

Risk Assessment Form (RA1)

Department: Education	Service: Children Services	School: Northburn Primary School
Activity: Schools FULLY OPENING FROM September 2020 during COVID 19 pandemic <u>To be read in conjunction with NCC Health and Safety Bulletin and Coronavirus (COVID-19): guidance for schools and other educational settings.</u>		<h3>Northburn Primary School</h3>
People at Risk: Staff, pupils, visitors, volunteers, parents, contractors. This school specific risk assessment is kept under continual review and previous copies of risk assessments are retained.		Additional Information: <u>guidance on completion: risk assessment form</u> Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC. Government/Public Health England Advice: https://www.gov.uk/coronavirus / Coronavirus (COVID-19): guidance for schools and other educational settings HSE Advice: https://www.hse.gov.uk/news/coronavirus.htm NCC Guidance: http://staff/Communications/Coronavirus-information.aspx Northumberland Education: http://northumberlandeducation.co.uk/coronavirus/ DfE Advice: DfE.coronavirushelpline@education.gov.uk NCC PPE Risk Assessment ; NCC Staff Risk assessment NCC Health and Safety Team webpage Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control NCC Control of Infection Policy Public Health - Q&A for Teachers and Parents (current as of 30 June - further revision likely September 2020) Public Health - Q&A for Teachers and Parents NCC Corporate Health and Safety Advice - FAQs for School Head Teachers Vulnerable Staff - Risk assessments (including BAME) Corporate H&S Briefing Note - 10/7/2020 Further additional information/links to documentation is available at the bottom of the document.
Name of Person Completing Form: Clare Scott Date: 20.11.20		Job Title: Headteacher Review Date: Gov 21.5.20, 2.6.20, 9.6.20 24.8.20 9.9.20, 9.10.20 Staff 22.5.20 1.6.20 10.6.20 2.9.20 9.9.20 6.11.20

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
School re-opening following partial or full closure and lack of statutory testing/maintenance	Equipment / system failure leading to enhanced physical or biological risks to people	M	<p>School is now fully open. Statutory testing and maintenance, such as water hygiene testing/flushing, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment have taken place during the school closure. Northburn buys into NCC Statutory Testing SLA and all tests have continued to agreed timescales and maintained as normal.</p> <p>Wall mounted fan convector coil heating systems - All schools have been contacted directly by the NCC Property Services team to identify buildings with this type of system - an inspection of these systems will be carried out to ascertain if further maintenance is needed. <u>See FAQ for further details</u> or contact Property Services or your heating maintenance company for further advice.</p> <p>Head/Caretaker has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening. Consideration given to; potential pest/rodent activity (Birds nesting in Reception area), cleanliness/general safety of kitchen facilities, electrical equipment, site security measures, fire safety measures (extinguishers, door mechanisms etc.) and general building(s) integrity and serviceability.</p> <p>Zurich Building Reopening Risk Management H&S audit completed on 15.5.20 prior to initial reopening and revisited in the summer break prior to full</p>	L	<p>Provision is in place to make adjustments and revisit fire drills.</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>SharePoint/Documents/Meeting Minutes/Wider opening of school plans</p> <p><i>[See <u>H&S FAQ document</u> for further information on carrying out fire drills].</i></p>

			<p>reopening. Completed by members of Northburn H&S team.</p> <p>Fire evacuation procedures have been reviewed and a fire drill is planned for the week beginning the 7th September. Staff will walk through with their class and all children will be familiar with the sound of the evacuation alarm.</p> <p>In the event that the school has to be evacuated, the priority is for all to leave by their closest designated fire exit, and line up in their classes, socially distanced if possible at their assigned fire point. Details of all assigned fire points are displayed in classrooms. Registers available for each class. System for taking registers as was. Procedure would then be as usual and is well known by all staff and children.</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>	<i>H</i>	<p><i>H&S FAQ document, CIBSE - Ventilation Guidance and the latest government guidance for schools.</i></p> <p><i>General principles when using natural ventilation include opening windows. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully when unoccupied to purge the air in the space (e.g. between classes, during break and lunch). Rooms should, where possible, be fully ventilated for at least 15 minutes prior to and following use.</i></p> <p><i>Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</i></p>	<i>L</i>	<p><i>Occupied rooms with no ventilation - their use should be avoided.</i></p> <p><i>Portable fans can be used to aid air flow where there are stagnant air pockets in rooms-</i></p> <p><i>Provide flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn.</i></p> <p><i>Wall mounted fan convactor coil heating systems – We have been contacted directly by the NCC Property Services team to identify buildings with this type of system - an inspection of these systems will be</i></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>carried out to ascertain if further maintenance is needed.</p>
<p>Inadequate safety management documentation (policies, risk assessments etc</p>	<p>Increased risk of contracting Coronavirus through lack of planning.</p>	M	<p>The arrangements in the Covid19 risk assessment are monitored (detail specific arrangement for this) and kept under review. Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff. Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements.</p> <p>New procedures have been documented for:</p> <ul style="list-style-type: none"> • Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school. • Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working. <p>Responding to an outbreak of Coronavirus - see section below.</p>	L	<p>Advice will be provided directly from the NCC public health team. The County Council Outbreak Plan is also available on the County Council webpage.</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>	H	<p>Staff</p> <p>A staffing audit has been completed. Equality Impact process undertaken.</p> <p>Staff who are 'clinically vulnerable', pregnant or from a BAME background, are able to return to work and an</p>	M	<p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable COVID-19: guidance on shielding and protecting people defined on</p>

	Exacerbation of existing medical conditions.		<p><i>individual risk assessment is in place for these individuals. This includes those living in a household with someone who is clinically extremely vulnerable.</i></p> <p><i>Staff who are 'clinically extremely vulnerable' are working at home when advised to do so by the Government during periods when national restrictions are in place [see note in Document History in relation to NCC employed staff] . Outside of this time, their job role and activities have been reviewed to ensure they can work remotely or are able to socially distance from others. An individual risk assessment is in place for each staff member recording the details of the medical condition and what reasonable adjustments have been made to their job role prior to the staff member returning to school. Advice is sought from the school's own HR and or/Occupational Health provider where necessary and always for staff who have previously been shielding.</i></p> <p><i>Staffing levels are reviewed to ensure adequate levels are in place at all times. Capacity in the staffroom is set at 10. Staff are expected to adhere to this. Unfortunately, it is not possible to store additional chairs. If staff are just entering the staffroom to make a coffee and do not plan to sit down then that is acceptable.</i></p> <p><i>A present we can only staff the provision of hot meals for children up to Y2. We have made provision for all children FSM. This will be continually reviewed with the aim of offering full provision as soon as is practicable and safe.</i></p>	<p><u><i>medical grounds as extremely vulnerable</i></u></p> <p><u><i>See generic school risk assessments for clinically/clinically extremely vulnerable staff</i></u></p> <p>See NCC generic risk assessments for vulnerable staff:</p> <p><u>General Vulnerable Conditions - COVID19 - Personalised Risk Assessment Template</u></p> <p><u>Staff with Mild Asthma - COVID19</u></p> <p><u>Pregnant workers model risk assessment</u> (to be completed in conjunction with the above assessment for vulnerable staff).</p> <p><u>BAME risk assessment</u></p> <p><u>Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.</u></p>
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		<p>Children</p> <p><u>Children in vulnerable and highly vulnerable health category</u></p> <p>Most children <u>originally</u> identified as 'clinically extremely vulnerable' (CEV) no longer need to follow shielding advice as more evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions. Those children whose doctors have confirmed they are still CEV are not attending school when advised to do so by the Government during periods of national restrictions. Appropriate arrangements should be made so that education can continue at home. <u>Outside of these times</u>. For those children in the CEV category, an individual risk assessment has been carried out in consultation with the child's parents and the relevant healthcare professional(s). Advice from health professionals/GP involved in the child's care is essential in these circumstances. Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include advice from the relevant health professional, where appropriate. [see also <u>model risk assessment for CV/CEV pupils</u>]</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</p> <p>All Visitors/ Contractors</p> <p>External visits are restricted to those that are absolutely necessary (this would include essential</p>		<p>The potential risks from COVID-19 to children and young people who have an EHCP/additional educational support needs must be assessed in light of individual circumstances including any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required. Assessments are in writing and existing assessments may be updated. Support from LA</p> <p>Staff have be consulted/trained on any resultant measures to be introduced in a personal risk assessment</p> <p>Where children have an Individual Healthcare Plan, arrangements must be made to ensure that any adults supervising the child understand and are familiar with the plan and have received any training that is indicated to care for the child.</p> <p>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</p>
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		<p><i>are informed when they make an appointment. In addition, gate closed to deliveries at these times.</i></p> <p><i>There is a drop off procedure and one-way system in place.</i></p> <p><i>Social distancing of 2m is applied throughout the school <u>where possible</u></i></p> <p><i>Seating/desk arrangements have been identified in all classrooms and are socially distanced, & space has been allocated around equipment.</i></p> <p><i>All children and staff assigned own equipment. Parents have been told that children are not to bring in equipment from home. The school has purchased access to an online library for children throughout school.</i></p> <p><i>Mobile phones- children can only be brought into school in exceptional circumstances if they are walking home alone. They will be put in an assigned box in their class.</i></p> <p><i>Policies have attached appendix –relating to Covid, if appropriate (e.g. to Hand Safety/ Safeguarding)</i></p> <p><i>Social distancing of 2m is applied throughout the school <u>where possible</u> (specific school/task risk assessments should be amended as appropriate).</i></p> <p><i>Seating/desk arrangements have been identified in offices, i.e. workstations are socially distanced, & space has been allocated around equipment, such as printers.</i></p> <p><i>Reception/waiting areas are marked to identify social distancing and a process is in place for handling essential visitors to the site, for example, Visitor</i></p>		
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			<p><i>stickers issued so that passes do not need to be wiped.</i></p> <p><i>Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing.</i></p> <p><i>Ensuring good respiratory hygiene - 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 double bagged and disposed of at regular periods. Face coverings are worn when required under national or local rules (in areas classed as High or Very High risk) or where use has been risk assessed as being required [see separate model risk assessment on use of face coverings in SHARE POINT. At this point we agreed as a staff that face coverings only need to be worn cleaning/ first aid/intimate care in circumstances described in this RA. This will be continually reviewed in light of changing guidance being published.</i></p> <p><i>Parents have been asked to wear a mask on the school grounds in communal areas. Arrangements have been put in place should a pupil arrive wearing one - disposable masks to be put into a bin bag in a lidded bin, reusable covering to be placed by the pupil into a bag to take home.</i></p> <p><i>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach(if appropriate)</i></p> <p><i>Minimising contact and mixing by alternating, as much as possible, the environment (such as classroom layout) and timetables.</i></p>		
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<p>All teaching/classroom activities; early years, primary</p> <p>(see also section on Shared Learning Spaces/practical teaching below)</p>	<p>Contracting coronavirus - staff and pupils, passing onto vulnerable persons</p>	<p>H</p>	<p>Cohort (bubble) Groups (see also H&S briefing for Heads)</p> <p>The school has cohorted groups so that staff and pupils generally only mix with others in a consistent group and keep away from other people/groups as much as possible. Contact with other groups is brief and transitory only. Group sizes are kept as small as possible, taking into account delivery of the curriculum. Please refer to School reopening leaflet for organisation plans.</p> <p>A record is kept of staff/pupils within each group and any close contact between different groups in the event of an outbreak of Covid19).</p> <p>Social Distancing</p> <p>As the school is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible. For older children and staff this is more achievable and should be more robustly implemented. The general arrangements below have been put in place to mitigate the risk where distancing cannot always be achieved.</p> <p>General arrangements</p> <ul style="list-style-type: none"> • Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if they are unwell. • Staff explicitly supervise health and hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure 	<p>L</p>	<p>Review Guidance & Checklist:</p> <p>Planning guide for early years and childcare settings</p> <p>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</p> <p>Breakfast and after-school club provision has resumed.</p> <p>Guidance for full opening: schools - Wraparound provision and extra curricular activity</p> <p>There is access to rooms directly from outside in most classrooms.</p> <p>Children have their own pencil cases</p> <p>We have not planned on a rota basis.</p>
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			<p>more independent older pupils are following good hygiene practices.</p> <ul style="list-style-type: none"> • Staff informally monitor for presence of symptoms. • Regular cleaning initiated (see below). • Where possible the same teaching staff work with the same groups • <i>Where possible, the same groups are taught in the same classrooms or where this isn't possible, larger bubble groups are assigned 'zones' within the building. This limits the amount of movement around the school and potential contact with other groups.</i> • <i>Where possible the same desks are used by the same pupils each day and desks are front facing, with pupils sat side by side rather than face to face. (ks1-ks2) Circular tables have been taken out of use.</i> • Groups sizes and ratios are in line with Government Guidance: <ul style="list-style-type: none"> • Timetabling has been reviewed to stagger school activities (Outdoor Learning, break times, Packed lunches are eaten at own desks) to reduce movements and incidence of group mixing, including parents. • 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. • Adjoining classroom doors can be opened between classes to allow for supervision only • The playground/ outside areas and field are zoned. • The corridors are wide enough to allow for social distancing. Passing each other is considered low risk. 		
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			<ul style="list-style-type: none"> • Our Opal and PE risk assessments identify equipment that can be used by individuals and class Bubbles. • Clean frequently touched surfaces often, using products provided at your assigned station. Surfaces can be cleaned with spray bleach at the end of the day. The caretaker will ensure cleaning stations are restocked and cleaned. • There is a cleaning schedule • The children have assigned washing stations and need to be monitored by staff using them • Their assigned stationary must also be kept on their assigned desk. • Equipment will be washed down after each session. There is cleaning before and after school- additional cleaning hours support this. • Children will have packed lunches in a hard box that can be wiped /or plastic bag. They will keep their lunch under their assigned desk. <p><i>Sport and physical education</i></p> <ul style="list-style-type: none"> • Only activities whose national governing bodies have developed guidance that has been approved by the government are undertaken. • Inter-school activities are suspended. • Equipment thoroughly cleaned between each use by different individual groups. • Activity venues reviewed and outdoor sports are prioritised where possible, and large indoor spaces used where it is not. • Ventilation is maximised in accordance with the arrangements stated above. • Work with external coaches, clubs and organisations will be subject to specific risk assessment to confirm that arrangements are safe and appropriate. <p><i>Extra-curricular activities (i.e. before and after school clubs) are reviewed and only proceed where; a) it is</i></p>		
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			<i>necessary to support parents with work related activity, training/education or for the purpose of provision of respite care, and b) risk assessment confirms that arrangements are safe and appropriate.</i>		
<i>Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities</i>	<i>Contracting coronavirus - staff, pupils, public</i>	<i>H</i>	<p><i>In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:</i></p> <ul style="list-style-type: none"> <i>Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible.</i> <i>Where this isn't possible and practical activities are required to take place in classrooms shared between bubble groups (e.g. D&T, Science, cookery etc.), frequently touched areas, desks, chairs etc. and any shared equipment are cleaned between bubble group use (or left for 48 hours, 72 hours for plastics).</i> <i>Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible.</i> 	<i>L</i>	<p><i>PE activities are carried out in line with Guidance for full opening: schools (which signposts to all relevant other publications) . Schools consult government approved list of activities available at: return to recreational team sport framework.</i></p> <p><i>Music - activities are undertaken in line with Guidance for full opening: schools and working safely during coronavirus (COVID-19): performing arts. A separate risk assessment is in place.</i></p> <p><i>Science - practical work is in line with CLEAPPS Guide to doing practical work during the COVID-19 pandemic. Risk assessments are in place.</i></p>
<i>Outdoor education on-site and off-site visits</i>	<i>Contracting coronavirus - staff, pupils, public</i>	<i>H</i>	<p><i>General control measures listed by this risk assessment are implemented as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible.</i></p> <p><i>The NCC Guidance for Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe Activities is followed. Located within the Resources Section on the Evolve system under "Guidance".</i></p>	<i>L</i>	<p><i>On-site activities: Submission of an Evolve form is not required, however where risks are significant or are not already covered with another risk assessment the activity must be subject to a written risk assessment.</i></p> <p><i>Offsite activities: Submission of an Evolve form is required for all Off site visits. Note DfE and FCO advice and</i></p>

			<i>Educational Visits Coordinator(NH) and CS receive policy guidance updates and actively check for updates on the EVOLVE system.</i>		<u>OEAP National Guidance.</u>
<i>Play activities</i>	<i>Contracting coronavirus - staff and pupils</i>	<i>H</i>	<p><i>Existing school play risk assessment has been reviewed against government advice and shared with staff. As we are an OPAL school this has been completed by the OPAL team and gives clear guidance on the equipment that can be used.</i></p> <p><i>Movement between zones is staggered to minimise movement/ There is a token system in place to ensure social distancing in toilets. Packed lunches are eaten by children at their assigned desk.</i></p> <p><i>Multiple Bubble groups do not use play equipment simultaneously. It is only used by separate groups and appropriately cleaned between use of groups. For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of use.</i></p> <p><i>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</i></p>	<i>L</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>Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes should be considered, or place a divider down the middle of the corridor if the width allows).</i></p> <p><i>Halls, dining areas and internal and external sports facilities can be shared as long as different cohorted groups do not mix (and especially do not play sports or games together) and adequate cleaning between group use takes place.</i></p> <p><i>Assemblies are arranged to take place with individual groups in their allocated classroom spaces rather than</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> <p><i>One-way movement.</i></p> <p><i>Separate entry and exit routes.</i></p> <p><i>Enlarge access and exits.</i></p> <p><i>Accommodate extended queuing:</i></p>

			<p>bringing all children from different classes together into one hall or large space.</p> <p>Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Different <i>cohort</i> groups are kept apart and tables cleaned between each <i>cohort</i> group. Children will eat packed lunches at their assigned desk.</p> <p>Initially hot lunches will be provided for children Nursery-Y2. When staffing difficulties and spacing is addressed we aim to offer hot dinners to all children as soon as it is practicable and safe to do so..</p> <p>Table seating plans for those in the same class/cohort group are arranged so children are seated as far apart as possible or where this isn't possible are seated side by side. This has to be balanced against the practicality of completing lunch sittings within a reasonable timescale.</p> <p>Arrangements are in place to ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p>		<ul style="list-style-type: none"> - Defined queue areas - "Do not join the queue" when capacity reached signs <p>Deliveries. People with additional needs. Use of stewards.</p>
<p>Staff use of communal areas/working with different groups.</p> <p>Use of supply teachers and temporary workers</p>	<p>Contracting coronavirus - staff pupils, visitors, parents/carers</p>	H	<p>Staff breaks are staggered to avoid congestion in staff rooms. Shared crockery/cutlery has been removed and staff use their own equipment.</p> <p>Staff areas have been identified to reduce pressure on staffroom. E.G office staff use their area at lunch time.</p> <p>Measures are applied within shared offices and staff room(s) to implement social distancing.</p>	L	<p>Review and apply the guidance for working safely in offices if applicable (e.g. receptions and shared offices)</p> <p><u>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</u></p>

			<p><i>Cleaning plan in place to ensure toilets are kept clean and social distancing is achieved as much as possible.</i></p> <p><i>Staff maintain 2m distance from pupils where possible (especially between adults and with older children). Face to face contact within 1m of anyone is minimised.</i></p> <p><i>Supply staff and other temporary workers can move between schools, but school leaders will always consider how to minimise the number of visitors to the school where possible.</i></p> <p><i>Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.</i></p> <p><i>There has been a review of arrangements across a broader time period to minimise numbers of contacts.</i></p>		
<i>Provision of school meals service</i>	<i>Contracting coronavirus - staff, pupils</i>	<i>H</i>	<p><i>The school kitchen will be fully open from the start of the autumn term and normal legal requirements will apply. Kitchen operations comply with the 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. [See also section on use of communal areas for seating plans etc.]</i></p> <p><i>The school is aiming to provide a hot dinner choice to all children as soon as possible. Due to staffing, space and time this is going to be a challenge- from September full provision N-Y2 (refer to September opening leaflet attached)</i></p>	<i>L</i>	<i>Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, including additional cleaning, placement of tables, bubble group use etc.)</i>

Parents/carers picking up/collecting pupils from school	Contracting coronavirus - staff, pupils, public	H	<p>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.</p> <p>Queuing system set up with each Bubble given an access point. All children wash hands before entering their classroom.</p> <p>Please see SharePoint for maps and one-way system. All staff had a staff training day and were briefed on the arrangements to be applied. They all have access to SharePoint so can regularly check all timetables, information and risk assessment.</p> <p>Children, young people, parents/carers are advised:</p> <ul style="list-style-type: none"> • Not to enter the building if displaying any symptoms of coronavirus (COVID-19). • Only to attend one at a time • Of the designated pick up and drop off protocols (time, location, process) to minimise contact. • Not to gather at entrances, gates or doors unless have pre-arranged appointments. <p>School informs parents by email, text, twitter Tapestry and website on protective steps being taken and associated requirements.</p> <p><i>Parents are advised, If it is necessary for a childminder to pick up or drop off a child at school and walking is not practical, then a private vehicle for single household use is preferable. Use of public transport should be minimised.</i></p>	L	<p><i>Link to animation produced by NCC Communications Team regarding parental drop off/collection:</i></p> <p><i>https://youtu.be/bPzalrAx8Js (on website)</i></p>
Use of School Transport (external provision only)	Contracting coronavirus - staff, pupils, transport provider	H	<p>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</p> <p>Areas under lockdown are avoided unless travel into/out of that area is essential</p> <p>The school encourages pupils to walk or cycle to school where possible. Arrival and departure times are</p>	M	<p>Note 1: Children who are allocated to a specific cohort/bubble in school are not required to utilise school transport in those cohorts only. Children from different cohorts may share the same transport.</p>

		<p><i>staggered to minimise and reduce intensity of use of public transport.</i></p> <p><i>For some families, driving children to school may be a preferable option and will be accommodated where safe to do so.</i></p> <p><i>The degree of public transport use by pupils is quantified so; a) arrival and departure times are staggered to minimise and reduce intensity of use of public transport and, b) to support the Local Authority in identifying where it may need to provide additional dedicated school transport services to depress demand for public transport and to increase capacity in the system.</i></p> <p><i>Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus to facilitate use of hand sanitiser, social distancing and use of face coverings.</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>• grouping school based cohorts together on designated school transport so children sit with others from their bubble within the same constant group.</i> <i>• use of hand sanitiser upon boarding and disembarking</i> <i>• implementing organised queuing and boarding where possible to support social distancing in vehicles where it is possible.</i> <p><i>The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements and to plan the staggering of</i></p>		<p><i>Note 2: Children under the age of 3 should not wear face coverings. Children aged from 3-10 can wear face coverings, but they are not required to and will not wear them in school.</i></p> <p><i>Stated measures to be reviewed upon publication of new guidance to local authorities on providing dedicated school transport that will build upon existing government guidance.</i></p>
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			<p><i>start and finishing times. Where applicable, consideration has been given to pupils using public transport to help them to avoid peak travel times and keep this to an absolute minimum. Arrangements for staggering times have been communicated to parents in advance.</i></p> <p><i>If children choose to wear a facemask on school transport, they will be asked to pop it into their bag on arrival at school. Where staff are required to assist with accessing transport and fitting of seat belts/restraints only those within the child's cohorted group will provide such support.</i></p>		
Staff travelling to and from work.	Contracting coronavirus, spread of virus	H	<p>Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.</p> <p><i>ensure good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open (Taxis have risk assessments)</i></p> <p><i>Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers.</i></p> <p>When travelling by public transport:</p> <ul style="list-style-type: none"> • Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required. • avoid rush hours and busy times if you can • cover your cough or sneeze with a tissue, then throw the tissue in the bin 	M	<p>Review Guidance:</p> <p><u><i>How to wear and make a cloth face covering</i></u></p> <p><u><i>Coronavirus (COVID-19): UK transport and travel advice</i></u></p> <p><i>Home to school transport is in line with current guidance:</i></p> <p><u><i>Transport to school and other places of education: autumn term 2020</i></u></p>

			<ul style="list-style-type: none"> ● follow advice on social distancing ● wash your hands often with soap and water for at least 20 seconds ● if soap and water are not available, use an alcohol-based hand sanitiser 		
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils,	M	<p>Children who are symptomatic do not attend school. Parents have been reminded of this. 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 have been reviewed/ and are appropriate and take account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers.</p> <p>Those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, workable de-escalation techniques, and trained staff) are in place and there is certainty that they will be effective. A Behaviour plan will be agreed</p> <p>All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners. Northburn has accessed this support.</p>	L	<p>For further information visit: <u>NCC Local SEND Offering 0-25 yrs.</u></p> <p>All risk assessments, behaviour crisis plans and EHCPs are updated (as applicable) in line with the current COVID-19 situation. Where these are absent, a person specific risk assessment is undertaken of those who pose a risk to others by virtue of known behaviours. Reviews relate to specific support staff and take steps to avoid conflict and situations known to increase anxiety and defensive behaviours.</p> <p>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</p>
Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<p>Social distancing is implemented where possible.</p> <p>Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment. This assessment should</p>	L	PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.

			<p>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. Training for all staff 1.6.20. First aiders have own goggles. Posters stating how to safely put on and take off PPE is displayed by first aid stations.</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. Specific detailed guidance and requirements when performing AGPs is included is: Safe Working in education, childcare and children's social care</p>
Use of hand sanitiser	<p>Ingestion of hand sanitiser.</p> <p>Alcohol vapours ignited resulting in burns to hands</p>	M	<p>Always wash hands with soap and hot/warm water wherever possible.</p> <p>Where hand sanitiser is used, it contains a minimum of 60% alcohol. It is used with staff supervision due to the risk of ingestion. A safety data sheet and COSHH risk assessment are in place for its use.</p> <p>When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</p> <p>Skin friendly cleaning wipes can be used as an alternative (these should still contain alcohol to be considered as effective as sanitiser).</p>	L	<p>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.</p>

			<i>Risk assessments/ health care plans refer to Covid measures</i>		
<i>Insufficient cleaning/exposure to virus on objects/surfaces</i>	<i>Contracting coronavirus</i>	<i>H</i>	<p><i>Increased cleaning to take place using standard cleaning products; additional cleaning hours/resources have been arranged with the priority being for frequently touched areas/communal areas and shared teaching spaces. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.</i></p> <p><i>In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment etc.</i></p> <p><i>Steps are taken to limit resources that are taken home by staff and pupils. There is an emphasis on the use of visualisers, self- marking and verbal feedback. Staff wash hands if handling pupils homework/books.</i></p> <p><i>A review has been undertaken to remove soft furnishings, soft toys and toys/equipment that are extremely hard to clean (such as those with intricate parts).</i></p> <p><i>Classrooms are cleaned daily. Where classrooms are shared (practical lessons), the room and equipment is cleaned between different group use. Bins for tissues are emptied throughout the day. Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements.</i></p> <p><i>Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for</i></p>	<i>L</i>	<p><i>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.</i></p> <p><i>Cleaning products used in teaching areas etc. are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</i></p> <p><i>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</i></p> <p><i>Bleach should be avoided and an suitable alternative product(s) used. If schools are advised to use a bleach-based product, only bleach sprays should be used. It's use must be strictly controlled and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment</i></p>

			<p>dealing with this scenario is implemented, which incorporates the PHE guidance on 'cleaning and waste' (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. NCC PPE Risk Assessment</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>must be in place prior to use and shared with staff. See sample COSHH risk assessment</p>
Staff displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self-isolation is followed - Stay at Home If they are seriously ill contact 999.</p> <p>The Council's public health team are notified of all symptomatic persons by emailing: publichealthincidentalalerts@northumberland.gov.uk</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p> <p>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Where the staff member tests negative, they can return to their setting when they are medically fit to do so following discussion with line manager and appropriate</p>	M	<p>Ensure home and emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take if someone becomes symptomatic at school.</p> <p>If in doubt ring 03003038596</p> <p>Staff requested to urgently access the national test and trace programme which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, staff should inform the school as soon as they receive their test result (positive or negative). The HPT can</p>

			<p>local risk assessment. Fellow household members can end their self-isolation. <u>PHE staff return to work criteria</u> must be applied. Advice can be taken from the local Health Protection Team (HPT) regarding any further requirements for the broader educational setting. The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</p> <p>Where the staff member tests positive, schools should contact the local health protection team. Based on the advice from the health protection team, those who have been in close contact, e.g the rest of their class should be sent home and advised to self-isolate for 14 days from the date the staff member became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>.</p> <p>Confirmed cases of Covid-19 should be recorded via ANVIL, as they may be RIDDOR reportable. You should seek further advice via NCC's Corporate Health and Safety team.</p> <p><u>PHE guidance</u> on action to be taken in these circumstances is adhered, along with the PHE guidance on '<u>cleaning and waste</u>'.</p>		<p>be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</p> <p>(see <u>briefing</u> document for further information on how the test and trace system will operate)</p> <p><u>Letter from PHE and NHS Test and Trace to school and college leaders</u></p>
Pupils displaying symptoms of	Others contracting virus.	H	Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home. School Transport is avoided. PHE guidance on self-isolation is	M	Ensure emergency contacts are up to date.

<p>coronavirus whilst at school</p>		<p>followed - Stay at Home If they are seriously ill contact 999.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p><i>PPE is only required by staff caring for the child while they await collection in the following circumstances: (see also Symptomatic children action list for schools and Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE))</i></p> <ul style="list-style-type: none"> • a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained • if contact is necessary, then disposable gloves, apron and a face mask should be worn • eye protection (e.g. visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. <p><i>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. The Council's public health team are notified of all</i></p>	<p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>Parent/carer is requested to urgently arrange a test for their child via the national test and trace programme which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</p> <p>(see briefing document for further information on how the test and trace system will operate)</p>
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			<p><i>symptomatic persons by emailing: publichealthincidentalerts@northumberland.gov.uk</i></p> <p><i>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</i></p> <p><i>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. (There is a sign off form to keep a record of cleaning after a suspected case)</i></p> <p><i>Where the pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation.</i></p> <p><i>Where the pupil tests positive, the rest of their class should be sent home and advised to self-isolate for 14 days from the date the child became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</i></p> <p><i><u>PHE guidance</u> on action to be taken in these circumstances is adhered, along with the PHE guidance on '<u>cleaning and waste</u>'.</i></p>		
<i>Outbreak of Covid-19 in local area or school resulting in partial or full closure of school/resumption of lock down</i>		<i>H</i>	<p><i>The Northumberland outbreak plan will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from the local Health Protection team.</i></p>	<i>L</i>	<i>The school have a plan in place to deal with partial or full closure of the school. (add link to school specific plan)</i>

<p><i>Inadequate first aid provision</i></p>	<p><i>Serious injury or death</i></p> <p><i>First aider contracting coronavirus or spreading virus to others.</i></p>	<p><i>H</i></p>	<p><i>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken.</i></p> <p><i>First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information</i></p> <p><i>First aiders assist at a safe distance from the casualty where possible and minimise the time they share a breathing zone. Where the casualty is able to, they are directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.</i></p> <p><i>Where available, and appropriate, fluid resistant face mask, gloves, disposable plastic apron and disposable eye protection is used which should be kept in or next to first aid kits. (see FAQ document on dealing with minor accidents)[this is in line with HSE guidance]</i></p> <p>CPR</p> <p><i>In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths.</i></p> <p><i>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant 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</i></p>	<p><i>L</i></p> <p><i>Where First Aid at Work and Emergency First Aid at Work certificates expired on or after 16 March 2020 and staff cannot access requalification training because of coronavirus, staff may qualify for An extension up until 30th September 2020 Staff must be able to explain why they have not been able to requalify and demonstrate what steps they have taken to access the training, if asked to do so. See HSE guidance</i></p> <p>https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p> <p><i>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:</i></p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>
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			<p><i>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</i></p> <p><i>Further information is also contained in the Government publication: <u>Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</u></i></p>		
<i>Lack of communication with staff/parents/others</i>	<i>Confusion/mis-information resulting in breakdown of arrangements.</i>	<i>H</i>	<p><i>Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.</i></p> <p><i>Staff had had a training day on the risk assessment and the RA is on our SharePoint so there is always an active 'live' copy that all staff and governors can access.</i></p> <p><i>Regular information sharing and communication with staff. Use of 365 Teams</i></p> <p><i>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. All letters are emailed and available on the website.</i></p> <p><i>The arrangements in place for children are shared with them in an age appropriate way.</i></p>	<i>L</i>	

Increased staff home working & use of Display Screen Equipment (DSE)	Musculoskeletal problems arising from incorrect postures	M	NCC bulletin on homeworking and DSE use is made available to staff. This follows HSE guidance on homeworking , including the principles of good DSE use is followed. NCC DSE policy is available to staff.	L	
Uncertainty due to the unprecedented nature of the pandemic Maintaining staff wellbeing and mental health	Stress and anxiety arising through uncertainty, lack of control and reduced contact	M	Regular information sharing and communication. Use of IT software for virtual meetings, e.g. e-Team Shared distribution of workload, e.g. rota for staff in school and those homeworking. Regular communications are in place between Head and SLT and systems in place to disseminate information. Staff also have access to all shared information/documentation on SharePoint. Governing Body are involved with decision making in relation to measures in place where appropriate.	L	Stress risk assessment reviewed.
Pupil uncertainty surrounding attendance/return to school	Stress and anxiety impacting themselves and staff	M	Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. [consider publishing risk assessment on school webpage]. Parents have the opportunity to discuss concerns with school staff. Provision of pastoral and extra-curricular activities available to all pupils designed to: <ul style="list-style-type: none"> support the rebuilding of friendships and social engagement address and equip pupils to respond to issues linked to coronavirus (COVID-19) 	L	The government has recently launched the Wellbeing for Education Return programme , which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.

			<ul style="list-style-type: none"> • support pupils with approaches to improving their physical and mental wellbeing <p>[see government guidance for further information and apply as appropriate - record details here].</p>		
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Document History

Other guidance:

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

NCC - add link <https://northumberlandeducation.co.uk/emotional-health-and-wellbeing-2/>

NCC flowchart and new IT form <http://northumberlandeducation.co.uk/wp-content/uploads/2020/09/What-to-do-if-you-suspect-a-child-has-Covid-symptoms.pdf>

Document History

Item	Nature of change	Date of Update
Amendments made From NCC- response to increased restrictions	The main changes to the risk assessment relate to the arrangements for clinically extremely vulnerable (CEV) staff and pupils attending school. Under the current national restrictions, the government have strongly advised all CEV staff to work from home until 2 December 2020. In schools where NCC is the employer, it has been confirmed by the Council's Executive Team that all NCC employed staff who are CEV must work at home during this time. Where circumstances dictate any deviation from this approach, professional advice must be sought from your HR or H&S Advisor. Pupils who are CEV should now be receiving their education at home.	20.11.20

Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic	Link added to H&S FAQ document - new information on fire drills.	02/11/2020
Inadequate Ventilation	New section based on updated CIBSE ventilation guidance (Oct 2020) and updated government guidance on schools fully opening. Further information can be found in the H&S FAQ document. Note regarding heating systems moved into this section from the section above.	02/11/2020
Contact with others who may have Coronavirus	Update on face coverings. Link added for wrap around provision guidance. Link added to model pregnant workers risk assessment - this should be completed in conjunction with the CV/CEV assessment.	02/11/2020
All teaching/classroom activities; early years, primary and secondary	Update on wrap around provision and extra-curricular activity.	02/11/2020
Staff use of communal areas/working with different groups and Use of supply teachers	Update on shared staff areas.	02/11/2020
Outdoor education on-site and off-site visits	Non-NCC establishment advice wording updated.	02/11/2020
Use of School Transport (external provision only)	Advice on face coverings updated - these are now mandatory for those in year 7 and above. Schools should support school transport team/providers in helping with compliance issues on wearing face covering.	02/11/2020
Pupils displaying symptoms of coronavirus whilst at school	Advice on PPE requirements updated (rather than hyperlinking to government guidance on specification for PPE it is documented)	02/11/2020
Outdoor education on-site and off-site visits	Wording regarding insurance arrangements.	29/10/2020

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

Contact with others who may have Coronavirus	Updated links to model school risk assessments for CV/CEV staff and pupils. Minor wording changes and removal of link to withdrawn government document (changes are in red text)	25/8/2020
General	Some re-ordering of hazards (rows) to achieve better flow.	30/07/2020
Additional information	New/updated additional documentation	30/07/2020
School re-opening following partial or full closure and lack of statutory testing/maintenance	Minor wording changes. Review fire risk assessment.	30/07/2020
Inadequate safety management documentation (policies, risk assessments etc)	New section.	30/07/2020
Contact with others who may have Coronavirus	Staff/children living with someone who is shielding can now return. Updated guidance for Clinically Extremely vulnerable children and staff - mostly able to return to school. Model school specific risk assessment template for vulnerable/extremely vulnerable staff returning will be available early August. Visitor information to be retained and kept for 21 days. Specific guidance on hand washing requirements for children. Information on face coverings.	30/07/2020
All teaching/classroom activities: early years, primary and secondary	Amended wording in hazard column. Updated guidance on cohort/bubble group sizes, social distancing, classroom arrangements, including layout. Some text moved to new section below.	30/07/2020
Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	New section - some control measures moved from previous section.	30/07/2020
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces	Minor changes. Use of staff areas moved into separate section. Reference to practical lessons moved into separate section. Additional text added for use of dining hall (see also new section on provision of school meals)	30/07/2020

<u>Staff use of communal areas/working with different groups and Use of supply teachers</u>	New section pulling together measures for staff areas and to record arrangements for temporary and visiting staff.	30/07/2020
<u>Outdoor education on-site and off-site visits</u>	Updated to illustrate requirement for EVCs and Heads to monitor Evolve for policy and guidance updates.	30/07/2020
<u>Provision of school meals service</u>	New section. Ensure arrangements in place are applied to kitchen facilities.	30/07/2020
<u>Use of School Transport (external provision only)</u>	Updated arrangements regarding more children accessing transport.	30/07/2020
<u>Staff travelling to and from work</u>	Minor amendment and link to government guidance	30/07/2020
<u>Personal care activities</u>	Reference to care activities involving aerosol generating procedures and clarification that no additional PPE generally needed other than that normally identified via risk assessment.	30/07/2020
<u>Use of hand sanitizer</u>	Reference to skin friendly skin wipes (confirmed with NCC public health that these should contain alcohol to be as effective as sanitiser). Bulk storage arrangements for hand sanitiser (updated fire risk assessment).	30/07/2020
<u>Insufficient cleaning/exposure to virus on objects/surfaces</u>	Updated government guidance on cleaning and waste (15 July). Ensure cleaning schedule is in place which cleaners are briefed on and records are kept of cleaning undertaken.	30/07/2020
<u>Staff displaying symptoms of coronavirus whilst at school</u>	Clarification on isolation of bubble groups. Requirement to notify NCC public health team of all <u>symptomatic</u> persons. Removal of specific self isolation periods as this is liable to change (currently changed from 7 to 10 days) - schools should keep up to date with the latest requirement.	30/07/2020
<u>Pupils displaying symptoms of coronavirus whilst at school</u>	As above.	30/07/2020

Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down	New section.	30/07/2020
Inadequate first aid provision	Updated guidance based on HSE advice. Government advice for schools is that no PPE is needed, however, based on HSE advice if PPE is available it should be used.	30/07/2020
Pupil uncertainty surrounding attendance/return to school	New section.	30/07/2020
Activity and People at Risk	Information of how updates have been incorporated and updated link to all school related government guidance added. Amended text regarding need to review risk assessment.	05/06/2020
Additional Information Section	Amendment. NCC Corporate Health and Safety Advice - FAQs for School Head Teachers , link to vulnerable staff risk assessments (including BAME) and Public Health Q&A for Teachers and Parents	05/06/2020
School re-opening following partial or full closure and lack of statutory testing/maintenance	Amendment. Update to explain in more detail the required checks/testing. Note regarding cleaning. Additional information on fire evacuation procedures/fire drills.	05/06/2020
Contact with others who may have Coronavirus. Inadvertent transmission to others	Amendment Para on staffing levels. Link to BAME risk assessment added. Revision to wording in "Children" section (no change to arrangements). Shielding households - slight amendment to wording. Link to updated SEND guidance. Recommendation to provide lidded bins/tissues. Social distancing advice in offices/reception. Hot/warm water required for hand washing (see H&S FAQ). Reinforcement that only essential visitors are permitted access to school.	05/06/2020

Unable to achieve social distancing	Amendment. Staff role in health/hand hygiene arrangements. Changes to early years spaces requirements and group sizes. Secondary Schools are only permitted to have ¼ of yr. 10 and yr. 12 cohort in school at any one time. Rotas permissible in secondary schools. Some other minor textual changes.	05/06/2020
Use of communal areas	Amendment. Update regarding assemblies. Updated guidance on PE activities from AfPE.	05/06/2020
Parents/carers picking up/collecting pupils from school	Amendment Queuing system/greeting process for parents. New links to government guidance added.	05/06/2020
School Transport	New section	05/06/2020
Staff travelling to and from work.	New section	05/06/2020
Children who are non-compliant / displaying challenging behaviour	New section	05/06/2020
Use of hand sanitiser	Clarification on use of alcohol based hand sanitiser and need to have safety data sheet and COSHH risk assessment in place. (See also Health and Safety FAQ document for further information)	05/06/2020
Insufficient cleaning/exposure to virus on objects/surfaces	Amendment. Update regarding taking resources home and marking homework.	05/06/2020
Staff displaying symptoms of coronavirus whilst at school	Amendment. Requirement to have protocol in place for those who become symptomatic on premises. Update on test and trace procedure and process for staff who test negative for Covid-19.	05/06/2020

	Public Health cleaning posters have been withdrawn	
Pupils displaying symptoms of coronavirus whilst at school	Amendment. Note regarding avoidance of School Transport added. Requirement to have protocol in place for those who become symptomatic on premises. Public Health cleaning posters have been withdrawn.	05/06/2020
Inadequate first aid provision	Removal of appointed person as minimum - trained first aider recommended due to increase in numbers. Link to FAQs added.	05/06/2020
Lack of communication with staff/parents/others	New section	05/06/2020

Pupils displaying symptoms of coronavirus whilst at school	Amendment. Note regarding avoidance of School Transport added. Requirement to have protocol in place for those who become symptomatic on premises. Public Health cleaning posters have been withdrawn.	05/06/2020
Inadequate first aid provision	Removal of appointed person as minimum - trained first aider recommended due to increase in numbers. Link to FAQs added.	05/06/2020
Lack of communication with staff/parents/others Note made of Zurich Building Reopening Risk Management as advised by Union following consultation Noted that staffing audit has been completed Noted that all staff including teachers have access to PPE provisions as suggested by NASUWT	New section Completed 15.5.20	05/06/2020 11.6.20 11.6.20 11.6.20

How will school be organised?

Government guidelines recommend that schools group children in bubbles of up to 30 and, where possible, minimise mixing with other groups. Large gatherings, e.g. assemblies, should be avoided and movement around the school kept to a minimum.

Our Nursery and Reception classes are unaffected by this.

Years 1 and 2 children will be taught in their form classes for the first term so that they are not working with a wider group of children in their key stage.

Years 3 and 4 children will also be taught in their form classes. This will be reviewed at the end of the first half term. Circumstances may then allow us to reorganise children into groups for maths and English as we usually do.

Year 5 and 6 children will be taught in two year 5 and two year 6 classes. They will stay in a year group bubble and will be in groups within that year group for maths and English.

Staff will be able to move between bubbles so that groups of children within classes can receive additional targeted support to meet individual needs.

There will be class assemblies and whole school assemblies via Microsoft Teams.

We ask that all children are back in their school uniform from September.

Back to School

Dear Parents,

This leaflet is designed to answer as many questions as possible that you may have about what school will be like for your child when they return in September.

Government guidance may change meaning that I may need to change my plans at short notice. If I do need to, I will let you know as soon as possible.

I recognise that some of you may have some concerns about your child returning to school. I also understand that the past few months will have been challenging for many families. If you have any particular concerns about your child's return to school or need to pass on information, please contact us.

Clare Scott

What will the arrangements for the start and end of the school day be?

The first day back at school will be Wednesday 2nd September.

The beginning and end of the school day are the busiest time for children and adults congregating together in one place, so maintaining safe distances within normal arrangements would be a challenge. We have therefore implemented the following measures for when children return to school.

- We encourage children to walk, cycle or scoot to school. They will be able to use the cycle shed and scooter racks.
- The times for dropping off and picking up children will be staggered for each year group.
- One adult to accompany children please.
- There will be a signposted one-way system for entering and exiting the school.

Nursery

Usual Nursery times

Reception classes 2 and 3

8.30 am start and 3.00pm finish.

Please line up in front of the Reception doors.

Year 1 and Year 2 classes- 4,5,6

We have many preventative measures in place to minimise the potential for the spread of infection. We encourage good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap. Your child will be asked to wash their hands on arrival at school, after breaks and P.E lessons, after using the toilet and before and after eating any food. Hand sanitiser is also available. Each class has their own cleaning station.

Over the summer, outdoor handwashing facilities are being installed.

We have more cleaners working more hours so that frequently touched objects and surfaces can be cleaned and disinfected regularly.

In preparation for a full return to school, I have revisited and updated our risk assessment. I will continue to review this over the summer break and update it if the government change any of to their guidance.

Lunches, snacks and milk

From September, we have the capacity to offer hot school lunches to pupils in the early years and Key Stage One (Nursery, Class 2, 3, 4, 5, and 6).

Unfortunately, we do not have the space or staffing capacity to offer hot dinners to all children. We will continually review the situation and will reinstate the hot dinner option for the older children as soon as we are able.

Nursery will eat their lunch in the Nursery.

What will be the arrangements for break times?

We recognise the importance for all children to play and enjoy time outside during the school day. Reconnecting with friends will be important to your child as they settle back into school life, so we have adjusted how we use our outside areas so that they can do so safely.

- Children will have access to zoned areas.
- OPAL activities available will be limited to the use of resources that can be washed.
- Classes will have access to a zoned area for outdoor lessons and learning.

Will planned school events still happen?

I have planned events for the academic year 2020 -2021. I am hoping that, with some adjustments, many will still be able to go ahead.

Currently, parent consultation meetings are time tabled for Monday the 12th and Tuesday the 13th of October.

The P.T.A obstacle course is time tabled for the 21st of October.

8.45 am start and 3.10pm finish.
Please line up in classes, in front of the allotment.

Year 3 and Year 4 Classes- 7,8,9

8.45am start and 3.10pm finish.
Please line up outside LKS2 doors.

Year 5 class 10

Children in class 10 will be in the classroom behind the allotment.
8.30am start and 3.00pm finish.
Children can enter by the outside door as they arrive.

Year 5 and Year 6 classes- 11,12,13

8.30am start and 3.00pm finish.
Children are welcome to walk into school as they arrive, through the UKS2 doors.

I understand that you may have to drop children off at different times and this may mean waiting in the playground. I am hoping that this will not affect too many parents. Breakfast Club will continue to operate but numbers will be limited.

What about after school clubs?

We are hoping to resume some after school clubs. Due to the additional planning required it may be that they do not start until after the half-term holiday.

Reception, year 1 & 2 classes will stay in their class bubble and have staggered times in the hall. Tables and chairs will be cleaned after each sitting. We are asking that children in **Key Stage 2 (classes, 7, 8, 9, 10, 11, 12, 13)** bring a named packed lunch into school. They will have their packed lunch at their assigned desk in their class bubble. It is preferable that your child has a packed lunch box that can be easily wiped down. Milk will be available for children in Nursery, Reception, year 1 and year 2. You will receive an order form in September if you wish your child to have milk. Children are welcome to bring in a healthy snack. No nuts or chocolate please. Please send your child in with a named water bottle every day. They will keep it on their desk.

What will my child need to bring to school?

The Department for Education has confirmed that classroom-based resources, such as books and games, can be used and shared within class bubbles. Equipment shared will be regularly cleaned. Individual and very frequently used equipment, however, such as pencils and pens, should not be shared. Your child will be given a resource pack, which will be named and kept on their table. They will not need to bring any stationary into school. Reading books can now travel between home and school. Your child will be able to use their reading folder. We have redesigned our reading record

It is less certain that the year 6 residential to Hawkhurst will be able to go ahead. Miss Hurst is in regular communication with the centre and we will consider all options. If we are unable to go ahead and are unable to reschedule, you will receive a full refund for any payments you have already made.

Swimming lessons for Year 4 children may also need to be cancelled. If this is the case, we will try to reschedule.

What if my child is not well?

If your child is not well and unable to attend school, please contact the school office as usual.

Please ensure we have any medication your child needs to have in school. This includes asthma inhalers.

If your child is poorly, but does not have coronavirus symptoms, then usual procedures would be followed. E.g. if your child is sick or has diarrhea, they must be kept off school for a further 48 hours after their last episode.

If your child or anyone in your household becomes unwell with a new, continuous cough or a high temperature, or has a loss of or change in their normal sense of taste or smell

Mr Dowson, a P.E coach and specialist teacher will be joining us. As well as teaching P.E to Key Stage 2 children, he plans to run after school and lunchtime sports clubs for children in Key Stage 1 and Key Stage 2.

We are looking at how we can safely accommodate individual musical instrument tuition within the current guidelines.

How will we help your child settle back into school and catch up on any missed learning?

Due to the coronavirus outbreak, your child may be experiencing a range of emotions. We have planned activities to support their well-being and help them to make the transition back into school.

Although things may look a bit different and we will all be washing our hands more regularly, and sitting in rows, there will be much that is still familiar.

As a team, we have planned an ambitious and broad curriculum that has the flexibility to address gaps in learning, reinforces basic skills in reading, writing and maths and is fun! Our assessment systems have allowed us to identify where there are likely to be gaps in learning and where your child may need support. We have also planned activities that

books. Your child will be given a new Northburn 'Blue Book' which will have space to record reading. It will also have useful information for you and your child including information about our reading approaches, and the School Challenge Award.

Your child will need to bring into school every day:

- their reading book and Blue Book (Reception, Y1,2,3,4) or Planner (Y5&6)
- a named water bottle
- a named packed lunch (unless they are having a school hot dinner) in a box that can be wiped
- a coat.

P.E kit should only be brought in if your child has P.E on that day. They will not need their P.E kit on the first day. They will be given a timetable on the first day telling them when they will have P.E. Mobile phones can only be brought into school by your child if they walk to school on their own.

you must not send your child into school. Any child or member of staff who develops symptoms whilst at school must go home and will be advised to self-isolate for at least 7 days and arrange to have a test. Other members of the household should self-isolate for 14 days from when the symptomatic person first had symptoms.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

We will be engaging with the NHS Test and Trace programme. In the event of an outbreak we work with and follow the advice of our local health protection team (HPT).

If our local area sees a spike in infection rates that result in a localised community spread of coronavirus, the appropriate authorities will decide which measures to implement to help to contain the spread. This may include closing schools in affected areas. We have prepared a contingency plan in the event of a local outbreak.

will enable us to assess your child and their learning needs.

We have developed our home learning resources so that we will be able to continue to support your child in the event of a local lock down or if your child needs to self-isolate. Please let us know if you have any concerns so that we are able to work in partnership with you to support your child.

Should I be doing anything with my child in the holidays so that they are ready for school?

Have a break, lots of fun and don't worry about September. I am confident we have robust plans in place.

I am looking forward to seeing you all back on **Wednesday the 2nd of September.**

Take care,
Clare Scott