Northumberland County Council

Risk Assessment Form (RA1)

Department: *First School*	**Service:** *Education*	**School:** *Corbridge CE First School*

Activity: *Schools opening during COVID19 pandemic*

Version 9.0: Updated 21 January 2022 (subject to further change if government guidance is updated) Reviewed in light of government guidance.

This risk assessment incorporates the content of the Schools COVID-19 operational guidance, as well as additional further protective measures we wish to retain as part of the risk assessment process.

This school specific risk assessment will be kept under review.
Copies of all previous versions of our risk assessment are available if required.

People at Risk: *Staff, pupils, visitors, volunteers, parents, contractors*	**Additional Information:** *guidance on completion: risk assessment form* *Guidance for full opening: special schools and other specialist settings,* *NCC Health and Safety Bulletin* *H&S Briefing – 15 July 2021* *Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.* *Further additional information/links to documentation is available at the bottom of the document.*

Name of Person Completing Form: Jennifer Ainsley **Job Title: Executive Head Teacher** **Date: 17.12.21**	**Review Date:** March 2022 – Or as required due to Government / local guidance

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Initial Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Inadequate testing / maintenance and fire safety arrangements during the covid19 pandemic. *Opening after reduced occupancy*	*Equipment / system failure leading to enhanced physical or biological risks to people*	*M*	*Essential maintenance/testing continue to be undertaken during periods of reduced occupancy.* *Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment are maintained as normal.* *Fire doors are always operational and fire evacuation procedures have been reviewed.*	*L*	*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.*
Inadequate safety management documentation (policies, risk assessments etc)	*Increased risk of contracting Coronavirus through lack of planning.* *Equipment / system failure leading to enhanced physical or biological risks to people.*	*M*	*The arrangements in the Covid19 risk assessment are monitored 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.* *Procedures have been documented for:* ● *Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school* ● *Our school Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community.*	*L*	*Advice will be provided directly from the NCC public health team. The Northumberland Local Outbreak Prevention Plan is also available on the County Council webpage.*

Outbreak of Covid-19 in local area or school resulting in the need to step up protective measures		*H*	*Our school Outbreak Management Plan is in place. This records how we will respond to an outbreak of COVID-19 in the school or community. Further advice is sought from the NCC Public Health Team once numbers increase as per the threshold figures determined in the plan.*	*L*	*The Northumberland Local Outbreak Prevention Plan will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from the NCC public health team/health protection team.* *[certain protective measures may need to be reintroduced in response to an outbreak].*
Inadequate ventilation. *Unable to achieve a comfortable (or legal minimum) temperature within the building.*	*Increase in risk of transmission of Covid19.* *Occupants become cold - poor concentration levels impact on learning.*	*H*	*Due regard has be given to the information on how best to maintain ventilation in the H&S FAQ document, *HSE information, CIBSE - Ventilation Guidance and the latest government guidance for schools.* *The school will use natural ventilation including 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 of different classes.* *Mechanical ventilation/heating systems are maintained in accordance with the manufacturers recommendations.*	*L*	*HSE video on Covid19 and ventilation: https://www.youtube.com/watch?v=hkK_LZeUGXM* *Any Co2 monitors issued by DfE as a tool for identifying poorly ventilated areas for improvement, will be used in accordance with instruction and training provided.* *Suitable indoor additional clothing will be permitted to be worn if necessary.* *Wall mounted fan convector coil heating systems – An inspection of these systems has been carried out to ensure compliance.*

Contact with others who may have Coronavirus *Inadvertent transmission to others*	*Exposure to live virus resulting in contracting Coronavirus.* *Exacerbation of existing medical conditions.*	*H*	***General protective measures across school*** *Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 is followed, with protective measures being escalated if there is an outbreak within the school. Anyone travelling from a foreign country must comply with government guidance on self isolation: Travel abroad and coronavirus (COVID-19) - GOV.UK (www.gov.uk)* *Good hand hygiene is encouraged amongst staff and pupils. Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. Washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser* *Good respiratory hygiene is encouraged. Promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided along with bins for used tissues and other waste. This waste is bagged and disposed of.* *Appropriate cleaning regimes are in place, including regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.* *Occupied spaces are well ventilated.* *Staff maintain social distancing where possible.* *Face coverings are worn by staff/visitors in accordance with the school's face covering risk assessment. From 27.1.22 these are no longer compulsory and staff may choose whether to wear them or not.* *Staff are requested to undergo twice weekly lateral flow device (LFD) testing to help identify asymptomatic cases. The 90-day post-Covid rule no longer applies and all staff are*	*M*	*Notices and information on Covid rules/protective measures are displayed in school.* *e-Bug Coronavirus website free resources for schoolsshared, including materials to encourage good hand and respiratory hygiene.* *See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable* *Pregnant workers model risk assessment (to be completed in conjunction with the above CEV/CV assessment for vulnerable staff). [Schools should be aware that pregnant women from 28 weeks' gestation, or those with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19).]* *See also: Advice for Pregnant Workers and COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding (Includes information on additional risk factors for pregnant women, such as age, BMI, third trimester, BAME background)* *BAME risk assessment*

			asked to test. Anyone displaying any symptoms of coronavirus are not permitted on the premises *All individuals are encouraged to take up their vaccine, including any booster vaccination, where appropriate. This offers very good protection against the virus to reduce spread and also reduces the chance of a person becoming severely unwell.* *The majority of staff have now received both Covid19 vaccines and uptake of the booster programme is strong.* ***Vulnerable Staff*** *An individual Risk Assessment is in place for staff who are 'clinically extremely vulnerable' (CEV), 'clinically vulnerable' (CV) and pregnant. A separate assessment is in place for those from a BAME background. Given the change in the school Covid risk assessment for the Autumn term, risk assessments for all vulnerable staff will be reviewed. Reviews will also take place if there is an outbreak within the school.* ***Unvaccinated vulnerable staff*** *Where the individual is vulnerable and unvaccinated, more robust control measures or reasonable adjustments to their role must be made. In relation to unvaccinated CEV staff or those who are 28 weeks pregnant or more, where the risk cannot be adequately reduced, these staff are supported to work from home, unless robust control measures or reasonable adjustment to their role can be implemented.* *Advice is sought from the school's own HR/Occupational Health provider and the person consults their physician where appropriate.* ***Children*** *All children, young people and adults follow guidance prescribed by this risk assessment in the school setting.*		*Head teachers/Senior managers are to ask staff to inform them immediately if their situation changes.* *Staff to be consulted/trained on any resultant measures to be introduced*

			Clinical studies have shown that young people under 18, including those originally considered to be CEV, are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List. Department for Health and Social Care provide further guidance in their FAQ document. *Those children who may be at a higher risk from COVID-19 and have been prescribed specific clinical advice, have been identified by the school. The specific advice is being followed and taken into account within an individual risk assessments/healthcare plans. The child's parents/carers and where necessary the relevant healthcare professional(s) have been consulted. Remote education is supported where necessary.* *Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include any specific advice that has been prescribed* ***Visitors/Contractors*** *When making appointments, contractors/visitors are briefed not to attend school if displaying symptoms of COVID-19. The normal process for recording visitor details to the site is followed. Pens are regularly cleaned.* *Reception areas/waiting areas are restricted to identify social distancing.* *Visitor contact information is retained for 21 days to support the NHS test and trace programme (Visitor Audit/Questionnaire). Which includes details of all visiting staff.*		*as a result of any specific clinical advice for young people/children. Northumberland EHCP planning Tool and Risk Assessment* *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.* *[see also: model risk assessment for CV/CEV pupils]*

Staff/Pupils displaying symptoms of coronavirus whilst at school *[*symptomatic persons are required to have a PCR test]* *Contact with others who are symptomatic or who have tested positive*	*Others contracting virus*	*H*	*Staff/pupils have been instructed they must not attend school if they are symptomatic/test positive.* *A protocol is in and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school.* *PHE guidance on action to take if a person becomes symptomatic on site is followed along with the PHE guidance on 'cleaning and waste'.* *Head Teacher / School Lead / parent / carer is notified immediately and the staff member / pupil is sent home, avoiding public and school Transport and advised to take an urgent PCR test. If they are seriously ill 999 are contacted.* *If a child is awaiting collection, they should remain in their main teaching space but separated from the group (move them to an area which is at least 2 metres away from other people where possible) If appropriate an outdoor space should be utilised with appropriate adult supervision. Window should be opened for ventilation.* *PPE is only required by staff caring for the child while they await collection in the following circumstances:* ● *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.* ● *They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.*	*M*	***We follow the process detailed in the NCC flowchart "Managing Covid-19 in Northumberland Schools and settings" and complete the new simplified report form in relation to the symptomatic person (both for staff and pupils).*** *Ensure home and emergency contacts are up to date.* *The school has a small supply of PCR home test kits which can be used in very exceptional cases (Coronavirus (COVID-19): test kits for schools and FE providers)* ***Positive cases of Covid-19 confirmed by a PCR test must be recorded via ANVIL, as they may be RIDDOR reportable (for schools in the H&S SLA and normally utilise ANVIL).*** ***Close contacts of a confirmed case*** *NHS Test and Trace will carry out close contact tracing if the PCR test comes back positive. Individuals who are no longer required to self isolate if they are a close contact can attend school but will be advised to book a PCR test by Test and Trace. Those who do not meet the criteria are legally required to self isolate. [from 16 August the criteria changed in relation to certain double vaccinated*

			Any members of staff who have helped someone with symptoms should be vigilant and take lateral flow tests daily for 7 days. *Staff / pupil or parents / carers are requested to inform the school as soon as they receive their test result (positive or negative).* *If the PCR or lateral flow test comes back positive, the individual should follow* Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection		*adults and young people under 18 years old].*
All teaching/classroom activities; early years, primary and secondary (see also section on 'Shared Learning Spaces/practical teaching below)	*Contracting coronavirus - staff and pupils, passing onto vulnerable persons*	*H*	*The following measures are in place;* ● *Classrooms are well ventilated* ● *A suitable cleaning schedule is in place for desks/chairs/equipment (Twice a day for high contact areas)* ● *Staff supervise hand hygiene arrangements for younger children and those with additional needs.* ● *Pupils are asked to report if they become unwell and staff informally monitor for presence of symptoms. The school protocol for persons becoming symptomatic on site is followed* ***Groupings*** *Although bubble groups are no longer in place, where natural groupings are achievable, which limit mixing and don't impact on education, this is implemented:* ● *All classes use designated classrooms with limited mixing with other year groups [where this doesn't impact on learning]* ● *shared space for lunch and assemblies with distancing in place* ● *Playground spaces are allocated*	*L*	*Review Schools: coronavirus operational guidance* *Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak* *Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak* *Science - practical work is in line with CLEAPSS Guide to doing practical work during the COVID-19 pandemic. Risk assessments are in place.* *On advice from the Public Health Team, bubble groups may need to be reintroduced as an additional protective measure if there is an outbreak in school. Previous arrangements for bubble groups will*

			• *Early years children are able to remain in a group in the same space with limited or no mixing with other year groups.* • *Parental drop off/pick up is done outdoors, where possible.* • *Breakfast and after-school provision are provided. with clear contact reports.* *Sport and physical education:* • *Activities proceed in accordance with the advice provided by relevant National Governing Body, sport providers and/or the sports facility* • *Promote good hand hygiene practices and maintain a cleaning regime focusing on frequently touched surfaces.* • *Ventilation is maximised in accordance with the arrangements stated above.* • *Work with external coaches, clubs and organisations for curricular activities are subject to routine risk assessment to confirm that Covid-19 arrangements are safe and appropriate.*		*be reinstated [record detail of groupings in outbreak plan or add to this risk assessment].* *Refer to:* • *guidance on grassroot sports for public and sport providers, safe provision and Sport England Guidance* • *advice from organisations such as the Association for Physical Education and the Youth Sport Trust* • *guidance from Swim England on school swimming and Step 4 Covid advice*
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,	*Contracting coronavirus - staff pupils, visitors, parents/carers*	*H*	*Enhanced cleaning takes places within these areas in line with the cleaning schedule (including shared equipment/furniture/frequently touched points).* *One way circulation routes are in place around the perimeter of the building.*	*M*	*When reviewing areas/spaces consider:* *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.*

Staff use of communal areas/working with different groups. *Use of supply teachers and temporary workers*	*Contracting coronavirus - staff pupils, visitors, parents/carers*	*H*	*Staff breaks are organised to avoid congestion in staff rooms, additional space available for staff to take breaks. Staff maintain distancing.* *No shared crockery/cutlery staff use their own equipment.* *Measures are applied within shared offices and staff room to maintain social distancing.* *Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible.* *Staff maintain 2m distance for pupils who are not in the same classes.* *Face to face contact within 1m of anyone is minimised.* *Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, continuing to take care to maintain distance from other staff and pupils (where possible). All temporary staff are made aware of the content of the Covid risk assessment and any other relevant information as soon as possible after the booking is confirmed.*	*L*	*Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance*
Outdoor education and off-site visits	*Contracting coronavirus - staff, pupils, public*	*H*	*Offsite activity and educational visits are being conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations as they relate to each of the home nations. In England this means the following may proceed subject to full and thorough risk assessment ensuring public health advice is followed.* ● *From the start of the 2021/2022 academic year establishments may go on international visits.* ● *Day visits and residential visits within the UK may proceed*	*L*	*Onsite activities do not require the submission of an Evolve form but, like all activities involving significant risk, they must be subject to a suitable and sufficient risk assessment.* ** Evolve Generic Risk Assessments take into account the requirements outlined by "Schools COVID-19 operational guidance. Updated 17*

			Full and thorough risk assessment is achieved by application of the Evolve Generic Risk Assessments (including but not limited to "the Evolve Coronavirus (COVID-19)" Generic Risk Assessment) and Event Specific Planning to ensure full a thorough risk assessment.* *Visit approvals are applied in line with the NCC Code of Practice for Offsite & Educational Visits.* *Correct application of protocols applied by Evolve ensures adherence to government advice for health and safety guidance on educational visits.* *Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system for updates to the above.*		*August 2021" and prescribes broad arrangements as to how these may be applied.* *As per pre-existing practice, establishments are to review these assessments to ensure the stated arrangements are applied where applicable and reasonable to do so. Visit specific arrangements that are either not specified by or are prompted by the generic risk assessments are to be set out in Event Specific Plan.*
Play activities	*Contracting coronavirus - staff and pupils*	*H*	*Large outdoor play equipment is scheduled for use - good hand hygiene is adopted before and after breaktimes.* *The use of shared equipment which can't be cleaned easily is avoided or minimised where possible.*	*L*	
Provision of school meals service	*Contracting coronavirus - staff, pupils*		*The school kitchen is fully open and normal legal requirements will apply. Kitchen operations comply with the guidance for food businesses on coronavirus (COVID-19).* *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.*		*Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, such as additional cleaning, wearing face masks when serving children)*
Parents/carers picking up/collecting pupils from school	*Contracting coronavirus - staff, pupils, public*	*H*	*Parents are not permitted into the school building to hand over children including Early years, where possible.*	*L*	

			During periods of high transmission, parents are requested to wear face coverings during busy times whilst on school premises. *Supervising staff maintain social distancing with parents and have access to a face mask.* *School digital communications channels are used to engage and advise parents on protective steps being taken and associated requirements, such as not attending if they or their child is symptomatic.*		
Use of School Transport (external provision only)	*Contracting coronavirus - staff, pupils, transport provider*	*H*	*Steps taken to ensure anyone who becomes symptomatic does not use School Transport.* *The school encourages pupils to walk or cycle to school where possible.* *Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus.* *A review has been undertaken by the school of dedicated transport use and consideration has been given to:* ● *Maintaining groupings where possible so pupils sit within the year groups. [this measure will help in reducing the risk of transmission and assist if bubble groups needs to be reintroduced if there is an outbreak – see outbreak management plan].* ● *The use of hand sanitiser before boarding and after disembarking is encouraged via messages to parents.* ● *ensuring good ventilation of fresh air wherever possible by keeping windows, on home to school transport, open* *The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements*	*M*	*Children under the age of 3 should not wear face coverings. Children aged from 3-10 can wear face coverings if they are able to handle it as directed, but they are not required to.* *Home to school transport is in line with current guidance: Dedicated Transport to schools and colleges COVID-19 operational guidance*

Staff travelling to and from work. *.*	*Contracting coronavirus, spread of virus*	*H*	*Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers.* *In particular:* ● *Wear a face covering when using public transport, travelling in a taxi or a private vehicle with others.* ● *wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser*	*M*	*Review Guidance:* *How to wear and make a cloth face covering* *Coronavirus (COVID-19): UK transport and travel advice*
Children who are non-compliant / displaying challenging behaviour	*Contracting coronavirus - staff, pupils*	*M*	*Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.* *Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers.* *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.* *Staff working with pupils who spit uncontrollably are given more opportunities to wash their hands than other staff.* *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.*	*L*	*For further information visit: NCC Local SEND Offering 0-25 yrs.* *All risk assessments, behaviour crisis plans and EHCPs include valid COVID-19 controls.* *Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).*
Personal care activities	*Contracting coronavirus or passing onto*	*H*	*Most staff and CEV pupils have now been double vaccinated. Social distancing is implemented where possible.*	*L*	*PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.*

	vulnerable or shielded children		*Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.* *Any queries are directed to the school nurse.* *Staff know how to safely put on and take off PPE. PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.*		*No additional PPE is generally needed other than that already identified via risk assessment.* *Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure (AGP) - advice is provided by the school nurse and a risk assessment produced. Specific detailed guidance and requirements when performing AGPs is included is: Safe Working in education, childcare and children's social care*
Use of hand sanitiser	*Ingestion of hand sanitiser.* *Alcohol vapours ignited resulting in burns to hands*	*M*	*Always wash hands with soap and hot/warm water wherever possible.* *Where hand 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.* *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.* *Skin friendly skin handwash can be used as an alternative.*	*L*	*Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.*
Insufficient cleaning/exposure to virus on objects/surfaces	*Contracting coronavirus*	*H*	*Increased cleaning to take place using standard cleaning products (minimum twice a day). Additional cleaning hours/resources have been arranged with the priority being for frequently touched areas. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.*	*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.*

			In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. *Staff wash hands if handling pupils' homework/books.* *Classrooms are cleaned in line with cleaning schedule. Bins for tissues are emptied throughout the day if necessary.* *Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for dealing with this scenario is implemented, which incorporates the PHE guidance on 'cleaning and waste' (ensure cleaning products used comply with this 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.* *Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE* *See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.*		*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.* *Bleach should be avoided, and a suitable alternative product(s) used. If schools are advised to use a bleach-based product, only bleach sprays should be used. Its use must be strictly controlled, and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff.* *See sample COSHH risk assessment*
Lateral flow device Covid testing carried out incorrectly. *Weekly staff/pupil home testing.*	*Transmission of Covid 19 virus*	*H*	*The national guidance issued in relation to the COVID-19 testing programmes in schools has been implemented:* *Twice weekly home testing is offered to staff. Although voluntary, this is strongly encouraged by the school.* *Separate school specific risk assessment(s) are in place to cover both on-site and home testing activities.* *Temporary and teacher training staff are offered testing in the same way as wider school staff.*	*M*	*[see NCC model risk assessments: Covid19 Home Testing – School Staff/Pupils* *Covid19 - Testing on School Sites* *These are based on the DfE/PHE How to Guides/SOPs but should be tailored to record specific arrangements in place at your school]*

Inadequate first aid provision	*Serious injury or death* *First aider contracting coronavirus or spreading virus to others.*	*H*	*A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken. First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information.* *First aiders assist at a safe distance from the casualty where possible and minimise the time they share a breathing zone. Where the casualty is able to, they are directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.* *Where available, and appropriate,* ***face masks / screens, gloves****,* ***disposable plastic apron and disposable eye protection*** *is used, kept in or next to first aid kits. (see FAQ document on dealing with minor accidents) [this is in line with HSE guidance]* ***CPR*** *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.* *As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. masks, screens, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions* *A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.*	*L*	*See HSE guidance First aid during the coronavirus (COVID-19) outbreak* *Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:* *Early years foundation stage: coronavirus disapplications - GOV.UK [see section on paediatric first aid and requalification]*

			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		
Lack of communication with staff / parents / others	*Confusion / misinformation resulting in breakdown of arrangements.*	*H*	*Staff have been informed of the planning process for return including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.* *Regular information sharing and communication with staff. Use of IT software for virtual meetings.* *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. [information available on school webpage to provide assurance to parents]* *The arrangements in place for children are shared with them in an age-appropriate way.*	*L*	*Parents have access to the Covid19 Quick Guide checker - this is available on the school's webpage and has been brought to the attention of parents. (this includes advice when returning from another Country)*
Home working & use of Display Screen Equipment (DSE)	*Musculoskeletal problems arising from incorrect postures*	*M*	*NCC bulletin on homeworking and DSE use is made available to staff. This follows HSE guidance on homeworking, including the principles of good DSE use is followed.* *NCC DSE policy is available to staff.*	*L*	

Uncertainty due to the unprecedented nature of the pandemic *Maintaining staff wellbeing and mental health*	*Stress and anxiety arising through uncertainty, lack of control and reduced contact*	*M*	*Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Classroom.* *Shared distribution of workload, e.g. rota for staff in school and those homeworking.* *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.*	*L*	*Stress risk assessment reviewed.* *Education and Skills – Staff Wellbeing padlet* *Supporting Emotional and Mental Health - Information for Schools.* *Telephone support & counselling* *Wellbeing guide for staff working in schools and trusts*
Pupil uncertainty surrounding attendance/return to school/self isolation	*Stress and anxiety impacting themselves and staff*	*M*	*Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. [risk assessment on school webpage]. Parents have the opportunity to discuss concerns with school staff.* *Provision of pastoral and extra-curricular activities available to all pupils designed to:* ● *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* *Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) plan) are required to learn from home due to restricted attendance due to an outbreak, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access education support.*	*L*	*Kooth – support for young people from 11-25* *The government has launched the Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.* *Supporting Emotional and Mental Health - Information for Schools.* *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*

			[see government guidance for further information and apply as appropriate - record details here].		*affected by emergencies or crisis situations, such as COVID.*

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*
- *NCC Evolve System*
- *Health and safety on educational visits*

Document History

Item	Nature of change	Date of Update
N/A	Updated version 7 for schools returning in September 2021	27/08/2021
N/A	Previous version (v6.3) of school Covid risk assessment All previous versions of school Covid risk assessment	N/A