificate is on-site when children are present. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certification is on site at all times children are on premises.</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>				
14. Increased staff home working & use of Display Screen Equipment (DSE)	Musculoskeletal problems arising from incorrect postures	NCC bulletin on homeworking and DSE use is made available to staff. This follows HSE guidance on homeworking , including the principles of good DSE use is followed.	3	3	9	NCC DSE policy is available to staff.	2	3	6	



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<p>15. <i>Uncertainty due to the unprecedented nature of the pandemic</i></p> <p><i>Maintaining staff wellbeing</i></p>	<p><i>Barriers to wellbeing arising through uncertainty, lack of control and reduced contact</i></p>	<p><i>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</i></p> <p><i>Shared distribution of workload, e.g. rota for staff in school and those homeworking.</i></p> <p><i>Staff are at risk of feeling unfairly treated if there are different expectations of different staff as a result of school closure impacting on staff morale and commitment during a highly challenging period of time.</i></p> <p><i>Regular communications are in place between staff and Managers. Staff also have access to all shared information / documentation. Governing Body are involved with decision making in relation to measures in place where appropriate</i></p> <p><i>All school staff asked to complete a personal status form covering any physical / mental wellbeing needs and identifying if higher risk e.g. BAME. Principal/Vice Principal to act on any necessary information shared and individual risk assessments completed as necessary.</i></p>	3	3	9	<p><i>Stress risk assessment reviewed.</i></p> <p><i>Review of shielding risk assessments as necessary. Line managers will support their mentees with regular facetime calls or phone calls where practically possible.</i></p> <p><i>Clarity of expectations is minuted at staff weekly briefing meetings, to prioritise safety and hygiene then social and emotional needs. There will be a suspension of the performance management cycle from 1st June, and limitations on learning expectations - so that children's reading, writing and number activities won't be expected to be of the usual high standards. There will be no homework expectations other than use of the IDL, Myon and TT Rock stars programmes available.</i></p> <p><i>Regular check-ins with line managers are actively encouraged with an expectation that all line managers will support their mentees with regular facetime calls or other face to face meetings where practically possible. Usual adherence to minimise out of hours emails, and availability of SLT during working hours is expected. reduced expectations from governor meetings.</i></p> <p><i>A full suite of systems and policies/protocols has been established to ensure fairness and transparency of the whole staff teams. This includes a risk register, school closure action plan, a virus action plan, a risk control information sheet, risk control for users group. Seeking feedback from governors 9.6.2020 for the reopening proposals to confirm efficacy of new expectations during such unusual expectations.</i></p>	2	3	6
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					<p>Staff encouraged to talk to line managers about issues. SAS health insurance available, staff signposted to resources to support mental health and wellbeing. The Governing body and senior leaders should be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders. Workload should be carefully managed and school should assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. Senior leaders and GB will want to factor this into their resource and curriculum planning, and consider where additional resources could be safely brought in if necessary.</p>				
<p>16. Unable to cope with changes and return to school, new routines, maintaining social distancing</p>	<p>Children with SEND especially SEMH needs.</p> <p>Individuals that we know will struggle</p>	<p>Agree what returning support is available for vulnerable and/or disadvantaged children and put in place provision for the return of pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies and engage with partners who will help to provide that support, for example, local authorities.</p> <p>Plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support) and discuss with your local authority what wider support services are available. Work with your local authority to secure services for additional support and early help where possible (for example, around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to pupils and students who were not previously</p>	4	4	16	<p>All children with EHCPs need individual risk assessments for returning to school. These will be completed by the SENCo in consultation with the class teachers, ATs, parents and child. Child 19 not completed any work or RWI, reluctant to speak.</p> <p>EHAs continuing for Child 12, Child 20, Child 15/16 school EHA lead professionals Child 10 to be completed if he is returning.</p> <p>At least one wellbeing session planned (starting on the first day) then planned each week. Allocate individual facetime sessions with Thrive Practitioner or SENCo if needed. Staff to access resources on drive (Mental Health Lead to advise on resources). SENCo to be contacted if there is need for bereavement counselling (to be done through school nurse/ primary mental health) School EHA team can support need for any new EHAs on Wednesdays (active ones to continue)</p>	2	4	8



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		<p>affected.</p> <p>Staff will need to consider how to support:</p> <ul style="list-style-type: none"> • Individual children who have found the long period at home hard to manage • Those who have developed anxieties related to the virus • Those about whom there are safeguarding concerns • Those who may make safeguarding disclosures once they are back in school • Those who have experience bereavements or now have a caring responsibility 								
17.Children who have not been in school could make disclosures on return. School do not have the capacity to deal with new or existing cases	Vulnerable children	<p>Agree what safeguarding provision is needed in school to support returning children (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals as more children return to school, including those with problems accessing online offers. Check for revised protocols from your local authority and update safeguarding policy if necessary.</p> <p>Principal to access all areas of school as DSL staying only as long as is necessary, keeping 2m distance and not touching anything.</p>	3	3	9	<p>Safeguarding procedures have been fully maintained during lockdown with regular contact so DSLs are aware of possible and on going problems. There will be 1.6fte DSL in school and 0.7fte DSL shielding but available for referrals at home, phone calls with those involved. DSLs to check with LA protocols and Safeguarding Policy to be reviewed and updated as necessary.</p> <p>Regular discussions have taken place with some individual children while they are at home, and these conversations and any potential concerns have been raised on CPOMS.</p>	3	2	6	
18.Children at risk of not being fed	All pupils in school and those not at school who are entitled to FSM	<p>Work with your catering supplier to ensure meals are available for all children in school. Also, consider your arrangements for those year groups still out of school and eligible for benefits related free school meals.</p> <p>As all children should be in school apart from Y6, those who require FSM could collect a packed lunch each day. FSM</p>	3	3	9	<p>Meals will be provided by Chef for children in their designated areas in school - no movement for pupils through whole school areas. Kitchen staff will each be designated a key area to support for lunch). Free school meals provided as takeaways as already established and will continue as will access to FSM vouchers.</p>	3	2	6	



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		<i>vouchers are stopping for those children in school as of 15th June.</i>							
<i>19.Risk of miscommunication and differing expectations could increase a range of risks</i>	<i>Whole school community</i>	<i>Work with other school based-provision as necessary (for example, nursery, SEN unit) to ensure policies are aligned where they need to be.</i>	3	3	9	<i>Working with CLV to ensure effective and smooth transition for Y6 to Secondary education, conference calls and specific arrangements organised. Principal to discuss with Little Angels the need to inform parents of the one way system in place entering by the North Gate and leaving by the Little Angels gate.</i>	2	3	6
<i>20.Children not returning to school will not receive home learning</i>	<i>Two children in Y4 who are shielding and so can not attend school.</i>	<i>Discuss suggested facetime calls with individual families and what is on offer to continue learning. Agree online safety expectations and appropriate behaviour of child and anyone in the background of the call. A phone call once a week with parent to discuss any issues and how learning is working.</i>	3	3	9	<i>Children not in school because of shielding to access distance learning materials through face time calls, email, Myon, Times Tables Rockstars and IDL. For those children in Nur, Rec Y1, Y2, Y3, Y4 and Y5 who chose not to attend school home learning opportunities will not be provided. Online schemes through IDL, Myon, Accelerated Reader, and Timetable Rockstars only. Y6 will be encouraged to access Oak Academy and BBC. This will not be monitored and no home learning log kept.</i>	2	3	6
<i>21.Children with EHCPs not having their educational needs met</i> <i>Children with social workers not having needs met</i>	<i>Children with EHCPs not actively participating in online learning</i> <i>Children with social workers</i>	<i>All children with EHCPs are invited back to school. Concern is 1 child is still not participating in on-line learning and are significantly below ARE and have learning needs not currently being met at home. Parents can still decline to send these children to school but there is significant risk to their education and the gap increasing between them and their peers. There will be no bespoke online learning provided as he has not been completing this and a place is offered in school alongside his peers. Government advice as of 15.5.20 is that "Vulnerable children and young people's</i>	4	3	12	<i>Children with EHCPs - attending where risk assessment shows needs can be as safely or more safely met in an educational environment Child 13 - should be attending Child 12 - should be attending Child 10 - should be attending but as he is already ARE and is completing all on line learning he can remain at home if parents wish. However, parents will not be penalised if their child does not attend educational provision. Reasons why the parent does not want the child to attend should be explored directly with social workers and school staff.</i>	4	2	8



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		attendance is expected, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC Plan) so that they can gain the educational and wellbeing benefits of attending. Vulnerable children and young people - regardless of year group - that have not been attending in the recent period are expected to return to nursery, early years, school or college provision where this would now be appropriate for them to do so.”							
22.Expectations for children returning to school on 29th June not met	All children returning to school on 29.6.20	<p>Leaders and teachers are expected to:</p> <ul style="list-style-type: none"> Consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn Assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks Identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils <p>However, no school will be penalised if they are unable to offer a broad and balanced curriculum</p> <p>Priorities for young children are re - socialisation into new style school routines; speaking and listening, and regaining momentum in particular with early reading.</p> <p>Children who have had little opportunities for exercise should be encouraged to</p>	3	3	9	<p>Government advice only provided for return of EYFS, Y1- Y5 EYFS</p> <p>Resources available for child-initiated learning should be carefully considered. E.g. malleable resources, such as play dough, should not be shared and consideration should be given to their safe use - possibly not at all.</p> <p>Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and children should be discouraged from sharing these.</p> <p>Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes, other large, movable toys.</p> <p>Children should be encouraged not to touch their face or to put objects in their mouths.</p> <p>Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines.</p> <p>Schools should use reasonable endeavours to meet the existing EYFS learning and development requirements. Flexibility should be given to additional areas where support is required following time spent out of school such</p>	2	3	6



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		<i>exert themselves physically, making use of supervised non-touch running games within their group.</i>				<p><i>as reading.</i></p> <p>Year 1 -Y5</p> <p><i>Schools should ascertain where children have fallen behind or progressed further against the school's existing reading curriculum. If they have forgotten aspects already covered then reteach and practise this material, where necessary reteaching phonics and using appropriately matched reading books to practise reading. Where there are small numbers significantly behind others then ensure they receive support as intensively as can be managed to catch up, and liaise with parents to ensure they can support.</i></p>			
23.Risk of transmission of virus by home / school cross contamination	Staff / pupils / families	<p><i>Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books.</i></p>	3	3	9	<p><i>No reading folders to be brought into school, no reading books sent home.</i></p> <p><i>Staff allocated to one bubble only. If changing from one bubble to another a gap of 5 days to be left to ensure no cross contamination (if possible)</i></p> <p><i>Staff to bring a minimum number of personal possessions to school, laptops etc wiped down before and after use.</i></p>	1	3	3
24.Risk of transmission of virus by home / school cross contamination	Children and families	<p><i>No need for anything other than normal personal hygiene and washing of clothes following a day in school. Uniforms that cannot be machine washed should be avoided.</i></p> <p><i>Families to be encouraged to wash clothes and clean clothes to be worn each day where possible.</i></p>	3	3	9		2	3	6
25.Risk of transmission of virus by parents and	Parents and whole school community	<i>Parents should no longer gather in the playground or outside around the school gates. They should not be allowed to enter the building when dropping off or</i>	4	4	16	<i>Crosses marked on external paths 2m apart, children entering school premises at staggered times, one way system in place for drop off and collection. Principal and other adult outside at</i>	3	3	9



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carers		collecting.			9	drop off and collection will encourage parents to move on if necessary			6	
26.Risk of transmission through contact at outdoor break times	Whole school community	Work out arrangements for breaks and playtimes so that ideally only one group of 15 children is in the same play area at any one time	3	3	9	Outside area to be divided into zones eg yard, MUGA and two areas of field. Breaks staggered so that not all children outside at the same time.	2	3	6	
27.Risk of transmission in outdoor classroom	Year 4 staff and pupils in marquees	<p>Marquee to be provided by a reputable company who will follow their own risk assessments on installing marquee, portaloos, electricity, and flooring. They will provide advice on maintaining safety of building during the period of time it is in place.</p> <p>A divider will be in place down the centre of the marquee to create two individual bubbles.</p> <p>Heating will not currently be needed as it is June /July and heating could circulate germs.</p> <p>Electricity supplied via cable connected to school.</p> <p>Wifi - a booster of school signal will be used.</p> <p>Portaloo - 4 will be provided and two allocate to each bubble.</p> <p>Security - mobile phone available at all times should staff need to contact the main building. All valuables removed at night - computer equipment stored in immersive room every night</p>	3	3	9	Structure and safety of marquee to be checked each morning before entered by children and staff by Site Manager./ allocated staff .Any issues to be reported immediately to principal.	2	3	6	



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		<p><i>Marquee and toilets to be clean as per the rest of the school building standards.</i></p> <p><i>Tables and chairs provided for children and staff as they would have in a standard classroom.</i></p>								
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Likelihood \ Severity	Minor Injury	First Aid Injury	Lost Time Accident (<3 days)	Lost Time Accident (>3 days)	Major Injury
Unlikely	1	2	3	4	5
Low	2	4	6	8	10
Moderate	3	6	9	12	15
High	4	8	12	16	20
Expected	5	10	15	20	25

Assessment Date		Rev. No.		Assessor		Rev by		Rev date		Signed		Next Rev. Date	
Assessment Date		Rev. No.		Assessor		Rev by		Rev date		Signed		Next Rev. Date	
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Amendments to Reopening Risk Assessment Policy

This Risk Assessment is a live document and is under constant review. Staff meeting time will be used to communicate changes and take feedback from staff.

Date	Page	Point	Amendment/ addition	Action
19.06.20	2	Clinically vulnerable children	Child 4 no longer considered vulnerable. Hospital have said that although heart valve still leaks it is repaired and he is at no increased risk due to Coronavirus so will return to school	Action: Confirm details with mum Person Responsible: SENCo Date of completion: 15.6.20
19.06.20	2	Clinically vulnerable parent / child	Child 5 - Parent who has suspected breast cancer has been given the all clear so they and their child are no longer needing to shield	Action: Confirm details with mum Person Responsible: SENCo Date of completion: 21.5.20
19.06.20	2	Are children who are ashmatic safe to return?	School nurse to ring and check all children registered on health care plans as asthmatic and check if they have been hospitalised. If so then advice sought from GP to confirm if child is able to return to school or is still classed as vulnerable. Responses to be logged on CPOMs and Asthma Risk Assessment Completed by SENCo.	Action: update records on asthmatics Person Responsible: Nurse / SENCo Date of completion: 22.06.20 7/11 confirmed safe to return, Child 21 will not be returning.
19.06.20	2	Fire Safety	Fire drills still need to be carried out in accordance with regulations. Initially we have been advised to carry out a dummy run under (no alarm, no time pressure) so that children and staff know how to get from their bubbles to the assembly point and how to socially distance once there. Advised to carry out soon after children return on 29th June.	Action: carry out practise drill Person Responsible: Principal Date of completion: before end of term
19.06.20	4	<i>2. Contact with others who may have Coronavirus</i> <i>Inadvertent transmission to others</i>	Contractors should, when at all possible, visit when children are not in school.	Action: Organise contractors Person Responsible: Site Manager / Principal Date of completion: TBC as necessary



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19.06.20	5	<p>2. <i>Contact with others who may have Coronavirus</i></p> <p><i>Inadvertent transmission to others</i></p>	<p>Hand Sanitizer - hand sanitizers should be at least 60% alcohol, however, it is better to wash with soap and water when available.</p> <p>If needed, make sure barrier cream is dispensed by the adult only so no cross contamination occurs.</p>	<p>Action: Continue to order at least 60% Person Responsible: Site Manager / Principal Date of completion: as necessary Action: Adult to dispense Person Responsible: All staff teaching a bubble. Date of completion: immediate</p>
19.06.20	5	<p>2. <i>Contact with others who may have Coronavirus</i></p> <p><i>Inadvertent transmission to others</i></p>	<p>Tissues - all tissues must be double bagged and stored for 72 hours before adding to general waste. Any rubbish from Monday, Tuesday or Wednesday will need to be stored to put in the next week's waste</p>	<p>Action: double bag tissues from sanitation stations, store for 72 hours Person Responsible: Bubble staff / Cleaning team Date of completion: immediate</p>
19.06.20	6	<p>2. <i>Contact with others who may have Coronavirus</i></p> <p><i>Inadvertent transmission to others</i></p>	<p>Doors - fire doors should not be propped open. Doors that have been propped open to aid circulation when occupied should be closed when the room is empty to avoid contamination.</p>	<p>Action: review doors Person Responsible: all staff Date of completion: immediate</p>
19.06.20	6	<p>2. <i>Contact with others who may have Coronavirus</i></p> <p><i>Inadvertent transmission to others</i></p>	<p>All equipment including phone, iPads, Chromebooks, should be wiped after being used and again before being used to reduce risk of cross contamination.</p> <p>Cleaning schedule - cleaners have set rooms, cleaners to get changed when they arrive at school and before they leave. They must wear a mask, gloves and apron for cleaning toilets as aerosols can be released into the air and remove these as directed in video..</p>	<p>Action: wipe equipment before and after use Person Responsible: all staff Date of completion: immediate</p>
19.06.20	7	<p>3. <i>Contracting coronavirus - staff, pupils, public</i></p>	<p>To cut down movement of staff and numbers of staff in office, move extra photocopier to a different area.</p> <p>Photocopier to be wiped down before and after each use.</p>	<p>Action: move photocopier to staffroom Person Responsible: office staff Date of completion: 26.06.20 Person Responsible: all staff</p>



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				Date of completion: when using PC
19.06.20	15	11. Staff displaying symptoms of coronavirus whilst at school	Staff PPE - if staff are required to wear personal protective equipment they must put it on and take it off correctly. Video to be shared for training purposes.	Action: watch video Person Responsible: NT H&S team / all staff Date of completion: 24.06.20
19.06.20	17	12. Pupils displaying symptoms of coronavirus whilst at school	Suspected Covid 19 case in school: recommend any test is at drive in as results are quicker -within 48 hours- home tests around 6 days, also more accurate testing of young children. Any confirmed case should be referred to Public Health England	Action: individuals book drive through appointment advised by SLT Person Responsible: suspected cases of COVID Date of completion: when nec.
19.06.20	19	12. Pupils displaying symptoms of coronavirus whilst at school	Additional symptoms - loss of taste and or smell are now included in symptoms of Covid 19	Action: up date posters Person Responsible: Vice Principal Date of completion: 29.06.20
19.06.20	20	13. Inadequate first aid provision	First aid qualifications - from 16th March first aid certificates have been extended to 30th September.	Action: staff update certificates on rolling programme Person Responsible: Business Manager Date of completion: when needed
19.06.20	27	24. Risk of transmission of virus by home / school cross contamination	Clothing -recommended that completely clean clothes are worn each day by staff and children and that they are washed at at least 60 degrees Celsius.	Action: wear clean clothes and encourage children to wear clean clothes Person Responsible: all staff / parents Date of completion: immediate
22.6.20		Whole document	Weekly meeting to review RA and for staff to alert SLT to any concerns immediately	Action: Alert SLT of issues Person Responsible: All staff with concerns Date of completion: Immediately / as necessary / weekly staff meeting



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22.6.20	20	13. <i>Inadequate first aid provision</i>	Updated first aid: If you find someone unconscious you do not give mouth to mouth. You place a cloth / covering over the persons face and just do chest compressions	Action: Alert all first raiders Person Responsible: This RA Date of completion: 24.6.20
23.6.20		<i>Clinically Vulnerable children</i>	Due to Child 22 falling into the BAME category I spoke to mum about his return and the possible increased risk from C19. Mum was aware that as a child he was lower risk but that he could possibly bring germs home to the family who are at higher risk. Mum was given time to consider her options and has decided that he returns to school on 29th.	Action: No further action is needed unless there is a second peak. Person Responsible: N/A or SENCo Date of completion: 23.6.20
24.6.20	12	8. <i>Personal care activities</i>	Pictorial guides on how to put on and remove PPE have been added into the CVPS folder under section 6 Risk Assessment Video link to how to put on and remove PPE. https://youtu.be/-GncQ_ed-9w	Action: Vice Principal print off posters and put one in SEND office where suspect cases are taken and PPE will be needed, one in cleaners area as they need to wear PPE each time toilets are cleaned and others in classroom areas by PPE. Person responsible: Vice Principal Date of completion: 26.6.20
25.6.20		<i>Clinically Vulnerable children</i>	Advice and guidance provided by Sensory Support team on checking, cleaning and changing hearing aid. Advice has been shared with key staff but all documents are available on the drive in CVPS Virus folder and SEND Sensory Support Folder. Any problems contact SENCo.	Action: Staff to check and follow the advice given by Sensory support and shared by SENCo Person Responsible: SENCo Date of Completion: 25.6.20
			Training watched by: DM, CS, RS, L B, LJ, TM, GM, LJ, MC, SK, DT, AG, MM AMo NW, GS, SK, DT, AG, CD, DW, ALM, AHI, JB, KW	