

# Risk Assessment Form (RA4)



Please note that this risk assessment is currently in draft form. It has been updated on 15.9.2020, is now being redistributed to staff and governors for consultation, and will be modified further in the light of any appropriate and relevant responses. It will also continue to be updated as staff continue to identify any new issues as we continue to monitor our full reopening of Newsham Primary School. This document will remain live and will be redistributed to all parties for feedback periodically or if a substantial amendment is required.

<b>Department: Education</b>	<b>Service:</b>	<b>School:</b> Newsham Primary School
<p><b>Activity:</b> Fully opened from 2 September 2020</p> <p>(NB – Please note Y1 pupils and staff are currently self-isolating from 3.9.20 to 17.9.2020 due to a positive case of Covid-19 in Y1)</p> <p>Version 4 Updated 15 September – Author A-M Armstrong, Headteacher (See coloured text for updates; also recorded in Document History)</p> <p>To be read in conjunction with <u>NCC Health and Safety Bulletin</u> and <u>Guidance for full opening: schools.</u> All previous risk assessments available to view on request.</p>		<p><b>Site:</b> Newsham Primary School Warwick Street, Blyth, Northumberland NE244NX</p> <p>Tel 01670 353124</p>
<p><b>People at Risk:</b> Staff, pupils, governors, visitors, volunteers, parents and carers, contractors.</p>		<p><b>Additional Information:</b> <u><a href="#">guidance on completion: risk assessment form</a></u> Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.</p> <p>Government/Public Health England Advice: <u><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></u> <i>Coronavirus (COVID-19): guidance for schools and other educational settings</i> HSE Advice: <u><a href="https://www.hse.gov.uk/news/coronavirus.htm">https://www.hse.gov.uk/news/coronavirus.htm</a></u> NCC Guidance: <u><a href="http://staff/Communications/Coronavirus-information.aspx">http://staff/Communications/Coronavirus-information.aspx</a></u> Northumberland Education: <u><a href="http://northumberlandeducation.co.uk/coronavirus/">http://northumberlandeducation.co.uk/coronavirus/</a></u> DFE Advice: <u><a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a></u> <u><a href="#">NCC PPE Risk Assessment</a></u>; <u><a href="#">NCC Staff Risk assessment</a></u> <u><a href="#">NCC Health and Safety Team webpage</a></u> <u><a href="#">Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control</a></u> <u><a href="#">NCC Control of Infection Policy</a></u></p>

	<a href="#">Public Health - Q&amp;A for Teachers and Parents</a> (current as of 30 June - further revision likely September 2020)  <a href="#">NCC Corporate Health and Safety Advice - FAQs for School Head Teachers</a> <a href="#">Vulnerable Staff - Risk assessments (including BAME)</a> <a href="#">Corporate H&amp;S Briefing Note - 10/7/2020</a>
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<b>Name of Person Completing Form: Anne-Marie Armstrong</b> <b>Date: 15/09/2020</b>	<b>Job Title: Headteacher</b>	<b>Next Review Date:</b> <b>October 2020</b>
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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)
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>The school has been open and operating prior to the Autumn Newsham Primary School have been undertaken previously as required.</p> <p>Mrs Armstrong (HT) and Cathryn Watson (SBM) ensured all necessary checks/paperwork/maintenance is up to date prior to school opening. Consideration has been given to; check of known asbestos sites for damage, potential pest/rodent activity, 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>	L	<p>Where checks / paperwork / maintenance is lacking; steps taken to address this prior to reopening - items taken out of use (where possible), or guidance obtained from a competent person (manufacturer, service engineer, NCC Property Services).</p> <p>Provision is in place to make adjustments and revisit fire drills each term and additionally if any significant changes to the organisation take place.</p>

			<p>Fire evacuation procedures have been reviewed and a fire drill is planned for the week commencing 21.9.2020. Roll call lists have been updated each class or cohorted group will stay together (where possible) and will continue to be updated as additional pupils return to school. Each cohorted group will stay together during evacuation and be assigned to predetermined muster points which are sufficiently distanced from other groups. Designated pathways will ensure cohorted groups don't mix during evacuation. Children must be familiar with sound of the evacuation alarm and be able to respond to it.</p> <p>In an emergency situation, a full evacuation will take place as usual. Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, have taken place since school closure and maintained as normal during the Summer break. Play/sporting equipment checks for damage / faults continue on an ongoing and annual basis.</p>		<p>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 will be communicated to all staff in the first week of the Autumn term 2020.</p>
Inadequate safety management documentation (policies, risk assessments etc)	Increased risk of contracting Coronavirus through lack of planning.	M	<p>The arrangements in the Covid19 risk assessment are monitored (detail specific arrangement for this) and kept under review. Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff. Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements.</p> <p>New procedures have been documented for:</p>	L	<p>Advice will be provided directly from the local Health Protection Team. The <u>County Council Outbreak Plan</u> is also available on the County Council webpage.</p>

			<ul style="list-style-type: none"> <li>• Individuals becoming Covid symptomatic on site or Newsham Primary School becoming aware of someone symptomatic who has recently attended school.</li> <li>• Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working.</li> <li>• Responding to an outbreak of Coronavirus - see section below.</li> </ul>		
<p>Contact with others who may have Coronavirus</p> <p>Inadvertent transmission to others</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	H	<p><b>Staff</b></p> <p>Newsham Primary School staff who are 'clinically vulnerable', pregnant or from a BAME background, are able to return to work and an individual risk assessment is in place for these individuals. Staff who are 'clinically extremely vulnerable (who were previously shielding) continue to work from home where this is possible e.g. some admin roles. Where this isn't possible, 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 <u>prior</u> to the staff member returning to school. Advice is sought from the school's own HR/Occupational Health provider where necessary and always for staff who have previously been shielding. [schools in the HR SLA should forward these in the first instance to <a href="mailto:Schools.HR@northumberland.gov.uk">Schools.HR@northumberland.gov.uk</a></p> <p><b>Mrs Armstrong has continued to offer one to one consultations to all members of staff and the chance to</b></p>	M	<p>See: <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p> <p><b>See generic risk assessments for clinically/clinically extremely vulnerable staff:</b></p> <p><b><u>BAME risk assessment</u></b></p> <p><b>Mrs Armstrong (HT) has asked staff to continue to update her immediately if their situation changes.</b></p> <p>The potential health risks from COVID-19 to children and young people who have a EHC Plan must be assessed in light of any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required.</p>

		<p>chat through any issues that may be worrying them throughout the pandemic and this offer continues to be in place on request. Supportive solutions are being explored whilst maintaining fairness and consistency for all staff. Every single member of staff who has requested time to talk to date has reported this to be a helpful and supportive mechanism.</p> <p>Staffing levels are reviewed to ensure adequate levels are in place at all times. At the time of this latest risk assessment, there are nine members of staff isolating due to contact with an individual who has tested positive for Covid-19. Six of these members of staff are isolating due to contact with a positive case in school. Staffing levels are being maintained at this time.</p> <p><b>Children</b></p> <p><u>Children in vulnerable and y vulnerable health categories (as defined by PHE guidance)</u></p> <p>Most pupils in the “Clinically Extremely Vulnerable” category at Newsham Primary School who have been shielding are now able to return to school (with a small number of exceptions identified by the child’s consultant/GP) along with those children classed as “Clinically Vulnerable”. For those pupils in the CEV category, an individual risk assessment has been carried out in consultation with the child’s parents and the relevant healthcare professional(s). Advice from health professionals/GP involved in the child’s care is essential in these circumstances. Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include advice from the</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>relevant health professional <b>where appropriate</b>. See also <a href="#">model risk assessment for CV/CEV pupils</a></p> <p>Continue to facilitate the delivery of the School Aged Vaccination programme. Identify the provision of space to deliver the sessions and support the nursing team to contact families or help to ensure families can access the consent forms to allow their child to be vaccinated. <a href="#">Additional information can be found here</a>.</p> <p><b>All Visitors/Contractors</b></p> <p>These are limited to essential visits only during the school day, with contractor activities taking place outside of normal school hours. Contractors will not be allowed access to Newsham Primary School without prior appointment-and only for essential activities.</p> <p>Visitor contact information is retained to support the NHS test and trace programme (<a href="#">Visitor Audit/Questionnaire</a>). This should include details of all visiting staff.</p> <p><b>General</b></p> <p>General measures which been applied within Newsham Primary School</p> <ul style="list-style-type: none"> <li>● grouping children together</li> <li>● avoiding contact between groups</li> <li>● arranging classrooms with forward facing desks as far as possible and avoiding face to face desk arrangements</li> </ul>	<p>When making appointments, contractors are briefed of the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.</p> <p>Notices and information displayed in school.</p> <p>The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.</p>
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		<ul style="list-style-type: none"> <li>• staff maintaining distance from pupils and other staff as much as possible</li> </ul> <p>As far as possible, parents / carers and other visitors will not be allowed onto the school site without prior appointment unless arriving to collect their child who has become ill or for other essential purposes.</p> <p>Staff will communicate expectations to children regarding social distancing / personal hygiene etc on their first day in their “bubble” and regularly thereafter. Government guidance is followed.</p> <p>Key issues include:</p> <p>Anyone displaying any symptoms of Covid-19 are not permitted on the premises.</p> <p>Social distancing of 2m is applied throughout the school <u>where possible</u> (specific school/task risk assessments should be amended as appropriate).</p> <p>Seating / desk arrangements have been identified in offices, i.e workstations are socially distanced, &amp; space has been allocated around equipment, such as printers.</p> <p>Reception / the school foyer is marked to identify social distancing and a process is in place for handling essential visitors to the site, for example, a single use sticker is used to signify visitor status, which will be disposed of appropriately on exit to the school building.</p> <p>Pupils will clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. They wash hands thoroughly for 20 seconds</p>		
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		<p>with soap and water and or use of alcohol hand rub or sanitiser.</p> <p>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided along with lidded bins for used tissues and other waste. "Snuffle Stations" have been created in each class bubble where pupils can safely go to locate tissues, lidded bins etc. The waste is double bagged and disposed of.</p> <p>Face coverings should not be worn in schools as a general rule unless this has been risk assessed as being required (see separate <a href="#">model risk assessment on use of face coverings</a>). The wide corridors at Newsham Primary School and the creation of additional staffrooms with a wristband system to control numbers occupying the spaces at any one time, means that face coverings are not required in our school. If staff wish to wear them in communal areas to support their own mental health and wellbeing, that is fine.</p> <p>Staff are asked to wear face coverings when dealing with accidents, first aid or when changing children (nappies etc). Please note that Public Health advice is that a wearing a visor needs to be accompanied by the wearing of a face covering. Arrangements have been put in place for safe disposal / storage of face coverings if worn. Disposable masks to be put into a bin bag in a lidded bin, reusable covering to be placed by the pupil into a bag to take home.</p> <p>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach (if appropriate).</p>		
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			Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.		
All teaching/classroom activities; early years and primary.	Contracting coronavirus - staff and pupils, passing onto vulnerable persons	H	<p><b>Cohort (bubble) Groups (see also <u>H&amp;S briefing for Heads</u>)</b></p> <p>Newsham Primary 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, and are detailed below (enter school specific detail; the following is given as guidance):</p> <ul style="list-style-type: none"> <li>○ EYFS: Setting should still consider how they can minimise mixing between groups, however they can return to normal group sizes.</li> <li>○ Key Stage 1 &amp; 2 - Full class sized cohorts (if possible)</li> </ul> <p>(Larger year group bubbles may be required in some situations. Where larger bubble groups are required, 'class groups' are kept in the same room with the same 'class group' as much as possible. Mixing of 'class groups' is minimised as much as possible.</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><b>Social Distancing</b></p> <p>As Newsham Primary School is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for</p>	L	<p>Review Guidance &amp; Checklist:</p> <p><a href="#">Planning guide for early years and childcare settings</a></p> <p><a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</a></p> <p>Access rooms directly from outside where possible.</p> <p>No sharing of stationery etc.</p> <p>Access rooms directly from outside where possible.</p> <p>No sharing of stationery etc.</p> <p>Note: Government guidance states that schools should not put rotas in place.</p>

		<p>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><b>General arrangements</b></p> <ul style="list-style-type: none"> <li>● Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell.</li> <li>● Staff explicitly supervise health and hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices.</li> <li>● Staff informally monitor for presence of symptoms.</li> <li>● Regular cleaning initiated (see below).</li> <li>● Where possible the same teaching staff work with the same groups</li> <li>● 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.</li> <li>● Where possible the same desks are used by the same pupils each day and desks are front facing, with pupils sat side by side rather than face to face. Circular tables have been taken out of use.</li> <li>● Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents.</li> </ul>		
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			<ul style="list-style-type: none"> <li>• Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive use have been introduced.</li> <li>• Where possible areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and safeguarding) to limit use of door handles.</li> </ul>		
Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	Contracting coronavirus - staff, pupils, public	H	<p>In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:</p> <ul style="list-style-type: none"> <li>• Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible.</li> <li>• Where this isn't possible and practical activities are required to take place in classrooms shared between bubble groups (e.g. D&amp;T, Science, Domestic Science etc), frequently touched areas, desks, chairs etc and any shared equipment are cleaned between bubble group use (or left for 48 hours, 72 hours for plastics).</li> <li>• Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible.</li> </ul> <p>SLT and other staff where appropriate, have reviewed lesson plans and risk assessments are in place for use of practical areas and for activities taking place e.g. PE, music, domestic science, art etc. Please contact Mrs Watson (SBM) for specific risk assessments if required.</p>	L	<p>PE activities are carried out in line with <a href="#">Guidance for full opening: schools</a> (which signposts to all relevant other publications). Schools must only provide team sports on the list available at <a href="#">return to recreational team sport framework</a>.</p> <p>Music - activities are undertaken in line with <a href="#">Guidance for full opening: schools</a> and <a href="#">working safely during coronavirus (COVID-19): performing arts</a>. A separate risk assessment is in place.</p> <p>Science - practical work is in line with <a href="#">CLEAPPS Guide to doing practical work during the COVID-19 pandemic</a>. Risk assessments are in place.</p>
Outdoor education on-site and off-site visits	Contracting coronavirus - visits	H	General control measures listed by this risk assessment are implemented as far as they are able to ensure that	L	On site activities: Submission of an Evolve form is not required, however where risks are significant or are not

	staff, pupils, public		<p>the risk of virus spread for both staff and children is as low as possible.</p> <p>The NCC Guidance for <u>Outdoor Education - Schools &amp; Establishments during COVID-19 for Planning Safe Activities</u> is followed. Located within the Resources Section on the Evolve system under "Guidance".</p>		<p>already covered with another risk assessment the activity must be subject to a written risk assessment.</p> <p>Off site activities: Submission of an <a href="#">Evolve</a> form is required for all Off site visits. Note <a href="#">DfE</a> and <a href="#">FCO</a> advice and <a href="#">OEAP National Guidance</a>.</p>
Play activities	Contracting coronavirus - staff and pupils	H	<p>Newsham Primary School's existing school play risk assessment has been reviewed against government advice and shared with staff.</p> <p>Break times are staggered (including lunch), so that children are not moving around the school at the same time.</p> <p>Bubble groups will 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 (such as the trim trail and wooden house), where it is not possible to adequately clean this, this has been taken out of use.</p> <p>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms. Quantities of play equipment have been reduced to support cleaning and management routines.</p>	L	
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces.	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Class changeover / break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes have been organised on the upper and lower decks and stairs at Newsham Primary School. Free flow play for EYFS has been stopped so that movement between indoors and outdoors can be managed to reduce contact and/or congestion.</p>	M	<p>When reviewing areas/spaces consider:</p> <p>Widening routes where possible. Removing unnecessary obstacles. Signing and communications: - markings/signage at entrances - movement intersections.</p>

		<p>Newsham Primary school's hall, dining areas and internal and external sports facilities can be shared as long as different bubble groups do not mix (and especially do not play sports or games together) and adequate cleaning between group use takes place.</p> <p>Lunch breaks at Newsham Primary School are staggered. Children will have lunch in their bubble spaces. Different cohort groups are kept apart and tables cleaned between each cohort group. If such measures are not possible, children should be brought their lunch in their classrooms. <b>Class bubbles will now be separated outside wherever possible from the other bubble in the year group. This will have a negative impact on the space available for children to move and play but will help to reduce the chance of a whole year group having to isolate in response to a positive Covid-19 case.</b></p> <p>Table seating plans for those in the same class/cohort group are arranged so children are seated as far apart as possible or where this isn't possible are seated side by side. [it is accepted that this won't always be possible and we will balance this against the practicality of completing lunch sittings within a reasonable timescale].</p> <p>Assemblies are arranged to take place with individual groups in their allocated classroom spaces rather than bringing all children from different classes together into the school hall at Newsham Primary School.</p> <p>Arrangements are in place to ensure that toilets do not become crowded by limiting the number of children or</p>	<ul style="list-style-type: none"> <li>- encouraging people to wait and allow others to pass</li> <li>One-way movement.</li> <li>Separate entry and exit routes.</li> <li>Enlarge access and exits.</li> <li>Accommodate extended queuing: <ul style="list-style-type: none"> <li>- Defined queue areas</li> <li>- "Do not join the queue" when capacity reached signs</li> </ul> </li> <li>Deliveries.</li> <li>People with additional needs.</li> <li>Use of stewards.</li> </ul>
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			young people who use the toilet facilities at one time. Signage has been produced to signify when a toilet is busy.		
Staff use of communal areas/working with different groups.  Use of supply teachers and temporary workers	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Staff breaks are staggered to avoid congestion in staff rooms. <b>Additional staffrooms have been created to reduce staff numbers in any single communal space. A “hook and wristband” system has been introduced to help control numbers and flow in these staff break out spaces. Shared crockery/cutlery will be removed by 18.9.2020</b> and staff will use their own equipment. Any remaining crockery/cutlery at the end of 18.9.2020 to be removed and stored.</p> <p>Measures are applied within shared offices and staff room(s) to implement social distancing.</p> <p>Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Staff maintain 2m distance from pupils where possible (especially between adults and with older children). Face to face contact within 1m of anyone is minimised.</p> <p>Supply staff and other temporary workers can move between schools, but school leaders are to consider how to minimise the number of visitors to the school where possible.</p> <p>Temporary staff and visiting staff will be expected to comply with the school’s arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.</p>		<p>Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices)</p> <p><a href="#"><u>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</u></a></p>

			Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.		
Outdoor education on-site and off-site visits	Contracting coronavirus - staff and pupils	H	<p>General control measures listed by this risk assessment are implemented as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible.</p> <p>The NCC Guidance for <i>Outdoor Education - Schools &amp; Establishments during COVID-19 for Planning Safe Activities</i> is followed. Located within the Resources Section on the Evolve system under "Guidance".</p> <p>Educational Visit Coordinator &amp; Heads receive policy guidance updates and actively check for updates on the Evolve system.</p> <p>Crowd barriers may be used onsite to support the safe separation of pupil engaged in outdoor education or play activities. They may be located in areas to keep children away from any potential congestion or when using the entire site, to keep them away from potentially waterlogged ground etc.</p>	L	<p>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.</p> <p>Off site activities: Submission of an <a href="#">Evolve</a> form is required for all Off site visits. Note <a href="#">DfE</a> and <a href="#">FCO</a> advice and <a href="#">OEAP National Guidance</a>.</p>
Play activities	Contracting coronavirus - staff and pupils	H	<p>Existing school play risk assessment has been reviewed against government advice and shared with staff.</p> <p>Break times are staggered (including lunch), so that children are not moving around the school at the same time.</p> <p>Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups,</p>	L	

			<p>more frequently cleaned and checked between use of groups. For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of use.</p> <p>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</p>		
Provision of school meals service	Contracting coronavirus - staff, pupils		<p>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 <u><i>guidance for food businesses on coronavirus (COVID-19)</i></u>.</p> <p>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]</p> <p>Packed lunches are being offered for collection for families in receipt of free school meals in situations where their children are currently isolating. This applies to Y1 pupils until 17.9.2020.</p>		Risk assessments are currently being reviewed and updated where required (both for catering activities and dining hall arrangements, including additional cleaning, placement of tables, bubble group use etc). These are being reviewed again following the isolation of the Y1 bubble at Newsham Primary (3.9.2020 to 17.9.2020).
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. Drop off / collection times are staggered. These arrangements were reviewed and modified on 2.9.2020 when congestion on the pavements outside school was deemed by the HT to be at an unacceptable level and compromised pupil safety from both traffic and close contact with parents, carers and pupils from other bubbles. The school field has been allocated as a</p>	L	

		<p>meeting and collection point for children and their parent or carer. The upper ramp gate is now being opened earlier each morning to enable Y5 and Y6 pupils to wait in their bubble lines rather than on the pavement outside school.</p> <p>Some queues and congestion remains but it is significantly reduced as a result of these modified arrangements, which will be monitored and reviewed on an ongoing basis.</p> <p>A queuing system and greeting process has been organised for Newsham Primary School and this also facilitates immediate hand wash on arrival.</p> <p>Floor markings show permitted direction of movement around school areas where required and the social distancing spaces to be observed. Three premises gates have been designated for different year groups and parents and carers are not allowed onto the school premises.</p> <p>Staff briefed on the arrangements to be applied both in written format and as far as possible through Microsoft Teams staff meetings where questions can be answered immediately.</p> <p>Children, young people, parents / carers are advised:</p> <ul style="list-style-type: none"> <li>● Not to enter the building if displaying any symptoms of coronavirus (COVID-19).</li> <li>● Only to attend one at a time</li> <li>● Of the designated pick up and drop off protocols (time, location, process) to minimise contact.</li> <li>● Not to gather at entrances, gates or doors unless have pre-arranged appointments.</li> </ul> <p>School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.</p>		
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Staff travelling to and from work.	Contracting coronavirus, spread of virus	H	<p>Staff will only use public transport when they have to; alternative methods of transport will be used where possible - car, bicycle, walking - maintaining social distancing where possible. Those using public transport are identified and encouraged to refer to governments <u><a href="#">safer travel guidance for passengers</a></u>.</p> <p>When travelling by public transport:</p> <ul style="list-style-type: none"> <li>● Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required.</li> <li>● avoid rush hours and busy times where possible</li> <li>● cover your cough or sneeze with a tissue, then throw the tissue in the bin.</li> <li>● follow advice on social distancing</li> <li>● wash your hands often with soap and water for at least 20 seconds</li> <li>● if soap and water are not available, use an alcohol-based hand sanitiser</li> </ul> <p>NB – Newsham Primary School will modify work hours if possible to help staff avoid rush hours and will provide alcohol- based sanitiser for use on public transport if required.</p>	M	<p>Review Guidance:</p> <p><u><a href="#">How to wear and make a cloth face covering</a></u></p> <p><u><a href="#">Coronavirus (COVID-19): UK transport and travel advice</a></u></p>
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils,	M	<p>Children who are symptomatic do not attend Newsham Primary School. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.</p> <p>Current school arrangements including a recently written addendum to the behaviour policy, availability of trained staff and preventative approaches are reviewed</p>	L	<p>For further information visit: <u><a href="#">NCC Local SEND Offering 0-25 yrs.</a></u></p> <p>All risk assessments, behaviour crisis plans and EHCPs are updated (as applicable) in line with the current</p>

			<p>/ updated taking 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, trained staff) are in place and there is certainty that they will be effective.</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.</p>		<p>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 include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.</p> <p>Any queries are directed to the school nurse.</p> <p>Staff know how to safely put on and take off PPE. PHE guidance on <a href="#">Putting on PPE</a>; and <a href="#">Taking off PPE</a> is followed by all staff undertaking personal care. This guidance is displayed around school and disposal bins are available at these points. Mrs Elton (DHT) has provided training in the wearing and removal of PPE and has demonstrated this to staff through Microsoft Teams on 2.6.2020.</p>	L	<p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>No additional PPE is generally needed other than that already identified via risk assessment.</p> <p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure - advice is provided by the school nurse and risk assessment produced.</p>

Use of hand sanitiser	Ingestion of hand sanitiser.  Alcohol vapours ignited resulting in burns to hands	M	<p>Always wash hands with soap and hot/warm water wherever possible.</p> <p>Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and 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 skin cleaning wipes can be used as an alternative [these should still contain alcohol to be considered as effective as sanitiser]</p>	L	Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.
Flammable vapours from alcohol-based hand sanitiser	Alcohol vapours ignited resulting in burns to hands	M	<p>Wash hands with soap and water wherever possible.</p> <p>When using alcohol-based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</p>	L	
Insufficient cleaning/exposure to virus on objects/surfaces	Contracting coronavirus	H	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. Objects and surfaces that are	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.

		<p>touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, door handles, play equipment etc.</p> <p>Steps are taken to limit resources that are taken home by staff and pupils. Marking policies have been reviewed with emphasise on the use of visualisers, self- marking and verbal feedback. Staff wash hands if handling pupils homework/books.</p> <p>Mrs Armstrong, Mrs Elton and Mrs Watson have previously briefed all staff responsible for cleaning at Newsham Primary School.</p> <p>A review has been undertaken to remove soft furnishings, soft toys and toys/equipment that are hard to clean (such as those with intricate parts).</p> <p>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.</p> <p>Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for dealing with this scenario is implemented, which incorporates the PHE guidance on '<a href="#">cleaning and waste</a>' in these circumstances is followed (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for</p>	<p>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</p> <p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>Bleach should be avoided and an suitable alternative product(s) used. If schools are advised to use a bleach based product, only bleach <u>sprays</u> should be used. It's use must be strictly controlled and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff. See sample <a href="#">COSHH risk assessment</a></p>
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			<p>20 seconds when all PPE is removed. <a href="#">NCC PPE Risk Assessment</a></p> <p>Staff know how to put on and take off PPE correctly: PHE - <a href="#">Putting on PPE</a>; PHE - <a href="#">Taking off PPE</a> This guidance is displayed around school and disposal bins are available. Mrs Elton (DHT) has provided training in the wearing and removal of PPE and has demonstrated this to staff through Microsoft Teams.</p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p>		
Staff displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Mrs Armstrong is notified immediately, and the staff member is sent home. PHE guidance on self-isolation is followed - <a href="#">Stay at Home</a>. If they are seriously ill contact 999. The Council's public health team are notified of all symptomatic persons by emailing: <a href="mailto:publichealthincidentalalerts@northumberland.gov.uk">publichealthincidentalalerts@northumberland.gov.uk</a></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 &amp; 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.</p> <p>Staff requested to urgently access the <a href="#">national test and trace programme</a> which is now operational and will involve direct discussion 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 be contacted via Public Health England on 0300 303 8596</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 <b>schools should contact the local health protection team. Based on the advice from the health protection team, those who have been in close contact</b>, 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. <b>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>.</b></p> <p>Confirmed cases of Covid-19 should be recorded via ANVIL, as they may be RIDDOR reportable. Further advice will be sought from 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>(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>
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<p>Pupils displaying symptoms of coronavirus whilst at school</p>	<p>Others contracting virus.</p>	<p>H</p>	<p>Mrs Armstrong and parent/ carer is notified immediately and the pupil is sent home and PHE guidance on self isolation is followed - <a href="#">Stay at Home</a> If they are seriously ill contact 999.</p> <p>If a child is awaiting collection, they will be moved, if possible, to The Haven or The Engine Room (rooms 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>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.</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 &amp; Trace. The Council's public health team are notified of all symptomatic persons by emailing: <a href="mailto:publichealthincidentalerts@northumberland.gov.uk">publichealthincidentalerts@northumberland.gov.uk</a></p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil</p>	<p>M</p>	<p>Ensure emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>Parent/carer is requested to urgently arrange a test for their child via the <a href="#">national test and trace programme</a> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. 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 <a href="#">briefing</a> document for further information on how the test and trace system will operate)</p> <p><a href="#">Letter from PHE and NHS Test and Trace to school and college leaders</a></p>
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			<p>subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</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 pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the pupil tests positive, <b>Newsham Primary School will contact the local health protection team. Based on the advice from the health protection team, those who have been in close contact</b>, e.g 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.</p> <p><b>If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></b></p> <p><a href="#">PHE guidance</a> on action to be taken in these circumstances is adhered, along with the PHE guidance on '<a href="#">cleaning and waste</a>'.</p>		
Outbreak of Covid-19 in local area or school resulting in		H	The Northumberland outbreak plan will be instigated by the Director or Public Health. Mrs Armstrong,		Newsham Primary School has a plan in place to deal with partial or full

<p>partial of full closure of Newsham Primary School / resumption of lock down</p>			<p>Headteacher will fully cooperate with the process and follow advice from the local Health Protection team.</p>		<p>closure of the school. Please contact Mrs Armstrong to discuss Newsham Primary School's Action Plan 2020-2021.</p>
<p>Inadequate first aid provision</p>	<p>Serious injury or death</p> <p>First aider contracting coronavirus or spreading virus to others.</p>	<p>H</p>	<p>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken and this has been confirmed for our school.</p> <p>First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information</p> <p>First aiders assist at a safe distance from the casualty where possible and minimise the time they share a breathing zone. Where the casualty is able to, they are directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.</p> <p>Where available, a fluid resistant face mask and, if appropriate, disposable plastic apron and disposable eye protection which should be kept in or next to first</p>	<p>L</p>	<p>Where First Aid at Work and Emergency First Aid at Work certificates expired on or after 16 March 2020 and staff cannot access requalification training because of coronavirus, staff may qualify for an extension up until 30 September 2020. Staff must be able to explain why they haven't been able to requalify and demonstrate what steps they have taken to access the training, if asked to do so. See HSE guidance <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a></p> <p>Schools with early years and nursery facilities should apply the</p>

			<p>aid kits. (see <a href="#">FAQ document</a> on dealing with minor accidents)</p> <p><b>CPR</b></p> <p>In respect of more serious cases where CPR may be required, the specific advice contained in the <a href="#">Resuscitation Council UK</a> guidance should be followed particularly in relation to rescue breaths.</p> <p>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions</p> <p>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</p> <p>Further information is also contained in the Government publication: <a href="#">Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</a></p>		<p>Government guidance in relation to paediatric first aid cover:</p> <p><a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></p>
Lack of communication with staff/parents/others	Confusion/mis-information resulting in breakdown of arrangements.	H	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, action plan for Newsham Primary School policy reviews, addendums etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.	L	

			<p>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Microsoft Teams.</p> <p>Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe. Our school website, emails and the school's Facebook page will be used to make information available and provide assurance to parents.</p> <p>The arrangements in place for children are shared with them in an age appropriate way.</p>		
Increased staff home working & use of Display Screen Equipment (DSE)	Musculoskeletal problems arising from incorrect postures	M	<p>NCC <a href="#">bulletin</a> on homeworking and DSE use is made available to staff. This follows HSE <a href="#">guidance on homeworking</a>, including the principles of good DSE use is followed.</p> <p>NCC <a href="#">DSE policy</a> is available to staff.</p>	L	
<p>Uncertainty due to the unprecedented nature of the pandemic</p> <p>Maintaining staff wellbeing and mental health.</p>	Stress and anxiety arising through uncertainty, lack of control and reduced contact	M	<p>Mrs Armstrong has offered one to one consultations to all members of staff and the chance to chat through any issues that may be worrying them <b>throughout the pandemic and this offer continues to be in place on request.</b> Supportive solutions are being explored whilst maintaining fairness and consistency for all staff. <b>Every single member of staff who has requested time to talk to date has reported this to be a helpful and supportive mechanism.</b></p>	L	Stress risk assessment reviewed.

			<p>Regular information sharing and communication. Use of IT software for virtual meetings. Newsham Primary School uses Microsoft Teams.</p> <p>Shared distribution of workload, e.g. rota for staff in school and those homeworking. Newsham Primary School has a school based team, a home schooling team and a community hub team.</p> <p>Regular communications are in place between staff and Managers. Staff also have access to all shared information/documentation. Governing Body are involved with decision making in relation to measures in place where appropriate.</p>		
Pupil uncertainty surrounding attendance/return to school	Stress and anxiety impacting themselves and staff	M	<p>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.</p> <p>Provision of pastoral and extra-curricular activities available to all pupils designed to:</p> <ul style="list-style-type: none"> <li>• support the rebuilding of friendships and social engagement</li> <li>• address and equip pupils to respond to issues linked to coronavirus (COVID-19)</li> <li>• support pupils with approaches to improving their physical and mental wellbeing</li> </ul>	L	The government has recently launched the <a href="#">Wellbeing for Education Return programme</a> , which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.

			[see <a href="#">government guidance</a> for further information and apply as appropriate - record details here].		
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## Document History

Item	Nature of change	Date of Update
General	Some re-ordering of hazards (rows) to achieve better flow.	30/07/2020
<a href="#">Additional information</a>	New/updated additional documentation	30/07/2020
<a href="#">School re-opening following partial or full closure and lack of statutory testing/maintenance</a>	Minor wording changes. Review fire risk assessment.	30/07/2020
<a href="#">Inadequate safety management documentation (policies, risk assessments etc)</a>	New section.	30/07/2020
<a href="#">Contact with others who may have Coronavirus</a>	Staff/children living with someone who is shielding can now return. Updated guidance for Clinically Extremely vulnerable children and staff - mostly able to return to school. Model school specific risk assessment template for vulnerable/extremely vulnerable staff returning will be available early August. Visitor information to be retained and kept for 21 days. Specific guidance on hand washing requirements for children. Information on face coverings.	30/07/2020
<a href="#">All teaching/classroom activities; early years, primary and secondary</a>	Amended wording in hazard column. Updated guidance on cohort/bubble group sizes, social distancing, classroom arrangements, including layout. Some text moved to new section below.	30/07/2020
<a href="#">Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities</a>	New section - some control measures moved from previous section.	30/07/2020
<a href="#">Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces</a>	Minor changes. Use of staff areas moved into separate section. Reference to practical lessons moved into separate section. Additional text added for use of dining hall (see also new section on provision of school meals)	30/07/2020
<a href="#">Staff use of communal areas/working with different groups and Use of supply teachers</a>	New section pulling together measures for staff areas and to record arrangements for temporary and visiting staff.	30/07/2020
<a href="#">Outdoor education on-site and off-site visits</a>	Updated to illustrate requirement for EVCs and Heads to monitor Evolve for policy and guidance updates.	30/07/2020
<a href="#">Provision of school meals service</a>	New section. Ensure arrangements in place are applied to kitchen facilities.	30/07/2020

<a href="#">Use of School Transport (external provision only)</a>	Updated arrangements regarding more children accessing transport.	30/07/2020
<a href="#">Staff travelling to and from work</a>	Minor amendment and link to government guidance	30/07/2020
<a href="#">Personal care activities</a>	Reference to care activities involving aerosol generating procedures and clarification that no additional PPE generally needed other than that normally identified via risk assessment.	30/07/2020
<a href="#">Use of hand sanitizer</a>	Reference to skin friendly skin wipes (confirmed with NCC public health that these should contain alcohol to be as effective as sanitiser). Bulk storage arrangements for hand sanitiser (updated fire risk assessment).	30/07/2020
<a href="#">Insufficient cleaning/exposure to virus on objects/surfaces</a>	Updated government guidance on cleaning and waste (15 July). Ensure cleaning schedule is in place which cleaners are briefed on and records are kept of cleaning undertaken.	30/07/2020
<a href="#">Staff displaying symptoms of coronavirus whilst at school</a>	Clarification on isolation of bubble groups. Requirement to notify NCC public health team of all <u>symptomatic</u> persons. Removal of specific self isolation periods as this is liable to change (currently changed from 7 to 10 days) - schools should keep up to date with the latest requirement.	30/07/2020
<a href="#">Pupils displaying symptoms of coronavirus whilst at school</a>	As above.	30/07/2020
<a href="#">Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down</a>	New section.	30/07/2020
<a href="#">Inadequate first aid provision</a>	Updated guidance based on HSE advice. Government advice for schools is that no PPE is needed, however, based on HSE advice if PPE is available it should be used.	30/07/2020
<a href="#">Pupil uncertainty surrounding attendance/return to school</a>	New section.	30/07/2020
<a href="#">Activity</a> and People at Risk	Information of how updates have been incorporated and updated link to all school related government guidance added. Amended text regarding need to review risk assessment.	05/06/2020
<a href="#">Additional Information Section</a>	Amendment.	05/06/2020

	<a href="#">NCC Corporate Health and Safety Advice - FAQs for School Head Teachers</a> , link to <a href="#">vulnerable staff risk assessments (including BAME)</a> and <a href="#">Public Health Q&amp;A for Teachers and Parents</a>	
<a href="#">School re-opening following partial or full closure and lack of statutory testing/maintenance</a>	Amendment. Update to explain in more detail the required checks/testing. Note regarding cleaning. Additional information on fire evacuation procedures/fire drills.	05/06/2020
<a href="#">Contact with others who may have Coronavirus. Inadvertent transmission to others</a>	Amendment Para on staffing levels. Link to BAME risk assessment added. Revision to wording in “Children” section (no change to arrangements). Shielding households - slight amendment to wording. Link to updated SEND guidance. Recommendation to provide lidded bins/tissues. Social distancing advice in offices/reception. Hot/warm water required for hand washing (see H&S FAQ). Reinforcement that only essential visitors are permitted access to school.	05/06/2020
<a href="#">Unable to achieve social distancing</a>	Amendment. Staff role in health/hand hygiene arrangements. Changes to early years spaces requirements and group sizes. Secondary Schools are only permitted to have ¼ of yr. 10 and yr. 12 cohort in school at any one time. Rotas permissible in secondary schools. Some other minor textual changes.	05/06/2020
<a href="#">Use of communal areas</a>	Amendment. Update regarding assemblies. Updated guidance on PE activities from AfPE.	05/06/2020
<a href="#">Parents/carers picking up/collecting pupils from school</a>	Amendment Queuing system/greeting process for parents. New links to government guidance added.	05/06/2020
<a href="#">School Transport</a>	New section	05/06/2020
<a href="#">Staff travelling to and from work.</a>	New section	05/06/2020
<a href="#">Children who are non-compliant / displaying challenging behaviour</a>	New section	05/06/2020

<a href="#">Use of hand sanitiser</a>	Clarification on use of alcohol based hand sanitiser and need to have safety data sheet and COSHH risk assessment in place. (See also <a href="#">Health and Safety FAQ</a> document for further information)	05/06/2020
<a href="#">Insufficient cleaning/exposure to virus on objects/surfaces</a>	Amendment. Update regarding taking resources home and marking homework.	05/06/2020
<a href="#">Staff displaying symptoms of coronavirus whilst at school</a>	Amendment. Requirement to have protocol in place for those who become symptomatic on premises. Update on test and trace procedure and process for staff who test negative for Covid-19. Public Health cleaning posters have been withdrawn	05/06/2020
<a href="#">Pupils displaying symptoms of coronavirus whilst at school</a>	Amendment. Note regarding avoidance of School Transport added. Requirement to have protocol in place for those who become symptomatic on premises. Public Health cleaning posters have been withdrawn.	05/06/2020
<a href="#">Inadequate first aid provision</a>	Removal of appointed person as minimum - trained first aider recommended due to increase in numbers. Link to FAQs added.	05/06/2020
<a href="#">Lack of communication with staff/parents/others</a>	New section	05/06/2020