**Covid 19 Risk Assessment Form: RA1**

Slaley First School

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| **Department:** *Children & Families* | **Service:** *Schools and Education* | **School:** *Slaley First School* |
| **Activity:** *Schools opening during COVID19 pandemic****Version 7.1: Updated 13 October 2021*** To be read in conjunction with *NCC Health and Safety Bulletin and* [*Schools coronavirus operational guidance*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)[*Guidance for full opening: special schools and other specialist settings*](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings)*,* | **Site:** *Slaley First School, Main Street, Slaley Village, Hexham, Northumberland.* |
| **People at Risk:***Staff, pupils, visitors, governors, volunteers, parents, contractors* | **Additional Information: *guidance on completion: risk assessment form****Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.**Further additional information/links to documentation is available at the bottom of the document.* |
| **Name of Person Completing Form: M r s . A .Hayward Job Title: Head Teacher Date: 13th October 2021** | **Review Date: When Required** |

Owners: Northumberland County Council Issue: 2.0

Page 1 of 26 Author: Corporate Health and Safety Team Date: 27/08/2021

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| **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)** |
| *Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic**Opening after reduced occupancy* | *Equipment / system failure leading to enhanced physical or biological risks to people* | *M* | * *Essential maintenance/testing has continued to be undertaken by caretaker*
	+ *Fire Safety*
		- *Fire AlarmTests*
		- *Fire Door Checks (Internal and Exit)*
		- *Fire Extinguisher Checks*
	+ *Legionella Control*
		- *Flushing of Least used outlets*
		- *Water Temperature Checks*
* *Other statutory testing and maintenance carried out by NCC Property Services and other external contractors.*
	+ *Fixed Wire Testing (Next due Nov 2023)*
	+ *Water hygiene*
	+ *Gas/Boiler Maintenance,*
	+ *Fire alarm Maintenance*
	+ *Emergency lighting*
	+ *Play/sporting equipment are maintained as normal.*
* *Fire evacuation procedures have been reviewed*
 | *L* | *Fire Drill Planned early after the school returns (W/C 20th September 2021.) (Headteacher/Caretaker)**Relevant H&S refresher training to be identified and delivered as and when required (e.g. Fire Safety, Water Hygiene, Asbestos Mgt)**[certain protective measures may need to be reintroduced in response to an outbreak].* *Contact the NCC Public Health Team for advice and reporting all positive test results, via the* [*webform*](https://form.northumberland.gov.uk/form/auto/covid19_schools)*. They will respond as soon as possible, where required. Before and during this process it is recommended that schools with potential outbreaks review their outbreak control plan and use this* [*checklist*](https://northumberlandeducation.co.uk/wp-content/uploads/2021/09/Outbreak-checklist-for-schools-12.09.2021-1.pdf) *to review current arrangements and additional measures that could be implemented.* |
| *Inadequate safety management documentation (policies, risk assessments etc)* | *Increased risk of contracting Coronavirus through lack of planning.* | *M* | *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.* | *L* | *Advice will be provided directly from the NCC public health team. The* [*Northumberland Local*](https://www.northumberland.gov.uk/coronavirus/Local-COVID-19-Outbreak-Prevention-and-Control-Pla.aspx#%3A~%3Atext%3DThe%20local%20outbreak%20prevention%20and%2Cthey%20are%20suspected%20or%20confirmed)[*Outbreak Prevention Plan*](https://www.northumberland.gov.uk/coronavirus/Local-COVID-19-Outbreak-Prevention-and-Control-Pla.aspx#%3A~%3Atext%3DThe%20local%20outbreak%20prevention%20and%2Cthey%20are%20suspected%20or%20confirmed) *is also available on the County Council webpage.* |

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|  | *Equipment / system failure leading to enhanced physical or biological risks to people.* |  | *Procedures have been documented for:** *Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school*

*A school Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community.* [*[see CMS*](https://docs.google.com/document/d/1Z5IKde5j3dE7il10gAgG-8RU4LDKRiNw8YGxfFDbWDU/edit?usp=sharing)[*Outbreak Contingency Plan*](https://docs.google.com/document/d/1Z5IKde5j3dE7il10gAgG-8RU4LDKRiNw8YGxfFDbWDU/edit?usp=sharing)*]* |  |  |
| *Outbreak of Covid-19 in local area or school resulting in the need to step up protective measures* |  | *H* | * *A school \*Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community.* [*[see CMS Outbreak Contingency Plan*](https://docs.google.com/document/d/1Z5IKde5j3dE7il10gAgG-8RU4LDKRiNw8YGxfFDbWDU/edit?usp=sharing)*]. Further advice is sought from the NCC Public Health Team once numbers increase as per the threshold figures determined in the plan.The outbreak management plan outlines how it would operate if any of the measures described in the* [*Contingency Framework Guidance*](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings#history) *are implemented.*
 | *L* | *The* [*Northumberland Local*](https://www.northumberland.gov.uk/coronavirus/Local-COVID-19-Outbreak-Prevention-and-Control-Pla.aspx#%3A~%3Atext%3DThe%20local%20outbreak%20prevention%20and%2Cthey%20are%20suspected%20or%20confirmed)[*Outbreak Prevention Plan*](https://www.northumberland.gov.uk/coronavirus/Local-COVID-19-Outbreak-Prevention-and-Control-Pla.aspx#%3A~%3Atext%3DThe%20local%20outbreak%20prevention%20and%2Cthey%20are%20suspected%20or%20confirmed) *will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from the NCC public health team/health protection team.* |
|  |  |  | *[certain protective measures may* |
|  |  |  | *need to be reintroduced in response* |
|  |  |  | *to an outbreak].* |
| *Inadequate ventilation.* | *Increase in risk of transmission of Covid19.* | *H* | * *All classrooms are ventilated by inner doors and at least two windows being left open. Due regard is to be given to the information on how best to maintain ventilation in the H&S FAQ document,* [CIBSE - Ventilation Guidance](https://go.cibse.org/l/698403/2020-10-24/3bvyrx/698403/1603540438B53rOzcU/Covid_19_Ventilation_guidance_v4.pdf) *and the latest government guidance for schools.*
* *All rooms are ventilated for at least 15 minutes prior to use, remains ventilated during use and for at least 15 minutes after use..*
 | *L* | *When Co2 monitors arrives - this will only be used in accordance with instruction and training provided – see also HSE information provided earlier. Click here for access to the* [*ventilation document sharing platform*](https://drive.google.com/drive/folders/12cU_I5q0v1_my97yPMpb87RsSL5d5lpj) *which includes a ‘how to use guide’]**Occupied rooms with no ventilation - their use should be avoided.* |
| *Unable to achieve a comfortable (or* | *Occupants become cold - poor* |  |  |  |

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| *legal minimum) temperature within the building.* | *concentration levels impact on learning.* |  | * *Opening internal doors where possible to aid ventilation as long as they are not fire doors and wheresafe to do so with safeguarding in mind.*
* *Opening high level windows in preferenceto low level to reduce draughts*
* *Rearranging furniture where possible toavoid direct drafts.*
* *Mechanical ventilation/heating systems are maintained in accordance with the manufacturer’s recommendations.*
* *Due regard has been given to the information on how best to maintain ventilation in the H&S FAQ document, \**[*HSE information*](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm)[*, CIBSE - Ventilation Guidance*](https://go.cibse.org/l/698403/2020-10-24/3bvyrx/698403/1603540438B53rOzcU/Covid_19_Ventilation_guidance_v4.pdf) *and the latest* [*government guidance for schools*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)*.*
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| *Contact with others who may have Coronavirus* | *Exposure to live virus resulting in contracting Coronavirus.* | *H* | ***General protective measures across school**** *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*
 | *M* | *To verify that Notices and information on Covid rules/protective measures are**displayed in school (Headteacher).* |

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| *Inadvertent transmission to others* | *Exacerbation of existing medical conditions.* |  | *school. Anyone travelling from a foreign country must comply with government guidance on self isolation:* [*Travel abroad and coronavirus*](https://www.gov.uk/guidance/travel-advice-novel-coronavirus#%3A~%3Atext%3DTop%20box%20updated%3A%20Under%20current%2Cholidays%20and%20other%20leisure%20purposes)[*(COVID-19) - GOV.UK (www.gov.uk)*](https://www.gov.uk/guidance/travel-advice-novel-coronavirus#%3A~%3Atext%3DTop%20box%20updated%3A%20Under%20current%2Cholidays%20and%20other%20leisure%20purposes)* *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 secondswith soap and water and or use of alcohol hand rub or sanitiser*
* *Good respiratory hygiene is encouraged. Promote the ‘catch it, bin it, kill it’ approach. Disposable tissues are provided along withbins for used tissues and other waste. This waste is bagged and disposed of.*
* *Appropriate cleaning regimes are in place, including regular cleaning of frequentlytouched surfaces e.g. handrails, handles*
* *Occupied spaces are well ventilated with natural ventilation (see separate sectionabove)*
* *Staff maintain social distancing where possible.*
* *Face coverings are worn by staff when at the door. This control will be reviewed should during periods of high transmission of COVID- 19, with more stringent use shouldthere be an outbreak in school.*
* *School will encourage twice weekly lateralflow device (LFD) testing for staff on a Sunday and Thursday and all result reported to School Secretary.*
* *No parents will be allowed onto site.*
 |  | *The use of* [*e-Bug Coronavirus*](https://e-bug.eu/eng_home.aspx?cc=eng&amp%3Bss=1&amp%3Bt=Information%20about%20the%20Coronavirus)[*website*](https://e-bug.eu/eng_home.aspx?cc=eng&amp%3Bss=1&amp%3Bt=Information%20about%20the%20Coronavirus) *to obtain contains free resources for the school, including materials to encourage good hand and respiratory hygiene.**The location of items (e.g. signage, hand sanitiser stations etc…), to be reviewed.**To be aware of* [*COVID-19:*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)[*guidance on shielding and*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)[*protecting people defined on*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)[*medical grounds as extremely*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)[*vulnerable*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)[*Pregnant workers model risk*](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/Staff%20Information/Health%20and%20safety/Policy%20Documents%20and%20Guidance/Pregnant-Worker.doc)[*assessment*](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/Staff%20Information/Health%20and%20safety/Policy%20Documents%20and%20Guidance/Pregnant-Worker.doc) *(to be completed in conjunction with the above CEV/CV assessment for vulnerable staff).*To be aware of the [*Advice for*](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees)[*Pregnant Workers*](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) *and* [*COVID-19*](https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding)[*vaccination: a guide for women of*](https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding)[*childbearing age, pregnant or*](https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding)[*breastfeeding*](https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding) *(Includes information on additional risk factors for pregnant women, such as age, BMI, third trimester, BAME background)* |

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|  |  |  | * *Most staff have now received both Covid19 vaccines. All individuals are encouraged to take up their vaccine, including any booster vaccination, where appropriate. This offers very good protection against the virus to reduce spread and also reduces the chance of a person becoming severely unwell.*

***Vulnerable Staff**** *Should there be a member of staff identified as ‘clinically extremely vulnerable’ (CEV), Clinically vulnerable’ (CV) and pregnant an individual Risk Assessment will be carried out and be in place. There are currently no staff from a BAME background. Reviews will also take place if there is an outbreak within the school.*

***Unvaccinated vulnerable staff**** *Where the individual is vulnerable and unvaccinated, more robust control measures or reasonable adjustments to their role will be made. No staff member has been identified in this category so far. In relation to unvaccinated CEV staff or those who are 28 weeks pregnant or more, where the risk cannot be adequately reduced, these staff are supported to workfrom home, unless robust control measures or reasonable adjustment to their role can be implemented.*
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|  |  |  | * *Advice is sought from the school’s own HR/Occupational Health provider andthe person consults their physician where appropriate.*

***Children**** *All children, young people and adults follow guidance prescribed by this risk assessmentin the school setting.*
* *Individual Healthcare Plans for all pupilsare checked to ensure they are up to date and include any specific advice that has beenprescribed [see also: model risk assessment for CV/CEV pupils]*

***Visitors/Contractors**** All visitors are asked to carry out an LFD test prior to visiting
* *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. Pens are regularly cleaned.*
* *Hand Sanitisers are available in reception for all visitors.*

*Visitor contact information is retained for 21 days to support the NHS test and trace programme (Visitor Audit/Questionnaire).**This should include details of all visiting staff.* |  |  |

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| *Staff/Pupils displaying symptoms of coronavirus whilst at school**[\*symptomatic persons are required to have a PCR test]* | *Others contracting virus* | *H* | * *Staff/pupils have been instructed they must not attend school if they are symptomatic/test positive.*
* *A protocol is in place and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school.*
* [*PHE guidance*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) *on action to take if a person becomes symptomatic on site is followed along with the PHE guidance on* [*‘cleaning and waste’*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)*.*
 | *M* | *Schools follow the process detailed in the* [*NCC flowchart*](https://northumberlandeducation.co.uk/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).**Ensure home and emergency contacts are up to date.* |

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| *Contact with others who are symptomatic or who have tested positive* |  |  | *Head Teacher / 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.**If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, or a suitable outdoor space (weather dependent) 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.**PPE is only required by staff caring for the child while they await collection in the following circumstances: (see also* [*Symptomatic children*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943697/Symptomatic_children_action_list_FE.pdf) [*action list for schools*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943697/Symptomatic_children_action_list_FE.pdf) *and* [*Safe working in*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) [*education, childcare and children’s social care*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) [*settings, including the use of personal protective*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) [*equipment (PPE*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)*))** *a fluid resistant (type IIR) face mask shouldbe worn if a distance of 2 metres cannot be maintained*
* *if contact is necessary, then disposable gloves, apron and a face mask should beworn*
* *eye protection (e.g. visor or goggles) if arisk assessment determines that there is a risk of*
 |  | *The school has a small supply of LFT home test kits.**Positive cases of Covid-19 confirmed by a PCR test must be recorded via ANVIL, as they may be RIDDOR reportable (for schools in the H&S SLA and normally utilise ANVIL).**Close contacts of a confirmed case**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* |

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|  |  |  | *fluids entering the eye, for example, from coughing, spitting or vomiting.**They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.**Any members of staff who have helped someone with symptoms should be vigilant for symptoms and self- isolate and arrange a PCR test if they become symptomatic**Staff / pupil or parents / carers are requested to inform the school as soon as they receive their test result (positive or negative).**If the PCR test comes back positive, the individual should follow* [*Stay at home: guidance for*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) [*households with possible or confirmed*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) [*coronavirus (COVID-19) infection*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*Where the staff member / pupil tests negative, they can return to their setting when they are medically fit to do so.* |  | *double vaccinated adults and young people under 18 years old].* |
| *All teaching/classroom activities; early years, primary and secondary* | *Contracting coronavirus - staff and pupils, passing onto vulnerable persons* | *H* | ***The following measures are in place;**** *Classrooms are well ventilated [seespecific section on ventilation above]*
* *A suitable cleaning schedule is in place for desks/chairs/equipment – frequently touched surfaces.*
 | *L* | *Review* [*Schools: coronavirus*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)[*operational guidance*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)[*Actions for early years and childcare*](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings)[*providers during the coronavirus*](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings)[*(COVID-19) outbreak*](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings) |

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| *(see also section on ‘Shared Learning Spaces/practical teaching below)* |  |  | * *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.*

***Sport and physical education:**** *Activities proceed in accordance with the advice provided by relevant National Governing Body, sport providers and/or the sports facility*
 |  | *No swimming activities will be implemented which will be reviewed at a later date.(Headteacher)**Breakfast club provision is provided and staff and pupils will follow the same procedures as lunchtime dining hall procedures.*[*Protective measures for holiday*](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)[*and after-school clubs, and other*](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)[*out-of-school settings during the*](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)[*coronavirus (COVID-19) outbreak*](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)*Science - practical work is in line with CLEAPSS* [*Guide to doing*](http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf)[*practical work during the COVID-19*](http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf)[*pandemic*](http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf)*. Risk assessments are in place.**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 [record detail of groupings in outbreak plan or add to this risk assessment].**Refer to:* |

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|  |  |  | * *Promote good hand hygiene practices andmaintain a cleaning regime focusing on frequently touched surfaces.*
* *Ventilation is maximised in accordance withthe arrangements stated above.*
* *Work with external coaches, clubs and organisations for curricular activities are subjectto routine risk assessment to confirm that Covid-19 arrangements are safe and appropriate.*
 |  | * *guidance on* [*grassroot sports for public and sport providers*](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers)[*, safe provision*](https://www.gov.uk/www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events) *and* [*Sport England Guidance*](https://www.sportengland.org/how-we-can-help/coronavirus/return-play)
* *advice from organisations such as the* [*Association for Physical Education*](https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/) *and the* [*Youth Sport Trust*](https://www.youthsporttrust.org/resources/coronavirus-support/return-to-school-guidance)

*guidance from Swim England on school swimming and Step 4 Covid advice* |
| *Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,* | *Contracting coronavirus - staff pupils, visitors, parents/carers* | *H* | * *Enhanced cleaning takes place within these areas in line with the cleaning schedule (including sharedequipment/furniture/frequently touched points).*
* *Staff to observe social distancing where appropriate.*
 | *M* | *Encouraging people to wait and allow others to pass in narrow spaces e.g. doorways**Review signage Identify relevant Coms* |

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| *Staff use of communal areas/working with different groups.**Use of supply teachers and temporary workers* | *Contracting coronavirus - staff pupils, visitors, parents/carers* | *H* | * *Staff will observe social distancing as much as is practically possible at lunch time.*
* *More frequent cleaning of shared spaces should also occur.*
* *Measures are applied within shared office sand staff room(s) to maintain social distancing (2m or 1m plus a risk mitigation)\**
* *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.*
* *Staff maintain 2m distance (or 1m plus a risk mitigation) from pupils where possible (especially with other adults and olderchildren). Face to face contact within 1m of anyone is minimised.*

*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 information as soon as possible after the booking is confirmed.* | *L* | *\*Review and apply the guidance for working safely in offices if applicable (e.g. receptions and shared offices)*[*Offices and contact centres -*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres)[*Working safely during coronavirus*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres)[*(COVID-19) - Guidance*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres)[*Pregnant workers model risk assessment*](https://northumberland365.sharepoint.com/%3Aw%3A/s/StaffPortal/ETouJ0fARaJFvKdZNsHuOVYBr55zyv-yyCrYLy028g4F6g?e=0T0zV1) *will be followed if any staff become pregnant.* |

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| *Outdoor education and off-site visits* | *Contracting coronavirus - staff, pupils, public* | *H* | *Offsite activity and educational visits will be 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**From the start of the 2021/2022 academic year establishments may go on international visits.**Day visits and residential visits withinthe UK may proceed** *Full and thorough risk assessment isachieved by application of the* [*Evolve*](https://evolve.edufocus.co.uk/evco10/index.asp) *Generic Risk Assessments\* (including but not limited to “theEvolve Coronavirus (COVID-19)" Generic Risk Assessment) and Event Specific Planning to ensure full a thorough risk assessment.*
* *Visit approvals are applied in line with the NCC Code of Practice for Offsite & Educational Visits.*
* *Correct application of protocols applied by Evolve ensures adherence to government advicefor* [*health and safety guidance on educational visits*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits)*.*
* *Educational Visit Coordinator & Headsreceive policy guidance updates and actively check for updates on the Evolve system for updates to the above.*
 | *L* | *Onsite activities do not require the submission of an Evolve form but, like all activities involving significant risk, they must be subject to a suitable and sufficient risk assessment.**\* Evolve 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.**As per pre-existing practice, establishments are to review these assessments to ensure the stated arrangements are applied where applicable and reasonable to do so. Visit specific arrangements that are either not specified by or are prompted by the generic risk assessments are to be set out in Event Specific Plan.* |

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| *Play activities* | *Contracting coronavirus - staff and pupils* | *H* | * *Existing school play risk assessment has been reviewed against government advice and shared with staff.*
 | *L* |  |
| *Provision of school meals service* | *Contracting coronavirus - staff, pupils* |  | * *The school kitchen is fully open and normal legal requirements will apply. Kitchen operations comply with the* [*guidance forfood businesses on coronavirus (COVID-19)*](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)*.*
* *Catering staff are aware of the content of this risk assessment and the measures requiredfor*
 |  | *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)* |

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|  |  |  | *use of communal staff areas have been implemented e.g., for toilets/staff room/changing rooms. [see also section on use of communal areas]* |  |  |
| *Parents/carers picking up/collecting pupils from school* | *Contracting coronavirus - staff, pupils, public* | *H* | * *Parents are not required to enter the school building to hand over children. Parents are requested to wear face coverings during busy times whilst on school premises if possible.*
* *Supervising staff maintain social distancing with parents and have access to a facemask.*
* *School digital communications channels are used to engage and advise parents on protective steps being taken and associated requirements, such as not attending if theyor their child is symptomatic.*
 | *L* | *Staff & Parent packs & further communication updated when it is required.* |

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| *Use of School Transport (external provision only)* | *Contracting coronavirus - staff, pupils, transport provider* | *H* | * *Steps taken to ensure anyone who becomes symptomatic does not use School Transport.*
* *The school encourages pupils to walk orcycle to school where possible.*
* *Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus.*
* *A review has been undertaken by the schoolof dedicated transport use and consideration has been given to:*
* *Maintaining groupings where possible sopupils sit within the year groups****.***
 | *M* | *Home to school transport is in line with current guidance:* [*Dedicated*](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020)[*Transport to schools and colleges*](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020)[*COVID-19 operational guidance*](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020) |

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| *Staff travelling to and from work.* | *Contracting coronavirus, spread of virus* | *H* | *Those using public transport are identified and encouraged to refer to governments* [*safer travel*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)[*guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)*.**In particular:** *Wear a face covering when using public transport, travelling in a taxi or a privatevehicle with others.*

*wash your hands often with soap and waterfor at least 20 seconds or use an alcohol-based hand sanitiser* | *M* | *Review Guidance:*[*How to wear and make a cloth face*](https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering)[*covering*](https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering)[*Coronavirus (COVID-19): UK*](https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice)[*transport and travel advice*](https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice)[*Passenger guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/901694/covid-19-passenger-guidance-infographic.pdf)*All staff use private cars- no car sharing or walk to work* |

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| *Children who are non-compliant / displaying challenging behaviour* | *Contracting coronavirus - staff, pupils* | *M* | * *Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimisecontact with those who become symptomatic whilst at school.*
* *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 communicatedto staff, children/pupils and parents/carers.*
* *Those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, workable de- escalation techniques, trained staff) are in place and there is certainty that they will be effective. Pupil specific risk assessment carried out.*
* *All schools have access to NCC SEN Support Services to accommodate and supportlearners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.*
* *Staff working with pupils who spit uncontrollably are given more opportunitiesto wash their hands than other staff.*
* *Pupils who regularly who use saliva as a sensory stimulant or who struggle with ‘catchit,*
 | *L* | *For further information visit:* [*NCC*](https://www.northumberland.gov.uk/Children/Northumberland-Local-Offer-SEND-0-to-25-years.aspx)[*Local SEND Offering 0-25 yrs*](https://www.northumberland.gov.uk/Children/Northumberland-Local-Offer-SEND-0-to-25-years.aspx)*.**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.**Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).* |

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|  |  |  | *bin it, kill it’ are also given more opportunities to wash their hands where appropriate.* |  |  |
| *Personal care activities* | *Contracting coronavirus or passing onto vulnerable or**shielded children* | *H* | * *Most staff and CEV have now been double vaccinated. Social distancing is implemented where possible.*
* *Children who normally receive support from the special school nurse or children’s community nurse will require an individual risk assessment. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.*
* *Any queries are directed to the school nurse.*
* *Staff know how to safely put on and takeoff PPE.*
* *PHE guidance on* [*Putting on PPE*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875211/Putting_on_PPE_for_non-aerosol_generating_procedures_quick_guide.pdf)*; and* [*Taking off PPE i*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875212/Taking_off_PPE_for_non-aerosol_generating_procedures_quick_guide.pdf)*s followed by all staff undertaking personal care.*
 | *L* | *PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.* |
|  |  |  |  | *No additional PPE is generally**needed other than that already identified via risk assessment.* |
|  |  |  |  | *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*](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fsafe-working-in-education-childcare-and-childrens-social-care%2Fsafe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe&data=04%7C01%7CSamantha.barron%40northumberland.gov.uk%7Ce7792937c2b9450eabeb08d887c722c4%7Cbb13a9de829042f0a980dc3bdfe70f40%7C0%7C0%7C637408636634013716%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ggkt%2FQwBMeePCIepPcIjVNhtI9vLHsPOqxavNlLXeXI%3D&reserved=0)[*Working in education, childcare*](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fsafe-working-in-education-childcare-and-childrens-social-care%2Fsafe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe&data=04%7C01%7CSamantha.barron%40northumberland.gov.uk%7Ce7792937c2b9450eabeb08d887c722c4%7Cbb13a9de829042f0a980dc3bdfe70f40%7C0%7C0%7C637408636634013716%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ggkt%2FQwBMeePCIepPcIjVNhtI9vLHsPOqxavNlLXeXI%3D&reserved=0) [*and children’s social care*](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fsafe-working-in-education-childcare-and-childrens-social-care%2Fsafe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe&data=04%7C01%7CSamantha.barron%40northumberland.gov.uk%7Ce7792937c2b9450eabeb08d887c722c4%7Cbb13a9de829042f0a980dc3bdfe70f40%7C0%7C0%7C637408636634013716%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ggkt%2FQwBMeePCIepPcIjVNhtI9vLHsPOqxavNlLXeXI%3D&reserved=0)*All intimate care carried out using full PPE- situated in ‘Cleaning Stations’ in each classroom.**Face mask; Visor, Apron; gloves and necessary cleaning products.* |
|  |  |  |  | *This is written into our* ***Intimate Care Policy*** |

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| *Use of hand sanitiser:* | *Ingestion of hand sanitiser.**Alcohol vapours ignited resulting in burns to hands* | *M* | * *Always wash hands with soap and hot/warm water wherever possible.*

*Where hand sanitiser is used, 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.** *When using alcohol-based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipmentor metal surfaces which may result in a static shock, or any other source of ignition.*
* *Skin friendly skin cleaning wipes can be usedas an alternative*
 | *L* | *There are no bulk supplies in school.**All pupils to wash hands with soap and water and hand sanitiser on entry to classroom first thing in the morning.**Only staff access in first aid stations.**No smoking site Staff aware* |

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| *Insufficient cleaning/exposure to virus on objects/surfaces* | *Contracting coronavirus* | *H* | * *Increased cleaning to take place using standard cleaning products; additional cleaning 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.*
* *In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected.*
* *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.*
* *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’*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) *(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*
* *Staff know how to put on and take off PPE correctly: PHE -* [*Putting on PPE*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875211/Putting_on_PPE_for_non-aerosol_generating_procedures_quick_guide.pdf)*; PHE -* [*Taking off PPE*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875212/Taking_off_PPE_for_non-aerosol_generating_procedures_quick_guide.pdf)
* Copy in cleaning stations
* *See also sections on Pupils and*
 | *L* | *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. Cleaning stations in all work areas.**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.**PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.**Full PPE available in classrooms and First Stations (inside and out)**New lidded bins for tissue use only sited in all classrooms and emptied daily.**Bleach should be avoided, and a 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* |
|  |  |  |  |  | *must be in place prior to use and* |

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|  |  |  | *staff displaying symptoms of coronavirus whilst at school.* |  | *shared with staff.**See sample* [*COSHH risk*](https://drive.google.com/open?id=1ZXEO30tMqsJR1Psctjb_WN-VrxeodTN7)[*assessment*](https://drive.google.com/open?id=1ZXEO30tMqsJR1Psctjb_WN-VrxeodTN7) |
| *Lateral flow device Covid testing carried out incorrectly.* | *Transmission of Covid 19 virus* | *H* | *The national guidance issued in relation to the COVID-19 testing programmes in schools has been implemented:* [*Link to Covid testing*](https://drive.google.com/drive/folders/1jYv0MjFyIIbzgPn_1S10OuRgfrj_b5_P)[*documentation/training*](https://drive.google.com/drive/folders/1jYv0MjFyIIbzgPn_1S10OuRgfrj_b5_P) | *M* | *[see NCC model risk assessments:* [*Covid19 Home Testing – School*](http://ncc-live.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/Staff%20Information/Health%20and%20safety/COVID19-Rapid-Testing-of-Staff-Secondary-Pupils-at-Home-Schools-v1-0-1.docx)[*Staff/Pupils*](http://ncc-live.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/Staff%20Information/Health%20and%20safety/COVID19-Rapid-Testing-of-Staff-Secondary-Pupils-at-Home-Schools-v1-0-1.docx)*These are based on the DfE/PHE How to Guides/SOPs but should be tailored to record specific arrangements in place at your school]* |
| *Weekly staff/pupil home testing.* | *Following initial on-site testing for pupils in year 7 and above returning to school, twice weekly home testing is now offered to staff. Although voluntary, this is strongly encouraged by the school.This is not yet taking place in First Schools pupils* |
| *Inadequate first aid provision* | *Serious injury or death* | *H* | * *A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which*
 | *L* | *See HSE guidance* [*First aid during*](https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm)[*the coronavirus (COVID-19) outbreak*](https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm) |

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|  | *First aider contracting coronavirus or spreading virus to others.* |  | *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 contactinformation.** *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.*

*Where available, and appropriate,* ***fluid resistant face mask, gloves****,* ***disposable plastic apron and disposable eyeprotection*** *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]* |  | *Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:*[*Early years foundation stage:*](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications)[*coronavirus disapplications -*](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications)[*GOV.UK*](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications) *[see section on paediatric first aid and requalification]**Two or three paediatric first aiders timetabled to be on site throughout the week in addition to staff with first Aid qualification.* |

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|  |  |  | ***CPR**** *In respect of more serious cases where CPR may be required, the specific advicecontained in the* [*Resuscitation Council UK*](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community) *guidance should be followed particularly in relation to rescue breaths.*
* *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*
* *A first aider should conduct a dynamic risk assessment of the situation they are facedwith and apply appropriate precautions for infection control.*
* *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*](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov)
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| *Lack of communication with staff / parents / others* | *Confusion / misinformation resulting in breakdown of arrangements.* | *H* | * *Staff have been involved in theprocess for return for school*

*re-opening, including risk assessments, procedure if someone becomes symptomaticin school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.* | *L* | *Parents have access to the Covid19 Quick Guide checker - this is available on the school’s webpage and has been brought to the attention of parents. (this includes advice when returning from another Country)* |

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|  |  |  | * *Regular information sharing andcommunication with staff. Use of IT software for virtual meetings, e.g., Google Hangouts.*
* *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]*
* *The arrangements in place for children are shared with them in an age-appropriateway.*
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| *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*](https://www.hse.gov.uk/toolbox/workers/home.htm)*, including the principles of good DSE use is followed.*
 | *L* | *H & S guidance circulated to staff* |
| * *NCC DSE policy is available to staff.*
 |
| *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. Google Hangouts.*
* *Shared distribution of workload, e.g. rotafor staff in school and those homeworking.*
* *Regular communications are in place between staff and Managers. Staff also have access to all*
 | *L* | *Stress risk assessment reviewed.*[*Education and Skills – Staff*](https://padlet.com/nies1/Wellbeing)[*Wellbeing padlet*](https://padlet.com/nies1/Wellbeing)[*Supporting Emotional and Mental*](https://northumberlandeducation.co.uk/emotional-health-and-wellbeing-2/)[*Health - Information for Schools.*](https://northumberlandeducation.co.uk/emotional-health-and-wellbeing-2/) |
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|  |  |  | *shared information/documentation. Governing Body are involved with decision making in relation to measures in place where appropriate.* |  | [*Telephone support & counselling*](https://www.educationsupport.org.uk/helping-you/telephone-support-counselling)[*Wellbeing guide for staff working in*](http://northumberlandeducation.co.uk/wp-content/uploads/2020/06/workforce-education-NEOST-Staff-Wellbeing-guide-for-schools-and-trusts-16-June-2020.pdf)[*schools and trusts*](http://northumberlandeducation.co.uk/wp-content/uploads/2020/06/workforce-education-NEOST-Staff-Wellbeing-guide-for-schools-and-trusts-16-June-2020.pdf) |
| *Pupil uncertainty surrounding attendance/return to school/self isolation* | *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. Risk assessment is published on the school webpage. Parents have the opportunity to discuss concerns with school staff.* | *L* | *The government has launched the* [*Wellbeing for Education Return*](https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing)[*programme*](https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing)*, 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.*[*Supporting Emotional and Mental*](https://northumberlandeducation.co.uk/emotional-health-and-wellbeing-2/)[*Health - Information for Schools.*](https://northumberlandeducation.co.uk/emotional-health-and-wellbeing-2/)*Before and After School clubs are now open and available to all pupils.**Some extra-curricular activities will be available to all pupils, but provision will be per bubble.*[*PHE offer access to a free online*](https://www.gov.uk/government/news/phe-launches-new-psychological-first-aid-training)[*Psychological First Aid course*](https://www.gov.uk/government/news/phe-launches-new-psychological-first-aid-training) *that teaching staff can access.* |
| *Provision of pastoral and extra-curricular activities available to all pupils designed to:* |
| * *support the rebuilding of friendships andsocial engagement*
 |
| * *address and equip pupils to respond to issues linked to coronavirus (COVID-19)*
 |
| * *support pupils with approaches to improvingtheir physical and mental wellbeing*
 |
| *Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) 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.* |

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|  |  |  | *[see* [*government guidance*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) *for further information and apply as appropriate - record details here].* |  | *The course provides practical and emotional support to children and young people affected by emergencies or crisis situations, such as COVID.* |