



Newsham Primary School Risk Assessment Form (RA6.1)

Please note that this risk assessment is currently in draft form. This latest update was formulated on 21.4.2021, is now being distributed to staff and governors 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.

Department: Education	Service:	School: Newsham Primary School
<p>Activity: Newsham Primary School open during COVID19 pandemic.</p> <p><u>Effective from 21 April 2021.</u> Version 6.1: Updated 21 April 2021 (See pink coloured text for updates; also recorded in Document History)</p> <p>Recent updates remain highlighted in red font. – Author A-M Armstrong</p> <p>To be read in conjunction with NCC Health and Safety Bulletin and Guidance for full opening: schools. Schools coronavirus operational guidance Guidance for full opening: special schools and other specialist settings, Local Restrictions tiers - What you need to know; National Lockdown Rules All previous risk assessments available to view on request.</p>	<p>Site: Newsham Primary School Warwick Street, Blyth, Northumberland NE244NX</p> <p>Tel 01670 353124</p>	
<p>People at Risk: Staff, pupils, governors, visitors, volunteers, parents and carers, contractors.</p>	<p>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.</p>	

	<p>Government/Public Health England Advice: https://www.gov.uk/coronavirus <i>Coronavirus (COVID-19): guidance for schools and other educational settings</i></p> <p>HSE Advice: https://www.hse.gov.uk/news/coronavirus.htm</p> <p>NCC Guidance: http://staff/Communications/Coronavirus-information.aspx</p> <p>Northumberland Education: http://northumberlandeducation.co.uk/coronavirus/</p> <p>DFE Advice: DfE.coronavirushelpline@education.gov.uk</p> <p>NCC PPE Risk Assessment; NCC Staff Risk assessment</p> <p>NCC Health and Safety Team webpage</p> <p>Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control</p> <p>NCC Control of Infection Policy</p> <p>Public Health - Q&A for Teachers and Parents (current as of 30 June - further revision likely September 2020)</p> <p>NCC Corporate Health and Safety Advice - FAQs for School Head Teachers</p> <p>Vulnerable Staff - Risk assessments (including BAME)</p> <p>Corporate H&S Briefing Note - 10/7/2020</p>
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Name of Person Completing Form: Anne-Marie Armstrong	Job Title: Headteacher Date: 21/4/2021	Next Review Date: May 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)
Prevalence of mutant Covid 19 strain (VOC-20201/01) in the community	Higher risk of transmission	H	<p>Newsham Primary School is open to all pupils from March 8th 2021. Considering the above, the Covid control measures in place at the school have been reviewed and the school risk assessment updated and will be robustly followed and enforced. The amended risk assessment is shared with staff and will continue to be reviewed and updated. Staff have an opportunity to feed into this review.</p> <p>All CEV pupils are now able to attend school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>Individual Healthcare Plans for all pupils are reviewed where appropriate [see also model risk assessment for CV/CEV pupils]</p>		<p>The individualised Risk Assessments previously put in place for those staff who are 'clinically vulnerable' (CEV), pregnant or from a BAME background as well as those living in a household with someone who is clinically extremely vulnerable (CEV) are reviewed and adjustments made to reduce the risk of transmission as appropriate. Where the risk cannot be adequately reduced, CEV/CV/pregnant (in particular those more than 28 weeks pregnant) staff should be supported to work from home. This may also need to be considered for staff from a BAME background, depending on their risk assessment. * From 1 April, CEV individuals are no longer advised to shield. Staff who are CEV will still be supported to work from home where possible. Where they cannot work from home, a review of their individual risk assessment has taken place prior to their return to school.</p> <p>Please refer to the CEV School Staff risk assessment template.</p>

<p>Inadequate testing/maintenance and fire safety arrangements during the Covid-19 pandemic.</p> <p>Opening after reduced occupancy</p>	<p>Equipment / system failure leading to enhanced physical or biological risks to people</p>	<p>M</p>	<p>Fire doors are all operating as normal. Fire evacuation procedures have been reviewed and allow for social distancing. A fire drill was instigated for each group during the week commencing 21.9.2020. This evacuation was modified to be Covid secure and was successfully completed for all children and staff throughout school. 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 do not mix during evacuation. Children must be familiar with sound of the evacuation alarm and be able to respond to it.</p> <p>Another fire evacuation drill will be conducted in April 2021 and this will be based on the modified arrangements that were put in place during the previous national lockdown.</p> <p>In an emergency situation, a full evacuation will take place as usual.</p> <p>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. Play/sporting equipment checks for damage / faults continue on an ongoing and annual basis. The last repair work was completed on March 1st 2021</p>	<p>L</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 risk assessment has been reviewed and the associated modifications / additional measures implemented to maintain an effective fire strategy (e.g. escape routes, doors held open etc).). Any changes to the fire risk assessment have been communicated to all staff.</p> <p>[See H&S FAQ document for further information on carrying out fire drills].</p>
<p>Inadequate ventilation.</p>	<p>Increase in risk of transmission of Covid19.</p>	<p>H</p>	<p>As each school is different in terms of size, layout and type of ventilation systems, Newsham Primary School will record their own arrangements for ventilating</p>	<p>L</p>	<p>Occupied rooms with no ventilation - their use should be avoided.</p>

<p>Unable to achieve a comfortable (or legal minimum) temperature within the building.</p>	<p>Occupants become cold - poor concentration levels impact on learning.</p>		<p>specific areas/spaces here. Due regard is to be given to the information on how best to maintain ventilation in the H&S FAQ document, CIBSE - Ventilation Guidance and the latest government guidance for schools.</p> <p>General principles when using natural ventilation include opening windows. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully when unoccupied to purge the air in the space (e.g. between classes, during break and lunch). Rooms should, where possible, be fully ventilated for at least 15 minutes prior to and following use. Classroom ceiling ventilation should be turned to “open”. The panel is on the classroom wall.</p> <p>Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p> <p>Opening high level windows in preference to low level to reduce draughts</p> <p>Rearranging furniture where possible to avoid direct drafts.</p> <p>[For mechanical ventilation and extraction system please refer to documentation above].</p>		<p>Consider installation of window fans to provide natural ventilation.</p> <p>Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms.</p> <p>Providing flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn.</p> <p>Wall mounted fan convector coil heating systems - All schools have been contacted directly by the NCC Property Services team to identify buildings with this type of system. Newsham Primary School does not have this system so no risk exists.</p>
<p>Inadequate safety management documentation (policies, risk assessments etc)</p>	<p>Increased risk of contracting Coronavirus through lack of planning.</p>	<p>M</p>	<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.</p>	<p>L</p>	<p>Advice will be provided directly from the NCC public health team. The Northumberland Local Outbreak Prevention Plan</p>

			<p>Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements.</p> <p>Procedures have been documented for:</p> <ul style="list-style-type: none"> • Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school. • Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working. <p>Responding to an outbreak of Coronavirus - see section below.</p>		is also available on the County Council webpage.
<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>Staff</p> <p>Newsham Primary has individual Risk Assessments in place for those staff who are 'clinically extremely vulnerable' (see section on p2) (CEV), pregnant or from a BAME background have been reviewed and reasonable adjustments made to their role to reduce the risk of transmission. Where the risk cannot be adequately reduced, these staff should be supported to work from home. In particular, women over 28 weeks pregnant should be supported to work from home as it is unlikely that most roles within schools can accommodate strict social distancing. This may also need to be considered for staff from a BAME background, depending on their risk assessment.</p> <p>To further protect any CEV staff working in school, visits from outside professionals will be restricted to times</p>	M	<p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>See generic risk assessments for clinically/clinically extremely vulnerable staff:</p> <p>Pregnant workers model risk assessment (to be completed in conjunction with the above assessment for vulnerable staff). Newsham Primary School is aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19).</p>

		<p>when CEV staff are not in classrooms / the same working space as the visiting professional. Lateral flow tests to be requested to be completed on the morning of the visit by visiting professionals. Risk assessments formulated by visiting professionals to be submitted to school prior to arrival.</p> <p>Outside of this time, their job role and activities have been reviewed to ensure they can work remotely or are able to socially distance from others. An individual risk assessment is in place for each staff member recording the details of the medical condition and what reasonable adjustments have been made to their job role <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 Schools.HR@northumberland.gov.uk</p> <p>Mrs Armstrong has continued to offer one to one consultations to all members of staff and the chance to 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.</p> <p>Children</p>	<p>See also Advice for Pregnant Workers</p> <p><u>BAME risk assessment</u> Mrs Armstrong (HT) has asked staff to continue to update her immediately if their situation changes.</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>Northumberland <u>EHC planning Tool and Risk Assessment</u></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. 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><u>Children in vulnerable and y vulnerable health categories (as defined by PHE guidance)</u></p> <p>Most children <u>originally</u> identified as ‘clinically extremely vulnerable’ (CEV) at Newsham Primary School no longer need to follow shielding advice as more evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions. Those children whose doctors have confirmed they are still required to shield (see also p2) are not attending school and appropriate arrangements have been made so that education can continue at home. Outside these times, 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 relevant health professional where appropriate. See also <u>model risk assessment for CV/CEV pupils</u></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.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable himself or herself, should still attend school.</p>		<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>
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			<p>All Visitors/Contractors</p> <p>External visits are restricted to those that are absolutely necessary (this would include essential maintenance required). Where possible these are arranged to avoid visiting during the school day. 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 (Visitor Audit/Questionnaire). This should include details of all visiting staff.</p> <p>General</p> <p>General measures which been applied within Newsham Primary School</p> <ul style="list-style-type: none"> ● grouping children together ● avoiding contact between groups ● arranging classrooms with forward facing desks as far as possible and avoiding face to face desk arrangements ● staff maintaining distance from pupils and other staff as much as possible <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>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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		<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 on Schools: coronavirus operational 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, & 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 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</p>		<p>The e-Bug Coronavirus website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</p>
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		<p>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 bagged and disposed of.</p> <p>Face coverings should not be worn in primary schools as a general rule unless this has been risk assessed as being required (see separate <u>model risk assessment on use of face coverings</u>). 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 member of staff into a bag to take home.</p> <p>From 8/3/2021, staff, parents and carers have been asked to continue to wear face coverings at drop off and collection times at the beginning and end of the school day. Initial level of compliance is high and as the Headteacher and responsible person for H&S, I am very grateful for that compliance and support.</p> <p>Cleaning frequently touched surfaces often using standard products.</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>Cohort (bubble) Groups (see also <u>H&S briefing for Heads</u>)</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 and consistent, 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"> ○ EYFS – Newsham Primary School continues to consider how they can minimise mixing between groups, however as permitted, we have returned to normal group sizes and due to the open plan nature of our setting, this means Reception is unavoidably a bubble of 60 pupils. ○ Key Stage 1 & 2 - Full class sized cohorts <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. (A record is kept of staff/pupils within each group and any close contact between different groups in the event of an outbreak of Covid-19).</p>	L	<p>Review Schools: coronavirus operational guidance</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p> <p>Breakfast Club and After School Club are not currently operating at Newsham Primary School but as we move forward and consider further easing of restrictions, Newsham Primary School will work closely with external wraparound providers pupils may use to minimise mixing between children. (This can be achieved by taking steps such as trying to keep children in the same school day bubble or school together, or in consistent groups. If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member. Activities taking place outdoors can happen in groups of any number.</p>

		<p>Social Distancing As Newsham Primary School is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible. For older children and staff this is more achievable and should be more robustly implemented. The general arrangements below have been put in place to mitigate the risk where distancing cannot always be achieved.</p> <p>General arrangements</p> <ul style="list-style-type: none"> • Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell. • Staff explicitly supervise health and hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices. • Staff informally monitor for presence of symptoms. • Regular cleaning initiated (see below). • Where possible the same teaching staff work with the same groups • 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. • Where possible the same desks are used by the same pupils each day and desks are front facing in as many bubbles as possible (some 	<p>This is because the transmission risk is lower outside).</p> <p>Guidance & Checklist:</p> <p><u>Schools coronavirus operational guidance</u></p> <p><u>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</u></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>
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			<p>horseshoe arrangements remain necessary due to restrictions of space), with pupils sat side by side rather than face to face. Small circular tables have been taken out of use.</p> <ul style="list-style-type: none"> • Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents. • Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive use have been introduced. • The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed. Where cleaning or disinfecting is not possible or practical, resources are quarantined for 72 hours between use by different bubbles/individuals. • 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. <p>Sport and physical education</p> <ul style="list-style-type: none"> • Only activities whose national governing bodies have developed guidance that has been approved by the government are undertaken. . (i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events) 		
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			<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible and large indoor spaces used where it is not. Inter-school activities are suspended. Equipment thoroughly cleaned between each use by different individual groups. Activity venues reviewed and outdoor sports are prioritised where possible and large indoor spaces used where it is not. Ventilation is maximised in accordance with the arrangements stated above. Work with external coaches, clubs and organisations for curricular activities are subject to specific risk assessment to confirm that arrangements are safe and appropriate. They are not taking place at Newsham Primary School at this time. <p>Extra-curricular activities (i.e. before and after school clubs) are reviewed and only proceed where; a) it is necessary to support parents with work related activity, training/education or for the purpose of provision of respite care, and b) risk assessment confirms that arrangements are safe and appropriate. These activities are not taking place at Newsham Primary School at this time.</p>		<p>PE activities are carried out in line with local and national restrictions - refer to 'Physical Activity in Schools' section of Schools: coronavirus operational guidance (which signposts to all relevant other publications).</p> <p>Schools consult government approved list of activities available at: return to recreational team sport framework.</p> <p>Active Northumberland Schools at Home have three YouTube videos available. They are an online resource for children working remotely, require no equipment and are led by Active Northumberland instructors.</p>
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"> Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible. Where this isn't possible and practical activities are required to take place in classrooms shared between bubble groups (e.g. D&T, Science, 	L	<p>PE activities are carried out in line with Schools - coronavirus operational guidance (which signposts to all relevant other publications). Schools must only provide team sports on the list available at return to recreational team sport framework. From 29</p>

			<p>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).</p> <ul style="list-style-type: none"> • Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible. <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>	<p>March, outdoor competition between different schools can take place. Indoor competition between different schools can take place from 12 April. Refer to:</p> <ul style="list-style-type: none"> • guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents • using changing rooms safely <p>Music - activities are undertaken in line with Schools - coronavirus operational guidance and working safely during coronavirus (COVID-19): performing arts. A separate risk assessment is in place.</p> <p>Performances in front of live audiences are not permitted. [see H&S FAQ document for further information on alternatives such as live streaming)]</p>
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					Science - practical work is in line with CLEAPPS Guide to doing practical work during the COVID-19 pandemic . Risk assessments are in place.
Outdoor education on-site and off-site visits	Contracting coronavirus - staff, pupils, public	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>Newsham Primary School is resuming educational day visits no earlier than 12 April. The school is resuming domestic residential educational visits no earlier than 17 May. International visits are held in abeyance until further government guidance becomes available.</p> <p>Offsite activity and educational visits are being conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations. This is achieved by application of the Evolve Generic Risk Assessment (including but not limited to "the Evolve Coronavirus (COVID-19)" Generic Risk Assessment) and Event Specific Planning to ensure full a thorough risk assessment.</p> <p>Visit approvals are applied in line with the NCC Code of Practice for Offsite & Educational Visits.</p> <p>Correct application of protocols applied by Evolve ensures adherence to government advice for health and safety guidance on educational visits.</p> <p>It is recognised by Newsham Primary School that the above advice is indicative and subject to change in line</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 Evolve form is required for all Off site visits. Note DfE and FCO advice and OEAP National Guidance.</p>

			<p>with the roadmaps' response to the pandemic. Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system for updates to the above.</p> <p>The NCC Guidance for <u>Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe Activities</u> is followed. Located within the Resources Section on the Evolve system under "Guidance".</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 or assigned to a specific year group with 72 hours between 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	Contracting coronavirus - staff	H	<p>Class changeover / break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes have been organised on</p>	M	When reviewing areas/spaces consider:

halls, dining hall, outdoor spaces.	pupils, visitors, parents/carers	<p>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. Playdough in EYFS and KS1 has been organised into individual pots.</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. KS2 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. Class bubbles are separated outside wherever possible from the other bubble in the year group. This has not been possible in EYFS but they are already accommodated within an open plan learning space. The separation of classes within year groups outside is having 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. This has been evident on repeated occasions when single classes are required to isolate rather than whole year groups.</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</p>	<p>Widening routes where possible. Removing unnecessary obstacles. Signing and communications: - markings/signage at entrances - movement intersections. - encouraging people to wait and allow others to pass One-way movement. Separate entry and exit routes. Enlarge access and exits. Accommodate extended queuing: - Defined queue areas - "Do not join the queue" when capacity reached signs Deliveries. People with additional needs. Use of stewards.</p>
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			<p>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. Update 5/3//2021 - Virtual assemblies continue to be led by senior leaders and are working increasingly well via Microsoft Teams. Some connectivity problems remain.</p> <p>Arrangements are in place to ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. Signage has been produced to signify when a toilet is busy.</p>		
<p>Staff use of communal areas/working with different groups.</p> <p>Use of supply teachers and temporary workers</p>	<p>Contracting coronavirus - staff pupils, visitors, parents/carers</p>	H	<p>Staff breaks are staggered to avoid congestion in staff rooms. Additional staffrooms continue to be used to reduce staff numbers in any single communal space. Shared crockery/cutlery has been removed and staff use their own equipment.</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>Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices)</p> <p><u>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</u></p>

			<p>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. All temporary staff are provided with this information and this is done as soon as possible after the booking is confirmed.</p> <p>Review and implementation of longer-term staff contracts/arrangements across a broader time period to minimise numbers of contacts.</p> <p>Arrangements have been made wherever possible, to ensure that SLT are not in close proximity to each other or teaching in the same bubble. It is recognised however that this is not always possible.</p>		
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 <u><i>Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe Activities</i></u> is followed. Located within the Resources Section on the Evolve system under "Guidance".</p> <p>Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system.</p> <p>Crowd barriers may be still be used onsite in the future to support the safe separation of pupil engaged in</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 <u><i>Evolve</i></u> form is required for all Off site visits. Note <u><i>DfE</i></u> and <u><i>FCO</i></u> advice and <u><i>OEAP National Guidance</i></u>.</p>

			<p>outdoor education or play activities. Currently, flexible bright orange tape is being used and is proving to be effective. Separation barriers are 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>		
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, 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>	L	
Provision of school meals service	Contracting coronavirus - staff, pupils		<p>The school kitchen is fully open 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>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).</p>

			Packed lunches are being offered for collection for families in receipt of free school meals in situations where their children are currently isolating.		
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 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.</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"> ● Not to enter the building if displaying any symptoms of coronavirus (COVID-19). ● Only to attend one at a time ● Of the designated pick up and drop off protocols (time, location, process) to minimise contact. 	L	Link to animation produced by NCC Communications Team regarding parental drop off/collection: https://youtu.be/bPzalrAx8Js

			<ul style="list-style-type: none"> Not to gather at entrances, gates or doors unless have pre-arranged appointments. <p>School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.</p> <p>If it is necessary for a childminder to pick up or drop off a child at school and walking is not practical, then a private vehicle for single household use is preferable. Use of public transport should be minimised.</p>		
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.</p> <p>Those using public transport are identified and encouraged to refer to governments <u>safer travel guidance for passengers</u>.</p> <p>When travelling by public transport:</p> <ul style="list-style-type: none"> Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required. avoid rush hours and busy times where possible cover your cough or sneeze with a tissue, then throw the tissue in the bin. follow advice on social distancing wash your hands often with soap and water for at least 20 seconds if soap and water are not available, use an alcohol-based hand sanitiser <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>How to wear and make a cloth face covering</p> <p>Coronavirus (COVID-19): UK transport and travel advice</p>

<p>Children who are non-compliant / displaying challenging behaviour</p>	<p>Contracting coronavirus - staff, pupils,</p>	<p>M</p>	<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 / 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>Staff working with pupils who spit uncontrollably are given more opportunities to wash their hands than other staff.</p> <p>Pupils who regularly who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' are also given more opportunities to wash their hands where appropriate.</p>	<p>L</p>	<p>For further information visit: <u>NCC Local SEND Offering 0-25 yrs.</u></p> <p>All risk assessments, behaviour crisis plans and EHCPs are updated (as applicable) in line with the current COVID-19 situation. Where these are absent a person specific risk assessment is undertaken of those who pose a risk to others by virtue of known behaviours. Reviews relate to specific support staff and take steps to avoid conflict and situations known to increase anxiety and defensive behaviours.</p> <p>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</p>

<p>Personal care activities</p>	<p>Contracting coronavirus or passing onto vulnerable or shielded children</p>	<p>H</p>	<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 Putting on PPE; and Taking off PPE 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. A training refresher for staff has been communicated in October 2020.</p>	<p>L</p>	<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 (AGP) - advice is provided by the school nurse and risk assessment produced.</p> <p>Specific detailed guidance and requirements when performing AGPs is included is: Safe Working in education, childcare and children's social care</p>
<p>Use of hand sanitiser</p>	<p>Ingestion of hand sanitiser.</p> <p>Alcohol vapours ignited resulting in burns to hands</p>	<p>M</p>	<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</p>	<p>L</p>	<p>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.</p>

			<p>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>		
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	<p>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 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>	L	<p>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.</p> <p>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</p> <p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</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 'cleaning and waste' in these circumstances is followed (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. NCC PPE Risk Assessment</p> <p>Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE 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. A training refresher for staff has been communicated in October 2020.</p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</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.</p> <p>See sample COSHH risk assessment</p>
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<p>Lateral flow device Covid testing carried out incorrectly.</p> <p>Weekly staff/pupil home testing.</p>	<p>Transmission of Covid 19 virus</p>	<p>H</p>	<p>Twice weekly home testing is offered to staff. A separate school specific risk assessment is in place to cover home testing activities.</p> <p>Temporary and teacher training staff are offered testing in the same way as wider school staff.</p>	<p>M</p>	<p>See NCC model risk assessments: Covid19 Home Testing – School Staff (link to follow asap)</p>
<p>Staff displaying symptoms of coronavirus whilst at school</p> <p><u>[*symptomatic persons are required to have a PCR test]</u></p> <p>Contact with others who are symptomatic or who have tested positive</p>	<p>Others contracting virus.</p>	<p>H</p>	<p>Staff have been instructed they must not attend school if they are symptomatic/test positive, or if anyone in their household, support bubble or childcare bubble is symptomatic / tested positive. This also applies to staff travelling from foreign countries (who will have to self-isolate either at home or in managed isolation on return to the country).</p> <p>Headteacher / School Business Manager is notified immediately and the staff member is sent home. PHE guidance on self-isolation is followed - <u>Stay at Home</u> . If they are seriously ill contact 999.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p>		<p>See NCC <u>model risk assessment COVID-19 Testing Programme</u> - this is based on the handbook and guidance mentioned previously and will be tailored to record specific arrangements in Newsham Primary School when required.</p> <p><i>Ensure home and emergency contacts are up to date.</i></p> <p><i>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school.</i></p> <p><i>Staff requested to urgently access the <u>national test and trace programme</u> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. The school has a small</i></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><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>Where the staff member tests positive via a PCR test; based on advice from the NCC Public Health Team, close contacts should be identified, sent home and advised to self-isolate in line with <u>Government Stay at Home guidance</u>. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></p> <p>Confirmed cases of Covid-19 should be recorded via ANVIL, as they may be RIDDOR reportable. You should seek further advice via NCC's Corporate Health and Safety team. Staff should inform the school as soon as they receive their test result (positive or negative).</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 local risk assessment. Fellow household members can end their self-isolation. <u>PHE staff return to work criteria</u> must be applied.</p>	<p><i>supply of PCR home test kits which can be used in very exceptional cases (Coronavirus (COVID-19): test kits for schools and FE providers)</i></p> <p>Letter from PHE and NHS Test and Trace to school and college leaders</p> <p>For those testing positive via a LFD test please refer to Weekly staff/pupil home testing above.</p>
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<p>Pupils displaying symptoms of coronavirus whilst at school</p> <p><u>[*symptomatic persons are required to have a PCR test]</u> Contact with others who are symptomatic or who have tested positive</p>	<p>Others contracting virus.</p>	<p>H</p>	<p>Pupils/parents have been instructed that pupils must not attend school if they are symptomatic/test positive, or if anyone in their household, support bubble or childcare bubble is symptomatic/tested positive. This also applies to those travelling from foreign countries (who will have to self-isolate either at home or in managed isolation on return to the country).</p> <p>Schools follow the process detailed in the NCC flowchart “Managing Covid-19 in Northumberland Schools and settings” and complete the <u>report form</u> in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.</p> <p>Mrs Armstrong and parent/ carer is notified immediately and the pupil is sent home and PHE guidance on self-isolation is followed - <u>Stay at Home</u> 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>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 if someone becomes symptomatic whilst at school.</p> <p>Parent/carer is requested to urgently arrange a test for their child via the <u>national test and trace programme</u> and this will involve a direct discussion with those in close contact with a person who tests positive for Covid19. Newsham Primary School has a small supply of home test kits, which can be used in very exceptional cases (Coronavirus (COVID-19): test kits for schools and FE providers). 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 <u>briefing</u> document for further information on how the test and trace system will operate)</p> <p><u>Letter from PHE and NHS Test and Trace to school and college leaders</u></p>
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		<p>PPE is only required by staff caring for the child while they await collection in the following circumstances: <i>(see also Symptomatic children action list for schools and Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE))</i></p> <ul style="list-style-type: none"> • a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained • if contact is necessary, then disposable gloves, apron and a face mask should be worn • eye protection (e.g. visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. The Council's public health team are notified of all symptomatic persons by emailing: publichealthincidentalalerts@northumberland.gov.uk</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 subsequently tests positive. They should wash their</p>	<p><u>Symptomatic children action list for schools</u> (important - please note that in Northumberland support to schools is being provide by the NCC public health team rather than Public Health England/Health Protection Team) For those testing positive via a LFD test please refer to Weekly staff/pupil home testing above.</p>
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			<p>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 via a PCR test, based on advice from the NCC Public Health Team, the rest of their class should be sent home and advised to self-isolate. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></p> <p><u>PHE guidance</u> on '<u>cleaning and waste</u>' will be adhered to.</p>		
Outbreak of Covid-19 in local area or school resulting in partial or full closure of Newsham Primary School /		H	The Northumberland outbreak plan will be instigated by the Director or Public Health. Mrs Armstrong, Headteacher will fully cooperate with the process and follow advice from the NCC public health team/health protection team.		Newsham Primary School has a plan in place to deal with partial or full closure of the school. Please contact Mrs Armstrong to discuss Newsham

resumption of lock down					Primary School's Action Plan 2020-2021.
Inadequate first aid provision	Serious injury or death First aider contracting coronavirus or spreading virus to others.	H	<p>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken 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 aid kits. (see FAQ document on dealing with minor accidents)</p> <p>CPR</p> <p>In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths.</p>	L	<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 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021. See HSE guidance https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p> <p>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications (<i>see section on paediatric first aid and requalification</i>)</p> <p>Please note that first aid training was completed for nominated staff within Covid secure arrangements in</p>

			<p>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions</p> <p>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</p> <p>Further information is also contained in the Government publication: Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</p>		<p>October 2020. There is continued and sufficient capacity for qualified first aiders to maintain provision throughout the pandemic and during cases of bubble isolation.</p>
Lack of communication with staff/parents/others	Confusion/mis-information resulting in breakdown of arrangements.	H	<p>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.</p> <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</p>	L	<p>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; under national lockdown rules international travel is not allowed except for certain legally permitted reasons.</p>

			<p>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 bulletin on homeworking and DSE use is made available to staff. This follows HSE guidance on homeworking, including the principles of good DSE use is followed.</p> <p>NCC DSE policy is available to staff.</p>	L	
<p>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 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>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>	L	<p>Stress risk assessment reviewed.</p> <p><u>Supporting Emotional and Mental Health - Information for Schools.</u></p> <p><u>Telephone support & counselling</u></p> <p><u>Wellbeing guide for staff working in schools and trusts</u></p> <p><u>Resources for school employees - wellbeing.docx</u></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.		
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"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing <p>Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) plan) are self-isolating, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p>	L	<p>The government has launched the <u>Wellbeing for Education Return programme</u>, 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.</p> <p><u>Supporting Emotional and Mental Health - Information for Schools.</u></p> <p><u>PHE offer access to a free online Psychological First Aid course that teaching staff can access. The course provides practical and emotional support to children and young people affected by emergencies or crisis situations, such as COVID.</u></p>

			<p>(see government guidance for further information and apply as appropriate - record details here).</p> <p>Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) plan) are self-isolating, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access education support. For children who are in the care of the LA or Looked after ESLAC will be informed.</p>		
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Useful Links:

- Government/Public Health England Advice: <https://www.gov.uk/coronavirus> / [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
- HSE Advice: <https://www.hse.gov.uk/news/coronavirus.htm>
- NCC Guidance: <http://staff/Communications/Coronavirus-information.aspx>
- Northumberland Education: <http://northumberlandeducation.co.uk/coronavirus/>
- DfE Advice: DfE.coronavirushelpline@education.gov.uk
- [NCC PPE Risk Assessment](#); [NCC Staff Risk assessment](#)
- [NCC Health and Safety Team webpage](#)
- [Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control](#)
- [NCC Control of Infection Policy](#)
- [Public Health - Q&A for Teachers and Parents](#)
- [NCC Corporate Health and Safety Advice - FAQs for School Head Teachers](#)
- [Corporate H&S Briefing Note - 10/7/2020](#)
- [Northumberland Covid19 Dashboard](#)
- [Q&A Videos from PHE for School Staff](#)
- [Local Restrictions tiers - What you need to know](#)

Document History

Item	Nature of change	Date of Update
Prevalence of mutant Covid19 strain (VUI-202012/01) in the community	Update on CEV staff and pupils returning to school.	07/04/2021
Contact with others who may have Coronavirus	Update on CEV staff and pupils returning to school. Model CEV/CV risk assessments updated (see links).	07/04/2021
All teaching/classroom activities; early years, primary and secondary	Update on outdoor & indoor sports between different schools. Links added to additional guidance. Updated text on wraparound provision - small groups, no more than 15, for indoor provision where children can't be kept in the same groups as they are during the school day.	07/04/2021
Outdoor education and off-site visits	Section amended to reflect permissible activities from 12 April and 17 May and the current situation with international travel. Prior restrictions deleted and reference to planning requirements added.	07/04/2021
Use of School Transport (external provision only)	Link to guidance added - info on how to determine a close contact on transport.	07/04/2021
Lateral flow device Covid testing carried out incorrectly.	Review of on-site testing risk assessment (hyperlink) to reflect move to requirement for confirmatory PCR test for on-site testing.	07/04/2021
Prevalence of mutant Covid19 strain (VOC-202012/01) in the community	Removal of reference to temporary arrangements in place during limited school opening. Updated wording around CEV/CV/pregnant staff.	02/03/2021
Opening after reduced occupancy	New hazard added to section. Ensure any unoccupied parts of the schools have had the necessary maintenance/statutory testing carried out.	02/03/2021
Inadequate ventilation	Amended text.	02/03/2021

Contact with others who may have Coronavirus	Updated text regarding CEV/CV/pregnant staff. Updated links	02/03/2021
All teaching/classroom activities; early years, primary and secondary	Updated links. Reference to the wearing of face coverings in classrooms. Updated text regarding wraparound care. Information concerning cleaning of equipment used in the delivery of therapies. Augmented text regarding PE.	02/03/2021
Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	Amended text regarding Music/live performances	02/03/2021
Children who are non-compliant / displaying challenging behaviour	Information regarding more frequent hand washing where stated circumstances dictate.	02/03/2021
Lateral flow device Covid testing carried out incorrectly.	Reference to updated LFD testing requirements (detail in two new separate model risk assessments for On-site and Home Testing)	02/03/2021
Contact with others who are symptomatic or who have tested positive	New hazard added to section. Clarification on staff self-isolation.	02/03/2021
Pupils displaying symptoms of coronavirus whilst at school	New hazard added to section. Clarification on self-isolation requirements.	02/03/2021
Pupil uncertainty surrounding attendance/return to school/self isolation	Link added to PHE Psychological First Aid course.	02/03/2021
Outdoor education on-site and off-site visits	Clarification on required use of an EVOLVE form.	08/02/2021
Inadequate Ventilation	Ensure mechanical ventilation and heating systems are maintained.	03/02/2021

Outdoor education on-site and off-site visits	Amendment to reflect updated guidance regarding Physical Activity.	03/02/2021
Use of School Transport (external provision only)	Updated link for School Transport Guidance.	03/02/2021
Staff displaying symptoms of coronavirus whilst at school	Household contacts of a symptomatic individual should also self-isolate immediately.	03/02/2021
Pupils displaying symptoms of coronavirus whilst at school	Household contacts of a symptomatic individual should also self-isolate immediately. Clarified wording that pupils can return to school if their PCR test is negative and they feel well enough to do so.	03/02/2021
Personal Care Activities	New guidance for those schools carrying out aerosol generating procedures (AGP)	17/11/2020
Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic	Link added to H&S FAQ document - new information on fire drills.	02/11/2020
Inadequate Ventilation	New section based on updated CIBSE ventilation guidance (Oct 2020) and updated government guidance on schools fully opening. Further information can be found in the H&S FAQ document. Note regarding heating systems moved into this section from the section above.	02/11/2020
Contact with others who may have Coronavirus	Update on face coverings. Link added for wrap around provision guidance. Link added to model pregnant workers risk assessment - this should be completed in conjunction with the CV/CEV assessment.	02/11/2020
All teaching/classroom activities; early years, primary and secondary	Update on wrap around provision and extra-curricular activity.	02/11/2020
Staff use of communal areas/working with different groups and Use of supply teachers	Update on shared staff areas.	02/11/2020

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

Personal care activities	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
Use of hand sanitizer	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
Insufficient cleaning/exposure to virus on objects/surfaces	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
Staff displaying symptoms of coronavirus whilst at school	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
Pupils displaying symptoms of coronavirus whilst at school	As above.	30/07/2020
Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down	New section.	30/07/2020
Inadequate first aid provision	Updated guidance based on HSE advice. Government advice for schools is that no PPE is needed, however, based on HSE advice if PPE is available it should be used.	30/07/2020
Pupil uncertainty surrounding attendance/return to school	New section.	30/07/2020
Activity and People at Risk	Information of how updates have been incorporated and updated link to all school related government guidance added. Amended text regarding need to review risk assessment.	05/06/2020
Additional Information Section	Amendment. NCC Corporate Health and Safety Advice - FAQs for School Head Teachers , link to vulnerable staff risk assessments (including BAME) and Public Health Q&A for Teachers and Parents	05/06/2020
School re-opening following partial or full closure and lack of statutory testing/maintenance	Amendment.	05/06/2020

	Update to explain in more detail the required checks/testing. Note regarding cleaning. Additional information on fire evacuation procedures/fire drills.	
Contact with others who may have Coronavirus. Inadvertent transmission to others	Amendment Para on staffing levels. Link to BAME risk assessment added. Revision to wording in “Children” section (no change to arrangements). Shielding households - slight amendment to wording. Link to updated SEND guidance. Recommendation to provide lidded bins/tissues. Social distancing advice in offices/reception. Hot/warm water required for hand washing (see H&S FAQ). Reinforcement that only essential visitors are permitted access to school.	05/06/2020
Unable to achieve social distancing	Amendment. Staff role in health/hand hygiene arrangements. Changes to early years spaces requirements and group sizes. Secondary Schools are only permitted to have ¼ of yr. 10 and yr. 12 cohort in school at any one time. Rotas permissible in secondary schools. Some other minor textual changes.	05/06/2020
Use of communal areas	Amendment. Update regarding assemblies. Updated guidance on PE activities from AfPE.	05/06/2020
Parents/carers picking up/collecting pupils from school	Amendment Queuing system/greeting process for parents. New links to government guidance added.	05/06/2020
School Transport	New section	05/06/2020
Staff travelling to and from work.	New section	05/06/2020
Children who are non-compliant / displaying challenging behaviour	New section	05/06/2020
Use of hand sanitiser	Clarification on use of alcohol based hand sanitiser and need to have safety data sheet and COSHH risk assessment in place. (See also Health and Safety FAQ document for further information)	05/06/2020
Insufficient cleaning/exposure to virus on objects/surfaces	Amendment. Update regarding taking resources home and marking homework.	05/06/2020

Staff displaying symptoms of coronavirus whilst at school	Amendment. Requirement to have protocol in place for those who become symptomatic on premises. Update on test and trace procedure and process for staff who test negative for Covid-19. Public Health cleaning posters have been withdrawn	05/06/2020
Pupils displaying symptoms of coronavirus whilst at school	Amendment. Note regarding avoidance of School Transport added. Requirement to have protocol in place for those who become symptomatic on premises. Public Health cleaning posters have been withdrawn.	05/06/2020
Inadequate first aid provision	Removal of appointed person as minimum - trained first aider recommended due to increase in numbers. Link to FAQs added.	05/06/2020
Lack of communication with staff/parents/others	New section	05/06/2020