



Covid Risk Assessment January 2022

Cramlington Village Primary School			
Activity: <i>Schools opening during COVID19 pandemic</i>			
<i>Updated 27 August 2021 (subject to further change if government guidance is updated)</i> <i>Updated 8th Dec 2021</i> <i>Updated 4th Jan 2022</i>			
People at Risk: <i>Staff, pupils, visitors, volunteers, parents, contractors</i>	Additional Information: <u>guidance on completion: risk assessment form</u> <u>Guidance for full opening: special schools and other specialist settings,</u> <u>NCC Health and Safety Bulletin</u> <i>Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.</i> <i>Further additional information/links to documentation is available at the bottom of the document.</i>		
Name of Person Completing Form: Deborah Wylie	Job Title: Principal	Date: 4.1.22	Review Date: 28.2.22

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Initial Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<p><i>Inadequate testing / maintenance and fire safety arrangements during the covid19 pandemic.</i></p> <p><i>Opening after reduced occupancy</i></p>	<p><i>Equipment / system failure leading to enhanced physical or biological risks to people</i></p>	<p><i>M</i></p>	<p><i>Essential maintenance/testing as detailed below will continue to be undertaken during periods of reduced occupancy.</i></p> <p><i>Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, PAT tests, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment are maintained as normal.</i></p> <p><i>Fire doors are always operational and fire evacuation procedures have been reviewed (Dec 21)</i></p>	<p><i>L</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>Inadequate safety management documentation (policies, risk assessments etc)</i></p>	<p><i>Increased risk of contracting Coronavirus through lack of planning.</i></p> <p><i>Equipment / system failure leading to enhanced physical or biological risks to people.</i></p>	<p><i>M</i></p>	<p><i>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, with staff given the opportunity to comment and feedback on arrangements.</i></p> <p><i>Procedures have been documented for:</i></p> <ul style="list-style-type: none"> <i>● Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school</i> <i>● A school Contingency Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community.</i> 	<p><i>L</i></p>	<p><i>Advice will be provided directly from the NCC public health team. The Northumberland Local Outbreak Prevention Plan is also available on the County Council webpage.</i></p>

<p><i>Outbreak of Covid-19 in local area or school resulting in the need to step up protective measures</i></p>		<p><i>H</i></p>	<p><i>A school Contingency Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community. Further advice is sought from the NCC Public Health Team once numbers increase as per the threshold figures determined in the plan.</i></p>	<p><i>L</i></p>	<p><i>The Northumberland Local Outbreak Prevention Plan will be instigated by the Director or Public Health. The Principal will fully cooperate with the process and follow advice from the NCC public health team/health protection team.</i></p>
<p><i>Inadequate ventilation.</i></p> <p><i>Unable to achieve a comfortable (or legal minimum) temperature within the building.</i></p>	<p><i>Increase in risk of transmission of Covid19.</i></p> <p><i>Occupants become cold - poor concentration levels impact on learning.</i></p>	<p><i>H</i></p>	<p><i>All windows to be opened first thing in the morning by the morning caretaker. All doors to be opened when the classes are in the classrooms, other than the youngest classes (EYFS and Y1) where it represents a security risk having the doors open due to the nature of the particular cohorts in those classes.</i></p> <p><i>The doors from the hall to the staffroom and outside from the staffroom to be propped open at all times that the hall and staffroom is in use by small groups of children or more than one adult. (to be set up by morning caretaker)</i></p> <p><i>When cool weather is forecast just enough openings on windows should be put in place to provide airflow through the classroom and open more fully when classrooms are unoccupied to 'purge' the air in the space. Rooms should, where possible, be fully ventilated for at least 15 minutes prior to and following use.</i></p> <p><i>Due regard is to be given to the information on how best to maintain ventilation in the H&S FAQ document, *HSE information, https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown and the latest government guidance for schools.</i></p>	<p><i>L</i></p>	<p><i>HSE video on Covid19 and ventilation:</i></p> <p><i>https://www.youtube.com/watch?v=hkK_LZeUGXM</i></p> <p><i>[*Where Co2 monitors have been issued by DfE as a tool for identifying poorly ventilated areas for improvement, these are only used in accordance with instruction and training provided – see also HSE information provided earlier]</i></p> <p><i>Occupied rooms with no ventilation - their use should be avoided. The old principal's office is to be used only as a pace for occasional rather than permanent use due to lack of windows/natural ventilation.</i></p> <p><i>Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms identified by the CO2 detectors.</i></p> <p><i>There will be flexibility to the school uniform policy to allow additional,</i></p>

			<p>Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used.</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>Mechanical ventilation/heating systems are maintained in accordance with the manufacturers recommendations – an annual maintenance visit for the classroom heaters will take place as soon as possible this term.</p> <p>A CO2 monitor has been situated in both the new PPA room (DW's old office) and in the school hall.</p>		<p>suitable indoor clothing to be worn such as coats and jackets for Y5 and Y6 especially.</p>
<p>Contact with others who may have Coronavirus</p> <p>Inadvertent transmission to others</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	H	<p>General protective measures across school</p> <p>Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 is followed, with protective measures being escalated if there is an outbreak within the school. Anyone travelling from a foreign country must comply with government guidance on self isolation: Travel abroad and coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>Good hand hygiene is encouraged amongst staff and pupils. Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. Washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser. Morning caretaker to check stock levels of this</p>	M	<p>Notices and information on Covid rules/protective measures are displayed in school.</p> <p>The e-Bug Coronavirus website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</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> <p>Children are given whole school reminders/assembly about the</p>

		<p><i>within classrooms and communicate with the cleaning teams if replenishment is necessary.</i></p> <p><i>Good respiratory hygiene is encouraged. Promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided along with bins for used tissues and other waste. This waste is bagged and disposed of.</i></p> <p><i>Appropriate cleaning regimes are in place, including regular cleaning of areas and equipment [for example, twice per day – you should have documented cleaning schedules in place], with a particular focus on frequently touched surfaces such as toilet doors and locks, toilet push buttons, door handles</i></p> <p><i>Occupied spaces are well ventilated (see separate section below)</i></p> <p><i>Staff maintain social distancing where possible.</i></p> <p><i>Face coverings are worn by visitors in accordance with the school's face covering risk assessment and any individual risk assessments whereby those with vulnerabilities choose to wear face masks. Face coverings for school staff are implemented as and when a local outbreak arises. FFP3 masks are available to those staff who prefer to use them, but are less suited to staff working with our youngest children due to their impact on children being able to see modelling of lips and mouth movements during phonics and reading work.</i></p> <p><i>Twice weekly lateral flow device (LFD) testing is carried out by staff to help identify asymptomatic cases.</i></p>	<p><i>importance of hand hygiene and using bins and bags for used tissues.</i></p> <p><i>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</i></p> <p><i>Pregnant workers model risk assessment - all staff are to notify principal or another senior leader as soon as they discover they are pregnant to allow a confidential risk assessment to be completed in a timely manner.</i></p> <p><i>See also: Advice for Pregnant Workers and COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding (Includes information on additional risk factors for pregnant women, such as age, BMI, third trimester, BAME background)</i></p> <p><i>BAME risk assessment</i></p> <p><i>Staff are asked to inform school leaders immediately if their personal or health situation changes that would deem them to be more vulnerable.</i></p>
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Where the individual is vulnerable and unvaccinated, more robust control measures or reasonable adjustments to their role will be made.

Advice is sought from the school's own HR/Occupational Health provider and from the person with their GP or health professional.

Children

All children, young people and adults follow guidance prescribed by this risk assessment in the school setting.

Eligible children have now been offered a COVID-19 vaccination. Clinical studies have shown that young people under 18, including those originally considered to be CEV, are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List. Department for Health and Social Care provide further guidance in their [FAQ](#) document.

Those children who may be at a higher risk from COVID-19 and have been prescribed specific clinical advice, have been identified by the school. The specific advice is being followed and taken into account within an individual risk assessments/healthcare plans. The child's parents/carers and where necessary the relevant healthcare professional(s) have been consulted. Remote education is supported where necessary.

Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include any specific advice that has been prescribed [see also: [model risk assessment for CV/CEV pupils](#)]

			<p>Visitors/Contractors</p> <p><i>When making appointments, contractors/visitors are briefed not to attend school if displaying symptoms of COVID-19. The normal process for recording visitor details to the site is followed. Electronic sign-in devices or pens are regularly cleaned.</i></p> <p><i>Reception areas/waiting areas are marked to identify social distancing.</i></p> <p><i>Visitor contact information is retained for 21 days to support the NHS test and trace programme (Visitor Audit/Questionnaire). This includes details of all visiting staff:</i></p>		
<p><i>Staff/Pupils displaying symptoms of coronavirus whilst at school</i></p> <p><i>[*symptomatic persons are required to have a PCR test]</i></p> <p><i>Contact with others who are symptomatic or who have tested positive</i></p>	<p><i>Others contracting virus</i></p>	<p><i>H</i></p>	<p><i>Staff/pupils have been instructed they must not attend school if they are symptomatic/test positive. Advice on symptoms has been shared prior to term starting both on email, school class facebook pages and face to face by staff at the start of the first day back. Information and advice contributing to decisions made about the symptoms to exclude for, were collated from Northumberland Health Protection Team (Matt Walker), School Nurse (Jane Crudace) and referencing a feature (16.12.21) from the British Medical Journal (Tim Spector who is the lead scientist on the Zoe Covid Study app).</i></p> <p><i>A protocol is in and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school.</i></p> <p><i>PHE guidance on action to take if a person becomes symptomatic on site is followed along with the PHE guidance on ‘cleaning and waste’.</i></p>	<p><i>M</i></p>	<p>Schools follow the process detailed in the NCC flowchart “Managing Covid-19 in Northumberland Schools and settings” and complete the new simplified report form in relation to the symptomatic person (both for staff and pupils).</p> <p><i>Ensure home and emergency contacts are up to date.</i></p> <p><i>The school has a small supply of PCR home test kits which can be used in very exceptional cases (Coronavirus (COVID-19): test kits for schools and FE providers)</i></p>

			<p><i>Principal / School Lead / parent / carer is notified immediately and the staff member / pupil is sent home, avoiding public and school Transport where possible, and advised to take an urgent PCR test. If they are seriously ill 999 are contacted.</i></p> <p><i>If a child is awaiting collection, they are given a seat in the foyer at the front of school, depending on the age of the child and with appropriate adult supervision if required. Ideally, the main front door should be propped open for ventilation.</i></p> <p><i>PPE is only required by staff caring for the child while they await collection in the following circumstances: (see also and <u>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u>)</i></p> <ul style="list-style-type: none"> <i>• a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained</i> <i>• if contact is necessary, then disposable gloves, apron and a face mask should be worn</i> <i>• 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.</i> <i>• They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</i> <p><i>Any members of staff who have helped someone with symptoms should be vigilant for symptoms and</i></p>	<p><u>Positive cases of Covid-19 confirmed by a PCR test must be recorded as they may be RIDDOR reportable</u></p> <p><u>Close contacts of a confirmed case</u></p> <p><i>NHS Test and Trace will carry out close contact tracing if the PCR test comes back positive. Individuals who are no longer required to self isolate if they are a close contact can attend school but will be advised to book a PCR test by Test and Trace. Those who do not meet the criteria are legally required to self isolate. [from 16 August the criteria changed in relation to certain double vaccinated adults and young people under 18 years old].</i></p> <p><i>New guidelines have been disseminated to leaders in school and there is an acceptance that children in households where there are positive Covid cases can continue to attend school. Staff and children with positive Covid must isolate for 10 days, but if they are either under 18 or double vaccinated they can reduce the isolation period to 7 days if they test negative on two consecutive lateral flow tests taken 24 hours apart on day 6 and day 7 of their isolations.</i></p>
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			<p>self-isolate and arrange a PCR test if they become symptomatic</p> <p>Staff / pupil or parents / carers are requested to inform the school as soon as they receive their test result (positive or negative).</p> <p>If the PCR test comes back positive, the individual should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Where the staff member / pupil tests negative, they can return to their setting when they are medically fit to do so.</p>		
<p>All teaching/classroom activities; early years, primary and secondary (see also section on 'Shared Learning Spaces/practical teaching below)</p>	<p>Contracting coronavirus - staff and pupils, passing onto vulnerable persons</p>	H	<p>The following measures are in place;</p> <ul style="list-style-type: none"> • Classrooms are well ventilated • A suitable cleaning schedule is in place for desks/chairs/equipment (minimum twice a day) • Staff supervise 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. • Pupils are asked to report if they become unwell and staff informally monitor for presence of symptoms. The school protocol for persons becoming symptomatic on site is followed - which is to immediately remove the child from the class, and bring them to the front of school where they await their parent, and for parent to be contacted asap and informed of the need for a PCR test to be secured 	<p>https://drive.google.com/drive/u/0/my-drive</p>	<p>Review Schools: coronavirus operational guidance</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p> <p>Breakfast and after-school provision have separate risk assessments that are read by relevant staff. Immediate communication takes place if staff come into contact with children who are cared for by both school and Little Angels or other childminders.</p> <p>Protective measures for holiday and after-school clubs, and other</p>

		<ul style="list-style-type: none"> • <i>No sharing of stationery (pens, pencils) across Y2-Y6 all pupils to have their own sets. EYFS and Y1 to be encouraged to have good hygiene - hand washing regularly and more regular sanitising of shared equipment.</i> <p>Groupings</p> <p><i>Although bubble groups are no longer in place, where natural groupings are achievable, which limit mixing and don't impact on education, this is implemented.</i></p> <p><i>Reception – children are able to remain in a group in the same space with limited mixing (during RWI or emergency situations) and no mixing with other year groups. A separate play area is provided. Parental drop off/pick up is done briefly, where possible.</i></p> <p><i>Nursery children are kept separate from reception children by having different base rooms/classroom/ different playtimes and they are encouraged to use the bathrooms at designated times rather than when others are there from the other classes. Separate toilet cubicles are allocated during the mornings to the nursery children.</i></p> <p><i>Y1 to Y6 children are able to remain in a group in the same space with limited or no mixing with other year groups during lesson times, other than RWI where social distancing should be implemented between year groups. Forest school groupings outside can mix year groups if necessary for the educational outcomes/staffing levels required but pupils are to remain in the outdoors as often</i></p>	<p><u>out-of-school settings during the coronavirus (COVID-19) outbreak</u></p> <p>Science - practical work is in line with CLEAPSS <u>practical science guide</u> Risk assessments are in place.</p> <p>On advice from the Public Health Team, bubble groups may need to be reintroduced as an additional protective measure if there is an outbreak in school. Previous arrangements for bubble groups will be reinstated.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • guidance on <u>grassroot sports for public and sport providers, safe provision and Sport England Guidance</u> • advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> • guidance from Swim England on school swimming and Step 4 Covid advice
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			<p><i>as possible, instead of inside spaces such as when getting ready or when in the yurt.</i></p> <p><i>The same groups are taught in the same classrooms, to limit the amount of movement around the school and potential contact with other groups.</i></p> <p><i>Sport and physical education:</i></p> <ul style="list-style-type: none"> • <i>Activities proceed in accordance with the advice provided by relevant National Governing Body, sport providers and/or the sports facility with good hand hygiene implemented when sharing sports equipment.</i> • <i>Promote good hand hygiene practices and maintain a cleaning regime focusing on frequently touched surfaces.</i> • <i>Ventilation is maximised in accordance with the arrangements stated above.</i> • <i>Work with external coaches, clubs and organisations for curricular activities are subject to routine risk assessment to confirm that Covid-19 arrangements are safe and appropriate. Note; venues may have capacity limits that are to be followed.</i> 		
<i>Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,</i>	<i>Contracting coronavirus - staff pupils, visitors, parents/carers</i>	<i>H</i>	<p><i>Enhanced cleaning takes place within these areas in line with the cleaning schedule (including shared equipment/furniture/frequently touched points).</i></p> <p><i>One way circulation routes are in place where possible such as when leaving lunch tables – children all exit in lines. Exiting from school to be dispersed from the front car park, etc.</i></p>	<i>M</i>	<p><i>When reviewing areas/spaces consider:</i></p> <p><i>Widening routes where possible.</i></p> <p><i>Removing unnecessary obstacles.</i></p> <p><i>Signing and communications:</i></p> <ul style="list-style-type: none"> - <i>markings/signage at entrances</i> - <i>movement intersections.</i> - <i>encouraging people to wait and allow others to pass</i>

			<i>Limited times when crossover between classes takes place in the hall at lunchtime according to different timings.</i>		<i>One-way movement. Separate entry and exit routes. Enlarge access and exits.</i>
<i>Staff use of communal areas/working with different groups. Use of supply teachers and temporary workers</i>	<i>Contracting coronavirus - staff pupils, visitors, parents/carers</i>	<i>H</i>	<p><i>Staff breaks are organised to avoid congestion in staff rooms – the staff room currently has no more than 5 staff in, and although they are not socially distanced at 2 metres, there are 1 metre distances between members of the team, and a higher degree of the team have recently had Covid and present lower risk.</i></p> <p><i>Regular cleaning of shared spaces takes place. Shared crockery/cutlery has been removed and staff use their own equipment which will continue as typical practice.</i></p> <p><i>Measures are applied within shared office spaces (at the front of school) and the staff room to maintain social distancing (2m or 1m plus a risk mitigation)*</i></p> <p><i>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.</i></p> <p><i>Staff maintain 2m distance (or 1m plus a risk mitigation) from pupils where possible (especially with other adults and older children). Face to face contact within 1m of anyone is minimised.</i></p> <p><i>Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, continuing to take care to maintain distance from other staff and pupils (where possible). All temporary staff are made aware of the content of the Covid risk assessment and any other relevant</i></p>	<i>L</i>	<p><i>*Review and apply the guidance for working safely in offices if applicable (e.g. receptions and shared offices)</i></p> <p><i>Include signs on specific seats in the staffroom 'please don't sit here'</i></p> <p><u>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</u></p> <p><i>Please note that while contingency planning is implemented due to high rates of Covid in the community, PPA is to be spread out between the following spaces, and indicated on the staff rota where staff will take PPA:</i></p> <p><i>New PPA office (DW's old office) Community room X2 DW's new office X2 Courtyard office X1 (Used by Elenoa) Staffroom (last resort)</i></p>

			information as soon as possible after the booking is confirmed.		
<i>Outdoor education and off-site visits</i>	<i>Contracting coronavirus - staff, pupils, public</i>	<i>H</i>	<p><i>Offsite activity and educational visits are being conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations as they relate to each of the home nations. In England this means the following may proceed subject to full and thorough risk assessment ensuring public health advice is followed.</i></p> <ul style="list-style-type: none"> <i>• From the start of the 2021/2022 academic year establishments may go on international visits.</i> <i>• Day visits and residential visits within the UK may proceed</i> <p><i>Visit approvals are applied in line with CVPS requirements for all educational visits with specific references to Covid mitigation procedures.</i></p> <p><i>Correct application of protocols applied by staff to ensure that any educational visits are compliant with the health and safety guidance on educational visits.</i></p> <p><i>Principal has overall responsibility that due diligence has been implemented for all educational visits.</i></p>	<i>L</i>	<p><i>Forest school activities involving significant risk, are subject to a suitable and sufficient risk assessment which will be reviewed this half term for tools and fire.</i></p> <p><i>* Generic Risk Assessments take into account the requirements outlined by “Schools COVID-19 operational guidance. Updated 17 August 2021” and prescribes broad arrangements as to how these may be applied.</i></p>
<i>Play activities</i>	<i>Contracting coronavirus - staff and pupils</i>	<i>H</i>	<p><i>Existing school play risk assessment has been reviewed and shared with staff.</i></p> <p><i>Toys and play equipment are included in the cleaning schedule. For large outdoor play equipment, which is difficult to clean, good hand hygiene is adopted before and after breaktime.</i></p> <p><i>The use of equipment which can't be cleaned easily (particularly soft toys and fabrics) is avoided or minimised where possible.</i></p>	<i>L</i>	

<i>Provision of school meals service</i>	<i>Contracting coronavirus - staff, pupils</i>		<p><i>The school kitchen is fully open and normal legal requirements will apply. Kitchen operations comply with the guidance for food businesses on coronavirus (COVID-19).</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.</i></p>		<i>Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, such as additional cleaning, wearing face masks when serving children and preparing food)</i>
<i>Parents/carers picking up/collecting pupils from school</i>	<i>Contracting coronavirus - staff, pupils, public</i>	<i>H</i>	<p><i>Parents are not permitted into the school building to hand over children other than in the reception class which we deem essential to establish positive parent partnerships and to communicate regular expectations with regard to home reading.</i></p> <p><i>During periods of high transmission or when we implement the outbreak contingency plan, parents are requested to wear face coverings during busy times whilst on school premises.</i></p> <p><i>Supervising staff maintain social distancing with parents and have access to a face mask should they choose to use one.</i></p> <p><i>School digital communications channels (Tapestry, facebook, and emails) are used to engage and advise parents on protective steps being taken and associated requirements, such as not attending if they or their child is symptomatic. Staff have also clarified the new rules face to face with every parent individually, at the start of the new 2022 term.</i></p>	<i>L</i>	Parents are asked to wear masks when entering the school building in reception.
<i>Use of School Transport (external provision only)</i>	<i>Contracting coronavirus - staff, pupils, transport provider</i>	<i>H</i>	<i>Steps taken to ensure anyone who becomes symptomatic does not use School Transport– currently only one child in Y4.</i>	<i>M</i>	<i>Children aged from 3-10 can wear face coverings if they are able to handle it as directed, but they are not required to.</i>

		<p><i>The school encourages pupils to walk or cycle to school where possible.</i></p> <p><i>Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus.</i></p> <p><i>A review has been undertaken by the school of dedicated transport use and consideration has been given to:</i></p> <ul style="list-style-type: none"> <i>• Maintaining groupings where possible so pupils sit within the year groups. [this measure will help in reducing the risk of transmission and assist if bubble groups need to be reintroduced if there is an outbreak – see contingency plan].</i> <i>• The use of hand sanitiser before boarding and after disembarking is encouraged via messages to parents.</i> <i>• supporting use of face coverings for pupils in Year 7 and above on transport, where they are likely to come into contact with people outside of their group or who they do not normally meet. The school should support the school transport team/transport providers to resolve any non-compliance issues with the wearing of face coverings</i> <i>• ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open</i> <p><i>The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements</i></p>	<p><i>Home to school transport is in line with current guidance: Dedicated Transport to schools and colleges COVID-19 operational guidance</i></p>
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			<p>Where staff are required to assist with accessing transport and fitting of seat belts/restraints, where possible only those normally working directly with the pupil provide such support.</p> <p>During times when the contingency plan is implemented learning expeditions are facilitated with a bus per class when using coaches.</p>		
Staff travelling to and from work.	Contracting coronavirus, spread of virus	H	<p>Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers.</p> <p>In particular:</p> <ul style="list-style-type: none"> Wear a face covering when using public transport, travelling in a taxi or a private vehicle with others. wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser 	M	<p>Review Guidance:</p> <p>How to wear and make a cloth face covering</p> <p>Coronavirus (COVID-19): UK transport and travel advice</p>
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils	M	<p>Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.</p> <p>Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers.</p> <p>All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who</p>	L	<p>For further information visit: NCC Local SEND Offering 0-25 yrs.</p> <p>All risk assessments, behaviour crisis plans and EHCPs include valid COVID-19 controls.</p> <p>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</p>

			<p>are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.</p> <p>Staff working with pupils who spit uncontrollably are given more opportunities to wash their hands than other staff.</p> <p>Pupils who regularly use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' are also given more opportunities to wash their hands where appropriate.</p>		
Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<p>Most staff and CEV pupils have now been double vaccinated. Social distancing is implemented where possible.</p> <p>Children who normally receive support from the 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 Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.</p>	L	<p>PPE requests/shortages in PPE are raised with the Compliance Officer in school or in her absence, the Office Administrator who will complete an order and will inform the principal.</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.: Safe Working in education, childcare and children's social care</p>
Use of hand sanitiser	Ingestion of hand sanitiser.	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</p>	L	<p>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk</p>

	<p><i>Alcohol vapours ignited resulting in burns to hands</i></p>		<p><i>60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and COSHH risk assessment are in place for its use.</i></p> <p><i>When using alcohol-based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</i></p> <p><i>Skin friendly skin cleaning wipes can be used as an alternative</i></p>		<p>assessment has been updated accordingly.</p>
<p><i>Insufficient cleaning/exposure to virus on objects/surfaces</i></p>	<p><i>Contracting coronavirus</i></p>	<p><i>H</i></p>	<p><i>Increased cleaning to take place using standard cleaning products (minimum twice a day). Additional cleaning hours/resources have been arranged with the priority being for frequently touched areas. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.</i></p> <p><i>In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected.</i></p> <p><i>Staff wash hands/sanitise ideally between handling pupils' homework/books.</i></p> <p><i>Classrooms are cleaned in line with cleaning schedule. Bins for tissues are emptied throughout the day.</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 ‘cleaning and waste’ (ensure cleaning products used comply with this</i></p>	<p><i>L</i></p>	<p><i>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.</i></p> <p><i>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</i></p> <p><i>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. Its 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</i></p>

			<p>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.</p> <p>Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE</p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p>		<p>COSHH risk assessment must be in place prior to use and shared with staff.</p> <p>See sample COSHH risk assessment</p>
<p>Lateral flow device Covid testing carried out incorrectly by staff.</p> <p>Twice weekly staff home testing.</p>	<p>Transmission of Covid 19 virus</p>	H	<p>The national guidance issued in relation to the COVID-19 testing programmes in schools has been implemented: Link to Covid testing documentation/training</p> <p>Staff have been requested to take lateral flow device tests in the evenings rather than on the morning of school so that backfill arrangements and cover can be more readily coordinated.</p>	M	<p>Staff who have had a positive Covid test outcome should not test using the lateral flow device for 90 days.</p>
<p>Inadequate first aid provision</p>	<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. 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</p>	L	<p>See HSE guidance First aid during the coronavirus (COVID-19) outbreak</p> <p>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:</p> <p>Early years foundation stage: coronavirus disapplications - GOV.UK [see section on paediatric first aid and requalification]</p>

			<p>(age dependent) e.g. applying a plaster, running a burn under cold water.</p> <p>Where available, and appropriate, fluid resistant face mask, gloves, disposable plastic apron and disposable eye protection is used which should be kept in or next to first aid kits. (see FAQ document on dealing with minor accidents which is in line with HSE guidance)</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>		
Lack of communication	Confusion / misinformation resulting in	H	Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes	L	Parents have access to the Covid19 Quick Guide checker - this is available on the school's

with staff / parents / others	breakdown of arrangements.		<p>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>A parent survey form is planned for the spring term to ascertain feedback from parents about what else they might find useful in terms of communication.</p>		<p>webpage and has been brought to the attention of parents. (this includes advice when returning from another Country)</p> <p>Update information is provided on the class facebook pages as well as on the school website.</p>
Home working & use of Display Screen Equipment (DSE)	Musculoskeletal problems arising from incorrect postures	M	<p>NCC bulletin on homeworking and DSE use is made available to staff. This follows HSE guidance on homeworking, including the principles of good DSE use is followed.</p> <p>NCC DSE policy is available to staff.</p>	L	

<p><i>Uncertainty due to the unprecedented nature of the pandemic</i></p> <p><i>Maintaining staff wellbeing and mental health</i></p>	<p><i>Stress and anxiety arising through uncertainty, lack of control and reduced contact</i></p>	<p><i>M</i></p>	<p><i>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</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>L</i></p>	<p><i>Stress risk assessment reviewed.</i></p> <p><i>Education and Skills – Staff Wellbeing padlet</i></p> <p><i>Supporting Emotional and Mental Health - Information for Schools.</i></p> <p><i>Telephone support & counselling</i></p> <p><i>Wellbeing guide for staff working in schools and trusts</i></p> <p><i>Schools Advisory Service available on 01773 814 400</i></p>
<p><i>Pupil uncertainty surrounding attendance/return to school/self isolation</i></p>	<p><i>Stress and anxiety impacting themselves and staff</i></p>	<p><i>M</i></p>	<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"> <i>• support the rebuilding of friendships and social engagement</i> <i>• address and equip pupils to respond to issues linked to coronavirus (COVID-19)</i> <i>• support pupils with approaches to improving their physical and mental wellbeing</i> <p><i>Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC)</i></p>	<p><i>L</i></p>	<p><i>The government has launched the <i>Wellbeing for Education Return programme</i>, 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.</i></p> <p><i>Supporting Emotional and Mental Health - Information for Schools.</i></p> <p><i>PHE offer access to a free online Psychological First Aid course that teaching staff can access. The course</i></p>

			<p><i>plan) are required to learn from home due to restricted attendance due to an outbreak, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</i></p> <p><i>[see government guidance for further information and apply as appropriate - record details here].</i></p>		<p><i>provides practical and emotional support to children and young people affected by emergencies or crisis situations, such as COVID.</i></p>
<p><i>Risk of not reporting confirmed COVID cases</i></p>	<p><i>Coronavirus spreads in school</i></p>	<p><i>H</i></p>	<p><i>If a child has symptoms the parent / carer is to have their child tested by PCR test and report the result back to school ASAP. If the test is LFT then this must be reported to school and the child continues to isolate and seek a PCR test. School should report positive tests (LFT and PCR) to</i></p> <p><i>https://form.northumberland.gov.uk/form/auto/covid19_schools</i></p> <p><i>As a school we should consider sending an inform and advise letter / text message to parents/carers.</i></p> <p><i>Close contacts of positive cases should be advised to take a PCR test.</i></p>	<p><i>M</i></p>	<p>Northumberland County Council's Public Health Team will contact the school to provide further guidance if there are 5 cases or 10% (whichever is reached first) confirmed cases of COVID-19 within 10 days, among students or staff clustered in a consistent group or cohort.</p> <p>As of 4.1.22 the DfE now requires additional reporting to them on a daily basis of the staff and pupil attendance and absences due to Covid.</p>

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>
- Northumberland Education: <http://northumberlandeducation.co.uk/coronavirus/>
- DfE Advice: DfE.coronavirushelpline@education.gov.uk
- [NCC PPE Risk Assessment](#); [NCC Staff Risk assessment](#)

- [NCC Health and Safety Team webpage](#)
- [Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control](#)
- [NCC Control of Infection Policy](#)
- [Public Health - Q&A for Teachers and Parents](#)
- [NCC Corporate Health and Safety Advice - FAQs for School Head Teachers](#)
- [Corporate H&S Briefing Note - 10/7/2020](#)
- [Northumberland Covid19 Dashboard](#)
- [Q&A Videos from PHE for School Staff](#)
- [Local Restrictions tiers - What you need to know](#)
- [NCC Evolve System](#)
- [Health and safety on educational visits](#)

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Document History

Item n/a	Nature of change Updated version for school applying new guidance (Aug 21)	Date of Update 4.1.22
N/A	Add in here link to previous versions of Covid RAs.	N/A

Please sign to confirm that you agree to the proposed changes outlined on 4.1.22

Read by	Date	Read by	Date	Read by	Date	Read by	Date	Read by	Date
1. M Costello	05.01.22	7. E. Makavu	06/01/2021	13. J Crudace	5.1.22	19. A Hall	06.01.22	25. L Dunn	n/a
2. L Jones	05.1.22	8. D Thompson	5.1.22	14. G Smyth	5.1.22	20. L Pearce	5.01.22	26. N Appleby	5.01.22
3. G Mason	05.1.22	9. C Darling	06/01/22	15. J.Jobson	06/01/22	21. D Wylie	4.1.22	27. C McGowan	5.01.22
4. S Scott	05.01.22	10. M Mullaghan	05.01.22	16. M Watson	05.01.22	22. A Morton	05.01.22	28. S Dods	05.01.22
5. D Mowbray	05.01.22	11. Debbie Robson-McGlen	n/a	17.N Skidmore	06.01.22	23. G Cole	05.01.2022	29. A Sutton	05.01.21
6. N Weatheritt	5.1.2022	12. P. Leedham	06.01.22	18. K. Bania		24. R Dunn-Steele	05.01.22	30. A Wellwood	
								31. S Norman	4.1.22
								32. A Biggins	5.1.22