

Risk Assessment Form (RA1)

Department:	Service: <i>Education</i>	School: <i>Hillcrest School</i>
Activity: <i>Schools opening during COVID19 pandemic</i>		
<p>Version 7.4: Updated 07 January 2022 (subject to further change before if government guidance is updated - updates made will be added to the document history table at the bottom of the document)</p> <p><i>This risk assessment incorporates the content of the Schools COVID-19 operational guidance, as well as additional further protective measures which Headteachers may wish to retain as part of the risk assessment process. This document should be read in conjunction with the H&S Briefing – 2 September 2021 which provides further information, including duties under health and safety legislation. This risk assessment must be amended to record the specific arrangements in place within your school. Academies are welcome to use this risk assessment, however, references to certain arrangements/procedures may differ. The school specific risk assessment should be kept under review. Schools should retain copies of all previous versions of their risk assessment.</i></p> <p>Site: <i>School site including;</i> <ul style="list-style-type: none"> • <i>Main school building</i> • <i>Bungalow</i> • <i>6th Form Lodge</i> • <i>Mobile Classrooms</i> • <i>Field</i> • <i>Park/play area</i> • <i>School Minibus and Car</i> • <i>Yurt</i> </p>		
People at Risk: <i>Staff, pupils, visitors, volunteers, parents, contractors</i>	Additional Information: guidance on completion: risk assessment form Guidance for full opening: special schools and other specialist settings, NCC Health and Safety Bulletin <i>Existing service/task specific risk assessments and guidance provided by the government/UKHSA and internally at NCC.</i> <i>Further additional information/links to documentation is available at the bottom of the document.</i> <i>Queries relating to COVID-19 – complete the NCC Public Health Team Web enquiry form</i>	
Name of Person Completing Form: Date: <i>11/01/22</i>	<i>Andrea Mead, Debra Thompson, Alison Miller</i>	Job Title: <i>Hillcrest SLT</i> Review Date: <i>Further Updates from Government or NCC</i>

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)
Prevalence of COVID-19 variant of concern in the community (Omicron variant)	Higher risk of transmission.	H	<p>All relevant risk assessments and arrangements have been reviewed and updated in light of temporary local and national rules surrounding the Omicron variant.</p> <p>Office workers who are able to work from home are supported to do so. Those staff who are unable to work from home attend school as usual. Face coverings are worn by staff, adult visitors and pupils in year 7 and above in communal areas and in classrooms by pupils in year 7 and above where possible. This is due to SEND students who may be unable to wear.</p> <p>Schools are not required to use the NHS COVID Pass, unless they are holding a specific event which meets the <u>attendance thresholds</u> (e.g a concert, party etc). Where applicable, the school will follow guidance on mandatory certification for such events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds [such events are currently not advised under local advice provided by the NCC Public Health Team. It is unlikely that many events taking place in school would meet the threshold for checks but schools should be aware of this requirement]. See: <u>Carrying out mandatory COVID-19 status checks at your venue or event</u></p> <p>From 11 January, the requirement for a confirmatory PCR test to be carried out following a positive lateral flow device (LFD) test result are to be temporarily suspended. Anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test. Further information can be</p>	M	<p>[Please see e-courier article dated 7 December 2021]</p> <p>[Headteachers are advised to ensure they subscribe to the daily DfE email bulletins if they have not already done so.]</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> School have not removed any of the previous arrangements for covid to protect the community. Face coverings worn by staff and adults in communal areas Minimal movement in corridors due to use of external doors for entering/exiting the majority of classrooms School providing latest guidance to all staff and parents of students for LFD and/or PCR testing and regularly issue home tests for testing purposes.

			<i>found here [note: to be updated by central government before 11 January]</i>		
<p><i>Inadequate testing / maintenance and fire safety arrangements during the covid19 pandemic.</i></p> <p><i>Opening after reduced occupancy</i></p>	<p><i>Equipment / system failure leading to enhanced physical or biological risks to people</i></p>	<p><i>M</i></p>	<p><i>Essential maintenance/testing as detailed below will continue to be undertaken during periods of reduced occupancy [ensure the necessary checks have taken place for any parts of the building being reopened].</i> <i>School has remained open with all routine checks completed as per statutory schedules.</i></p> <p><i>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. School has remained open with all routine checks completed as per statutory schedules.</i></p> <p><i>Fire doors are always operational and fire evacuation procedures have been reviewed. School has remained open with all routine checks completed as per statutory schedules.</i></p>	<p><i>L</i></p>	<p><i>Fire risk assessment has been reviewed and the associated modifications / additional measures implemented to maintain an effective fire strategy (e.g. escape routes, doors held open etc). Any changes to the fire risk assessment have been communicated to all staff.</i></p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • <i>Statutory Testing</i> • <i>HSL Water Testing</i> • <i>Water Flushing</i> • <i>Fire Alarm check/service</i> • <i>Chubb maintenance</i> • <i>Gas Safety</i> • <i>Play/Sport Equip Test</i> • <i>Groups/Bubble list for fire call</i> • <i>Fire drill to be completed for all staff and students completed each term</i> • <i>Cleaning log/plan</i> • <i>Kitchen inspection</i> • <i>Kitchen extractor canopy cleaning completed up to date with last appointment on 24/09/21</i> • <i>Health and Safety Inspection with Chair of Governors</i> • <i>Hillcrest heating systems checked by NCC Property Services. Instructions being followed and no further action by Property Services</i>
<p><i>Inadequate safety management documentation</i></p>	<p><i>Increased risk of contracting Coronavirus</i></p>	<p><i>M</i></p>	<p><i>The arrangements in the Covid19 risk assessment are monitored (detail specific arrangement for this) and kept</i></p>	<p><i>L</i></p>	<p><i>Advice will be provided directly from the NCC public health team. The Northumberland</i></p>

(policies, risk assessments etc)	through lack of planning. Equipment / system failure leading to enhanced physical or biological risks to people.		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: <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 A school *Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community. [see model plan] 		Local Outbreak Prevention Plan is also available on the County Council webpage. <i>Hillcrest Specific</i> <ul style="list-style-type: none"> Staff monitoring students attending school and thermometer available to check symptoms with staff using PPE All students absent from school have a phone call home to check reason for absence
Outbreak of Covid-19 in local area or school resulting in the need to step up protective measures		H	A school *Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community. [see model plan] . Further advice is sought from the NCC Public Health Team once numbers increase as per the threshold figures determined in the plan. [*All education settings should have an outbreak management plans which outlines how it would operate if any of the measures described in the Contingency Framework Guidance are implemented.]	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]. Contact the NCC Public Health Team for advice and reporting all positive test results, via the webform . They will respond as soon as possible, where required. Before and during this process it is recommended that schools with potential outbreaks

					<p>review their outbreak control plan and use this checklist to review current arrangements and additional measures that could be implemented.</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> Plan available and communications can be issued quickly through Text to Parents etc
<p><i>Inadequate ventilation.</i></p> <p><i>Unable to achieve a comfortable (or legal minimum) temperature within the building.</i></p>	<p><i>Increase in risk of transmission of Covid19.</i></p> <p><i>Occupants become cold - poor concentration levels impact on learning.</i></p>	H	<p><i>As each school is different in terms of size, layout and type of ventilation systems, they are to record their own arrangements for ventilating specific areas/spaces here. Where these are more complex, you may wish to record these arrangements in a separate risk assessment and share this with staff.</i></p> <p><i>Due regard is to 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.</i></p> <p><i>General principles when using natural ventilation include opening windows. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully when unoccupied to purge the air in the space (e.g. between classes, during break and lunch). Rooms should, where possible, be fully ventilated for at least 15 minutes prior to and following use.</i></p> <p><i>Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</i></p>	L	<p><i>HSE video on Covid19 and ventilation:</i> https://www.youtube.com/watch?v=hkK_LZeUGXM</p> <p><i>[*Where Co2 monitors have been issued by DfE as a tool for identifying poorly ventilated areas for improvement, these are only used in accordance with instruction and training provided – see also HSE information provided earlier. Click here for access to the ventilation document sharing platform which includes a ‘how to use guide’]</i></p> <p><i>Occupied rooms with no ventilation - their use should be avoided.</i></p> <p><i>Consider installation of window fans to provide natural ventilation.</i></p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> NCC Property Services inspected all heating systems

			<p><i>Opening high level windows in preference to low level to reduce draughts</i></p> <p><i>Rearranging furniture where possible to avoid direct drafts.</i></p> <p><i>Mechanical ventilation/heating systems are maintained in accordance with the manufacturers recommendations. [For mechanical ventilation and extraction system please refer to documentation above].</i></p> <p><i>Measures are reviewed when events are planned that involve visitors being on site (e.g. school plays).</i></p>		<ul style="list-style-type: none"> • <i>Caretaker opens windows at start of day and checks throughout day that open</i> • <i>Staff advised to open sky light in Studio and Chill Zone when in use then close afterwards</i> • <i>Where available, classes use external classroom doors which enables fresh air to regularly flow through classroom</i> • <i>Flexible uniform arrangements in place</i> • <i>Regular purging of air in classrooms undertaken to enable windows to be closed slightly due to temperatures in classrooms as we experience colder weather. This is done before the school day and during break/lunch and PE times. Windows remain open on vent at other times between hours of 8.15 am and 3.00 pm</i> <p><i>Staff and Pupils offered additional uniform options (staff – fleece and body warmer / students – fleece). These items to supplement existing uniform and ensure that all can stay warm</i></p> <p><i>Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms.</i></p> <p><i>Providing flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn.</i></p> <p><i>[Wall mounted fan convactor coil heating systems - All schools have been contacted directly by the NCC Property Services team to identify buildings with this type of system - an</i></p>
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					inspection of these systems has been carried out and further maintenance undertaken where needed. See FAQ for further details or contact Property Services or your heating maintenance company for further advice.]
<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>General protective measures across school</p> <p>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)</p> <p>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</p> <p>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.</p> <p>Appropriate cleaning regimes are in place, including regular cleaning of areas and equipment [for example, twice per day – you should have documented cleaning schedules in place], with a particular focus on frequently touched surfaces.</p>	M	<p>Notices and information on Covid rules/protective measures are displayed in school.</p> <p>The e-Bug Coronavirus website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</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> <p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>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'</p>

		<p>Occupied spaces are well ventilated (see separate section below)</p> <p>Staff maintain social distancing where possible.</p> <p>Face coverings are worn by staff/visitors in accordance with the school's face covering risk assessment and any individual risk assessment [this control should be considered during periods of high transmission of COVID-19, with more stringent use during outbreaks in schools]. Visitors are requested to undertake a LFD test prior to attending school.</p> <p>Twice weekly lateral flow device (LFD) testing is carried out by staff and pupils in Year 7 and above to help identify asymptomatic cases. Anyone displaying any symptoms of coronavirus are not permitted on the premises</p> <p>Most staff, and eligible pupils <u>with underlying health problems</u>, have now received both Covid19 vaccines. <u>Healthy children aged 12-15 years have been offered vaccination according to national guidance.</u> 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.</p> <p>Vulnerable Staff (see model CEV/CV individual risk assessment for process/further guidance, including vaccination status)</p> <p>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. These</p>	<p>gestation, or those with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19).]</p> <p>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)</p> <p>BAME risk assessment</p> <p>Head teachers/Senior managers are to ask staff to inform them immediately if their situation changes.</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> • Staff handbook appendix: Covid19 - procedures shared with safer working document • Pregnant staff have risk assessment in place which considers Covid19 with particular emphasis on the 3rd trimester – review of risk assessment undertaken at end of 2nd trimester/beginning of 3rd. Reasonable adjustments made within school to accommodate continued working in school • No staff at Hillcrest fit within the CEV category
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		<p><i>are regularly reviewed. Reviews will also take place if there is an outbreak within the school.</i></p> <p>Unvaccinated vulnerable staff <i>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/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.</i></p> <p><i>Advice is sought from the school's own HR/Occupational Health provider and the person consults their physician where appropriate.</i></p> <p>Children <i>All children, young people and adults follow guidance prescribed by this risk assessment in the school setting.</i></p> <p><i>Eligible children have now been offered a COVID-19 vaccination. 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.</i></p> <p><i>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</i></p>	<ul style="list-style-type: none"> • All staff vaccinated with both vaccinations in February and April – no unvaccinated vulnerable staff • Staff have already received or due to receive covid booster <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> • No CEV identified as attending Hillcrest School • All students encouraged to attend school with reminders about Covid19 hygiene to manage any anxieties for students/parents/carers • Covid vaccination day held for students in school in Autumn Term • Covid booster day scheduled with NHS team for students aged 12-15 on 19/01/22
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			<p>healthcare professional(s) have been consulted. Remote education is supported where necessary.</p> <p>Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include any specific advice that has been prescribed [see also: model risk assessment for CV/CEV pupils]</p> <p>Visitors/Contractors</p> <p>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. Electronic sign-in devices or pens are regularly cleaned.</p> <p>Reception areas/waiting areas are marked to identify social distancing.</p> <p>Visitor contact information is retained for 21 days to support the NHS test and trace programme (Visitor Audit/Questionnaire). This should include details of all visiting staff.</p>		<p>Staff to be consulted/trained on any resultant measures to be introduced as a result of any specific clinical advice for young people/children. Northumberland EHCP planning Tool and Risk Assessment</p> <p>Where children have an Individual Healthcare Plan, arrangements must be made to ensure that any adults supervising the child understand and are familiar with the plan and have received any training that is indicated to care for the child.</p> <p>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> • Visitor policy updated
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					<ul style="list-style-type: none"> • No one onsite unless previous appointment agreed- including parent/carer • PPE/training by employer must be given before coming on site • Visitor leaflet to be shared • Signage and zones clear where can be accessed by visitors/parents/carers • Offices organised to meet SD recommendations • Visitor area setup to accommodate SD- office staff will sign them in • Staff to sign in using contactless cards • Photocopier location moved and wipes to clean down next to copier • Each classroom to have a 'snuffle station' • Risk assessment completed for use, handling and disposal of face coverings • SLT working in separate rooms to minimise risk of Covid19 transmission • Staff and students wear face coverings in communal corridors. • Staff instructed to wear face coverings at transport time as high traffic even whilst outside and also demonstrates to students need to wear on transport (some students exempt) • Students advised to wear face coverings for transport and communal areas • Hillcrest have in place for the avoidance of doubt, an authorised list of visitors: <ul style="list-style-type: none"> ○ CYPs ○ Social Workers ○ Contractors for emergency repairs ○ SaLT
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					<ul style="list-style-type: none"> ○ OT ○ Kirkley Hall Staff ○ Emergency Services ○ Parents – by appointment only when telephone call not appropriate ● All visitors complete a school visitor/contractor questionnaire and self-declaration which is held for 21 days before being disposed of securely
<p>Staff/Pupils 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>	Others contracting virus	H	<p>Staff/pupils have been instructed they must not attend school if they are symptomatic/test positive.</p> <p>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.</p> <p>UKHSA guidance on action to take if a person becomes symptomatic on site is followed along with the UKHSA guidance on 'cleaning and waste'.</p> <p>Head Teacher / School Lead / parent / carer is notified immediately and the staff member / pupil is sent home, avoiding public and school Transport where possible, and advised to take an urgent PCR test. If they are seriously ill 999 are contacted.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a</p>	M	<p>Schools 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).</p> <p>Ensure home and emergency contacts are up to date.</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> ● Contact sheet kept up to date for all staff and students ● More than 1 contact number for all students held for emergency purposes

		<p>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 is only required by staff caring for the child while they await collection in the following circumstances: (see also symptomatic children action list for schools and safe working in education, childcare and children's social care settings, including the use of personal protective equipment (ppe))</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. • They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. <p>Any members of staff who have helped someone with symptoms should be vigilant for symptoms and self-isolate and arrange a pcr test if they become symptomatic.</p> <p>Staff / pupil or parents / carers are requested to inform the school as soon as they receive their test result (positive or negative).</p>	<p>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)</p> <p><u>Positive staff 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).</u></p> <p>Close contacts of a confirmed case</p> <p>NHS Test and Trace will carry out close contact tracing if a PCR test comes back positive.</p> <p>All adults who are fully vaccinated, and children aged between 5 to 18 years and 6 months, identified as a close contact, will be advised by NHS Test and Trace to take an <u>LFD test every day for 7 days</u>. They are asked to report the results through the Online Reporting System and to the school.</p> <p>Close contacts can continue to attend school during this period of testing, unless an LFD test comes back positive (or if they become symptomatic) where <u>they must self-isolate and book a PCR test</u>. Unvaccinated adults, and others who</p>
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			<p>If the PCR test comes back positive, the individual should follow stay at home: guidance for households with possible or confirmed coronavirus (covid-19) infection.</p> <p>Where the staff member / pupil tests negative, they can return to their setting when they are medically fit to do so.</p> <p>[FROM 11 JANUARY, THE REQUIREMENT FOR A CONFIRMATORY PCR TEST TO BE CARRIED OUT FOLLOWING A POSITIVE LATERAL FLOW DEVICE (LFD) TEST ARE TO BE SUSPENDED. PLEASE SEE SECTION ON PAGE 2 FOR FURTHER INFORMATION.]</p>		<p>do not meet the criteria, must continue to self-isolate for 10 days.</p> <p>Further details are included in the Operational Guidance for Schools.</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • Omicron variant updates being followed for isolation and LFD testing to ensure any change to advice to parents/staff is accurate based on latest guidance • From 11 January 2022, any staff or students who have a positive LFD test are notified to self-isolate for minimum of 7 days with LFD testing undertaken on days 6 & 7. • Positive tests on either day 6 or 7, advice provided that further daily tests required until 2 days of negative tests achieved or until day 11 (return to school as 10 days self-isolation completed) • Close contacts of COVID-19 notified to undertake daily LFD testing for 7 days. • Follow procedures for pupil, staff, family displaying symptoms- SLT to be notified immediately • Pupil must be isolated within school until able to be collected • Area must be behind closed door with window if possible – School Bungalow Kitchen • Area can be outside, on picnic bench if supervised • Deep clean of areas accessed by staff/student
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					<ul style="list-style-type: none"> • Ensure school has all emergency and secondary contacts • Regular communication with parents/carers of students displaying symptoms is maintained. • Confirmed cases recorded on ANVIL. • Seek advice from NCC H&S team/Public Health Team • Posters on display in prominent areas for staff • Flow chart of actions shared with SLT on duty to ensure immediate action <p>LFD Testing</p> <ul style="list-style-type: none"> • Currently not planned to test students on site (see above) • Requested pupils test twice a week. Sunday and Wednesday evening at home • Staff testing from home twice weekly (Monday and Thursday morning) • If notification received from staff or students that holidays abroad being taken, school will ensure that staff/parents/carers are aware of the requirements regarding isolation following a return • Students who are presenting symptoms in school, phone call home to advise PCR test required
All teaching/classroom activities; early years, primary and secondary	Contracting coronavirus - staff and pupils, passing onto vulnerable persons	H	<p>The following measures are in place;</p> <ul style="list-style-type: none"> • Classrooms are well ventilated [see specific section on ventilation] • A suitable cleaning schedule is in place for desks/chairs/equipment (minimum twice a day) 	L	<p>Review Schools: coronavirus operational guidance</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p>

<p>(see also section on 'Shared Learning Spaces/practical teaching below)</p>		<ul style="list-style-type: none"> • Staff supervise hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices. • Pupils are asked to report if they become unwell and staff informally monitor for presence of symptoms. The school protocol for persons becoming symptomatic on site is followed [add link to document or refer to separate part of risk assessment] • No sharing of stationery (pens, pencils) <p>Groupings</p> <p>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 [add details].</p> <p>Early year/nursery – children are able to remain in a group in the same space with limited or no mixing with other year groups. A separate play area is provided. Parental drop off/pick up is done outdoors, where possible.</p> <p>First/Primary – children are able to remain in a group in the same space with limited or no mixing with other year groups. [especially achievable for single form entry].</p> <p>In Primary Schools, the same groups are taught in the same classrooms, to limit the amount of movement around the school and potential contact with other groups.[where this doesn't impact on learning]</p> <p><i>Hillcrest Specific:</i></p>	<p>Breakfast and after-school provision are provided [delete if appropriate or record arrangements in separate Covid risk assessment for these activities]</p> <p>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</p> <p>Science - practical work is in line with CLEAPSS Guide to doing practical work during the COVID-19 pandemic. Risk assessments are in place.</p> <p>On advice from the Public Health Team, bubble groups may need to be reintroduced as an additional protective measure if there is an outbreak in school. Previous arrangements for bubble groups will be reinstated [record detail of groupings in outbreak plan or add to this risk assessment].</p> <p>Refer to:</p> <ul style="list-style-type: none"> • 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
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			<ul style="list-style-type: none"> Students are taught in the same classroom with the exception of PE and cooking to limit movement around school. Items used in PE and cooking are sanitised after each use. <p><i>Sport and physical education:</i></p> <ul style="list-style-type: none"> 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. Note; venues may have capacity limits that are to be followed. 		<ul style="list-style-type: none"> guidance from Swim England on school swimming and Step 4 Covid advice <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> Student returning to school booklet New fire assembly points Snuffle stations set up in classrooms Zones can be for staff only, students only or multi use Classes should only be accessed by students and staff in that group or as directed by SLT to work in that classroom, to cover absence or when additional support is needed if a child is in distress or requires 1-1 or if a child requires a check in with another staff team or pupil SLT and site staff may access all zones following statutory hygiene procedures Students have individualised, bespoke boxes with regulation tools and resources in and learning resources <p>Environment setup</p> <ul style="list-style-type: none"> Route maps into school for users Classrooms decluttered. Reminder to all staff during briefing about low stimulation/items out to ensure classrooms can be cleaned appropriately. Traffic routes marked out around the school Transitions planned and agreed Bungalow/lodge 1 way systems Car Parking plan in place Smaller teacher desks installed in all classrooms to maximise space <p>Hygiene</p>
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					<ul style="list-style-type: none"> • Each classroom has own wash station with hot water, soap and paper towels. • Hand gel available in all rooms • Hand sanitisers by main entrance and exits • Classroom windows to remain open • Bins with lids in all spaces • Signs in toilets to put lids down when flushing • Removal of waste protocol <p>Operational</p> <ul style="list-style-type: none"> • KS3 and KS4/5 break times/lunchtimes • Lunches in pupil classrooms • Taxi organised through LA • Each child has own work station with equipment • Staff team to maintain cleaning routine • Site team to clean throughout day • Increase cleaner's hours for 'deep cleans' • Changes in staffing tracked • No inter-school activities scheduled for Hillcrest School. • Newcastle Foundation football recommenced with risk assessments in place • Assemblies to remain virtual for the foreseeable future
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 [if possible].	M	When reviewing areas/spaces consider: Widening routes where possible. Removing unnecessary obstacles. Signing and communications: - markings/signage at entrances - movement intersections.

					<p>- encouraging people to wait and allow others to pass One-way movement. Separate entry and exit routes. Enlarge access and exits.</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • School hall/dining area not to be used unless specific risk assessment completed with a cleaning schedule following (Rebound Therapy) • Toilet cubicles labelled for Key Stage to minimise number of persons accessing to reduce possibility of cross-contamination outside bubbles. Toilet cubicles to be cleaned throughout the day by onsite cleaners and immediately in the event of an incident • Staff toilets labelled for key stage and office • Office area closed-after entry and exit. • Office/SLT to be contacted by phone/emails • Photocopier area only 1 person at time and hands sanitised before and after • School hall designated staff meeting space (for smaller numbers, otherwise via Google Meet and for breaks if staffroom has more than 6 staff in) • School assemblies via Google Meet • Recovery curriculum used at return to school in September. Revisit when necessary. E.g. after holiday or period of self-isolation. • One-way system in operation in narrow corridors • All students to access classrooms through external doors to minimise
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					<p><i>movement in school apart from classes without external access who will line up in yard and then walk through the corridor</i></p> <ul style="list-style-type: none"> • <i>Staggered break and lunch times within timetable</i> • <i>School now running hot meals on daily basis in classrooms replacing previous grab bag options.</i>
<p><i>Staff use of communal areas/working with different groups.</i></p> <p><i>Use of supply teachers and temporary workers</i></p>	<p><i>Contracting coronavirus - staff pupils, visitors, parents/carers</i></p>	<p><i>H</i></p>	<p><i>Staff breaks are organised to avoid congestion in staff rooms. [Consider making additional space available for staff to take breaks and plan how spaces are to be set up, for example, use of floor markings to help staff maintain distancing, limit number usage, remove chairs to minimise use of the space, etc].</i></p> <p><i>More frequent cleaning of shared spaces should also occur. Shared crockery/cutlery has been removed and staff use their own equipment.</i></p> <p><i>Measures are applied within shared offices and staff room(s) to maintain social distancing (2m or 1m plus a risk mitigation)*</i></p> <p><i>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.</i></p> <p><i>Staff maintain 2m distance (or 1m plus a risk mitigation) from pupils where possible (especially with other adults and older children). Face to face contact within 1m of anyone is minimised.</i></p> <p><i>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</i></p>	<p><i>L</i></p>	<p><i>*Review and apply the guidance for working safely in offices if applicable (e.g. receptions and shared offices)</i></p> <p><u>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</u></p> <p><i>Hillcrest Specific</i></p> <ul style="list-style-type: none"> • <i>Different breaks and lunches to reduce numbers accessing communal areas.</i> • <i>Staff room removed from use to prevent close contact. Additional larger space in hall for staff breaks</i> • <i>Staff toilets allocated to Timetable 1/2 with increased cleaning</i> • <i>Long term agency transferring to permanent used to mitigate risk of outside school's virus transmission</i> • <i>Staff requested to maintain social distancing at breaktimes.</i> • <i>Agency or new permanent members of staff allocated to class team, staff room, toilet etc at start date</i> • <i>Hall allocated as a shared space to work and have a break (for staff well-being) – maintain SD, clean area after use, wear face covering (as communal</i>

			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.		<p>area) RA number in hall and only use if can maintain SD.</p> <ul style="list-style-type: none"> All staff receive copies of updates on Risk Assessment and discussed at staff briefing
Outdoor education and off-site visits	Contracting coronavirus - staff, pupils, public	H	<p>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.</p> <ul style="list-style-type: none"> 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 <p>Full and thorough risk assessment is achieved by application of:</p> <ul style="list-style-type: none"> Evolve Generic Risk Assessments** along with; the production of an Event Specific Plan to ensure full a thorough risk assessment. <p>Those conducting International Visits ensure that a visit specific "International Travel COVID-19 Forward Plan" is produced and submitted for approval prior to travel.</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>Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system for updates to the above.</p>	L	<p>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.</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> Hillcrest do not offer international trips to students with only local community activities undertaken with relevant risk assessment in place <p>* Those conducting international visits are advised to give careful consideration to the risk of disruption to education resulting from isolation and testing requirements and also ensuring adequate financial protection in place.</p> <p>** Including but not limited to "the Evolve Coronavirus (COVID-19) Generic Risk Assessment. Evolve Generic Risk Assessments take into account the requirements outlined by "Schools COVID-19 operational</p>

			Where the establishment is a non-NCC Establishment (e.g. an academy) the EVC or Head checks to ensure appropriate insurance, arrangements are in place.		<p>guidance. Updated 02 December 2021" and prescribes broad arrangements as to how these may be applied.</p> <p>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.</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> External visits must have Evolve completed 14 days prior and approved prior to parent/student communications
Play activities	Contracting coronavirus - staff and pupils	H	<p>Existing school play risk assessment has been reviewed and shared with staff.</p> <p>Toys and play equipment are included in the cleaning schedule. For large outdoor play equipment, which is difficult to clean, good hand hygiene is adopted before and after breaktime.</p> <p>The use of equipment which can't be cleaned easily is avoided or minimised where possible.</p>	L	<p>Hillcrest Specific:</p> <ul style="list-style-type: none"> Play area available for students following hand sanitisation before and after use MUGA timetabled for PE/games (zones) Break times staggered All non-essential equipment from classes stored. Sensory equip available at individual work station, in a box, and remain with student throughout

					<i>Use of Studio resources to be cleaned at end of session ready for next use</i>
<i>Provision of school meals service</i>	<i>Contracting coronavirus - staff, pupils</i>		<p><i>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).</i></p> <p><i>Catering staff are aware of the content of this risk assessment and the measures required for use of communal staff areas have been implemented e.g., for toilets/staff room/changing rooms. [see also section on use of communal areas]</i></p>		<p><i>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)</i></p> <p><i>Hillcrest Specific (if applicable)</i></p> <ul style="list-style-type: none"> <i>Students self-isolating and eligible for free school meals provided with weekly pack of food to support at home</i> <i>Hugg system in place to provide vouchers for supermarkets in lieu of school pack</i>
<i>Parents/carers picking up/collecting pupils from school</i>	<i>Contracting coronavirus - staff, pupils, public</i>	<i>H</i>	<p><i>Parents are not permitted into the school building to hand over children [including nursery/early years if this can be done outdoors]. During periods of high transmission, parents are requested to wear face coverings during busy times whilst on school premises.</i></p> <p><i>As pupils are coming in limited numbers and are arriving/leaving by different methods. Pupils will wait for staff guidance before they enter the school site by foot/ alighting off a taxi/bus</i></p> <p><i>Supervising staff maintain social distancing with parents and have access to a face mask.</i></p> <p><i>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.</i></p>	<i>L</i>	<p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> <i>Site access only for pupils and staff</i> <i>Vehicles can enter to drop off deliveries/pupils.</i> <i>Parents/carers to drop off pupils at site entrance and wait for staff to allow access to pupil</i> <i>External gate on Church Street used for walkers and parent drop offs to reduce movement at main entrance</i> <i>Video of protocol for entering school shared on school website</i> <i>Booklet for pupils sent home</i> <i>Staff handbook to be updated with Covid-19 appendix with protocol on</i> <i>Students not to leave any transport unless met by Hillcrest staff</i> <i>Visual signage around school with ALL staff advising on how to follow</i>

					<ul style="list-style-type: none"> • <i>Entering site protocol to be followed- pupils and staff sanitising at entrances then washing hands once in school</i> • <i>School will continue to remain in contact with parents/carers through phone calls, e-mails, letters and information shared on the school website.</i>
<i>Use of School Transport (external provision only)</i>	<i>Contracting coronavirus - staff, pupils, transport provider</i>	<i>H</i>	<p><i>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</i></p> <p><i>The school encourages pupils to walk or cycle to school where possible.</i></p> <p><i>Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus.</i></p> <p><i>A review has been undertaken by the school of dedicated transport use and consideration has been given to:</i></p> <ul style="list-style-type: none"> • <i>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].</i> • <i>The use of hand sanitiser before boarding and after disembarking is encouraged via messages to parents.</i> • <i>supporting use of face coverings for pupils in Year 7 and above on transport, where they are likely to come into contact with people outside of their group or who they do not normally meet. The school should support the school transport team/transport providers to resolve any non-compliance issues with the wearing of face coverings</i> 	<i>M</i>	<p><i>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.</i></p> <p><i>Home to school transport is in line with current guidance: Dedicated Transport to schools and colleges COVID-19 operational guidance</i></p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • <i>No Hillcrest pupils require support in fitting seatbelts or restraints</i> • <i>Any students sent home poorly displaying symptoms, transport advised not to pick up until school confirmed transport to re-commence</i> • <i>Information and advice provided to parent/carers to encourage use of face coverings by children accessing transport (unless medical reasons)</i> • <i>School have a supply of disposable face coverings to support students wearing on transport unless medically exempt</i>

			<ul style="list-style-type: none"> ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open <p>The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements.</p> <p>Where staff are required to assist with accessing transport and fitting of seat belts/restraints, where possible only those normally working directly with the pupil provide such support.</p>		<ul style="list-style-type: none"> Communications to school transport team where concerns identified for escorts not observing Staff supporting good practice for face masks and hand sanitising through lessons, practice etc
Staff travelling to and from work.	Contracting coronavirus, spread of virus	H	<p>Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers.</p> <p>In particular:</p> <ul style="list-style-type: none"> 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	<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>Hillcrest Specific:</p> <ul style="list-style-type: none"> Staff risk assessment to indicate modes of travel Face masks available from school to be used in school and on public transport Same hygiene expectations on arrival of school staff <p>Staff not to share transport with colleagues to and from work or other appointments unless approved by SLT in advance. This should be in exceptional circumstances only.</p>
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils	M	<p>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.</p>	L	<p>For further information visit: NCC Local SEND Offering 0-25 yrs.</p> <p>All risk assessments, behaviour crisis plans and EHCPs include valid COVID-19 controls.</p>

			<p><i>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.</i></p> <p><i>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.</i></p> <p><i>Staff working with pupils who spit uncontrollably are given more opportunities to wash their hands than other staff.</i></p> <p><i>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.</i></p>		<p><i>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</i></p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> <i>• Hillcrest Safer Working Document produced and to be read by all staff</i> <i>• Covid-19 PI Document produced and to be read by all staff</i> <i>• Pupil risk assessments all reviewed, altered and amended to fit with Covid-19 guidance</i> <i>• Regulation tools amended to fit with guidance</i> <i>• Covid-19 Pupil risk assessments completed</i> <i>• Social stories/visual support/Bespoke curriculum offers to support students who struggle in maintaining social distancing.</i> <i>• All staff and students encouraged to regularly wash hands or use hand sanitiser throughout the day</i> <p><i>Where pupils are displaying behaviour which <u>deliberately</u> breaks the COVID rules parents and carers will be contacted. (see COVID Pupils Rules – keeping our school community safe) A meeting will take place to discuss the behaviour and plan next steps. The plans purpose is to keep children and staff safe. A home school agreement will be signed by the student, parent/carers and head teacher prior to the student returning to school.</i></p>
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					<p><i>If the pupil continues to deliberately break the COVID Rules, then further action will be taken to safeguard the Hillcrest community.</i></p> <p><i>Home learning support will be provided through work packs, Seesaw and the use of the School 360 IT account to ensure students continue to have access to education.</i></p>
Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<p>Most staff and CEV pupils have now been double vaccinated. 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. UKHSA guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.</p>	L	<p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>No additional PPE is generally needed other than that already identified via risk assessment.</p> <p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure (AGP) - advice is provided by the school nurse and a risk assessment produced. Specific detailed guidance and requirements when performing AGPs is included is: Safe Working in education, childcare and children's social care</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> Any intimate care previously risk assessed with key personnel and PPE available All guidance provided by PHE to be followed First aid Student to self-treat, staff provide materials

					<ul style="list-style-type: none"> • Parent/carer to collect, treat and remain at home until next session • Ambulance required-staff PPE worn then support until professional can take over • Individual risk assessments updated for students who have personal hygiene requirements to ensure staff aware of need to use appropriate PPE <p>Medication</p> <ul style="list-style-type: none"> • In ideal circumstances all medication taken at home • Medication (in small envelope) collected by staff member 5mins before due. Staff member to notify office once taken. • Pupils unable to take medication would not be safe to be in school
Use of hand sanitiser	<p>Ingestion of hand sanitiser.</p> <p>Alcohol vapours ignited resulting in burns to hands</p>	M	<p>Always wash hands with soap and hot/warm water wherever possible.</p> <p>Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and COSHH risk assessment are in place for its use.</p> <p>When using alcohol-based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</p> <p>Skin friendly skin cleaning wipes can be used as an alternative</p>	L	<p>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • Hand wash stations in each classroom and toilet • Gel/Foam sanitisers at main entrances and exits, away from electronic equipment • Gel sanitisers for use when around site but not near electrical equipment • Alcohol sanitizer is located specific for staff use

					<ul style="list-style-type: none"> Pupils using sanitizer will be supervised to prevent risk of ingestion <p>Data sheet and COSHH completed</p>
Insufficient cleaning/exposure to virus on objects/surfaces	Contracting coronavirus	H	<p>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.</p> <p>In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected.</p> <p>Staff wash hands if handling pupils' homework/books.</p> <p>Classrooms are cleaned in line with cleaning schedule. Bins for tissues are emptied throughout the day.</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 UKHSA 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.</p> <p>Staff know how to put on and take off PPE correctly: UKHSA - Putting on PPE; UKHSA - Taking off PPE</p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at 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>Bleach should be avoided, and a suitable alternative product(s) used. If schools are advised to use a bleach-based product, only bleach <u>sprays</u> 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.</p> <p>See sample COSHH risk assessment</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> Site manager taken relevant training and familiarised with all risk assessments

					<ul style="list-style-type: none"> • Increased cleaner's hours to provide cover throughout the day • Door handles cleaned regularly throughout the day • Cleaning team briefed with most up to date guidance • Stock levels checked and orders placed • Only rooms used deep cleaned daily • All handles, panel and doors cleaned throughout the day • Bins emptied on continuous cycle around breaks • Fire safety and safeguarding measures checked throughout the day • Staff training on how to use PPE completed by all staff, irrespective if it is worn as part of role or if not wearing • IPads and new software to be used in place of visualizers • Resources taken home by staff/pupils kept to minimum • Classes to be further decluttered and only student designated resources visible/in use within the classroom • Shared resources – IT and PE to be cleaned following use
<p>Lateral flow device Covid testing carried out incorrectly.</p> <p>Weekly staff/pupil home testing.</p> <p>Testing pupils returning to school [year 7 plus]</p>	Transmission of Covid 19 virus	H	<p>The national guidance issued in relation to the COVID-19 testing programmes in schools has been implemented: Link to Covid testing documentation/training [delete as appropriate]</p> <p>Following initial on-site testing for pupils in year 7 and above returning to school, twice weekly home testing is now offered to staff/pupils. Although voluntary, this is strongly encouraged by the school.</p>	M	<p>[see NCC model risk assessments: Covid19 Home Testing – School Staff/Pupils</p> <p>Covid19 - Testing on School Sites</p> <p>These are based on the DfE/UKHSA How to Guides/SOPs but should be tailored to record specific arrangements in place at your school]</p>

			<p><i>Schools with years 7 and above should retain a small on-site testing centre so they can offer testing to pupils who are unable or unwilling to test themselves at home.</i></p> <p><i>Separate school specific risk assessment(s) are in place to cover both on-site and home testing activities [add link to your risk assessments].</i></p> <p><i>Temporary and teacher training staff should be offered testing in the same way as wider school staff.</i></p>	<p><i>If someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing on-site through ATS or at home once they have completed their isolation period for their prior infection.</i></p> <p><i>Prior to ATS testing at school, schools take steps to identify if an individual has tested positive 90 days prior to the current test. This is to identify the potential for false positive test results. Those falling into this category are advised not to test until the 90-day period ends unless they develop COVID-19 symptoms.</i></p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> <i>All staff requested to participate in LFD testing including agency staff, support and teaching staff Monday and Thursday morning)</i> <i>Hillcrest is not undertaking testing of students as it is felt to be detrimental to the health and wellbeing of the young people who will be unable to self-administer tests due to SEND. Therefore, we do not have a small on site testing centre for pupils.</i> <i>Parents/carers issued with home testing kits to test their child. Requested to test twice weekly Wednesday and Sunday evening</i> <i>Persons who have previously had COVID-19 in last 90 days, if new symptoms develop in this time period,</i>
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					recommended PCR testing to be undertaken
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. 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, and appropriate, fluid resistant face mask, gloves, disposable plastic apron and disposable eye protection is used which should be kept in or next to first aid kits. (see FAQ document on dealing with minor accidents) [this is in line with HSE guidance]</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> <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</p>	L	<p>See HSE guidance First aid during the coronavirus (COVID-19) outbreak</p> <p>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:</p> <p>Early years foundation stage: coronavirus disapplications - GOV.UK [see section on paediatric first aid and requalification]</p>

			<p>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>		
Lack of communication with staff / parents / others	Confusion / misinformation 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, policy reviews 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., Google Hangouts.</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. [consider methods of communication, making information available on school webpage to provide assurance to parents]</p> <p>The arrangements in place for children are shared with them in an age-appropriate way.</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)</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> • Staff have regular briefings • All communication documents shared daily/once completed through email • Hillcrest specific documents shared which include change in protocol and procedures • Staff induction • Staff Handbook appendix • Key Stage meetings • SLT meetings • Letters, website info for pupils • Communication home shared with staff • Staff in regular contact with parents through phone/email • Teacher2parents message to alert when update on website

					<ul style="list-style-type: none"> Pupil booklets, visuals and videos produced to share information with them
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>Hillcrest Specific:</p> <ul style="list-style-type: none"> Shared policy with staff
<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>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</p> <p>Shared distribution of workload, e.g. rota for staff in school and those homeworking.</p> <p>Regular communications are in place between staff and Managers. Staff also have access to all shared information/documentation. Governing Body are involved with decision making in relation to measures in place where appropriate.</p>	L	<p>Stress risk assessment reviewed.</p> <p>Education and Skills – Staff Wellbeing padlet</p> <p>Supporting Emotional and Mental Health - Information for Schools.</p> <p>Telephone support & counselling</p> <p>Wellbeing guide for staff working in schools and trusts</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> Weekly staff meeting Key Stage Meetings SLT check-ins with staff SLT Safeguarding SLT adhoc Covid-19/Strategic/Operation meetings Wellbeing checks within teams

					<i>Cautious approach to support staff well-being (measures kept in place)</i>
<i>Pupil uncertainty surrounding attendance/return to school/self-isolation</i>	<i>Stress and anxiety impacting themselves and staff</i>	<i>M</i>	<p><i>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.</i></p> <p><i>Provision of pastoral and extra-curricular activities available to all pupils designed to:</i></p> <ul style="list-style-type: none"> <i>• support the rebuilding of friendships and social engagement</i> <i>• address and equip pupils to respond to issues linked to coronavirus (COVID-19)</i> <i>• support pupils with approaches to improving their physical and mental wellbeing</i> <p><i>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.</i></p>	<i>L</i>	<p><u>Kooth – support for young people from 11-25</u></p> <p><i>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.</i></p> <p><u>Supporting Emotional and Mental Health - Information for Schools.</u></p> <p><u>UKHSA offer access to a free online Psychological First Aid course</u> that teaching staff can access. The course provides practical and emotional support to children and young people affected by</p>

			[see government guidance for further information and apply as appropriate - record details here].		<p>emergencies or crisis situations, such as COVID.</p> <p><i>Hillcrest Specific</i></p> <ul style="list-style-type: none"> • All families to have a phone call from staff team prior to attending school • Video showing classrooms and revised layouts on website along with school information • Recovery and holistic curriculum to rebuild relationships between staff and students • Normal safeguarding checks in place for students expected to attend school – flagging to SLT if non attendance • Individualised resources sent home to support return to school • Staff team having daily contact with pupils not in school - logged on CPoms
On-site vaccination programmes carried out by School Age Immunisation Service (SAIS) team	<p>Transmission of COVID-19 from/to visiting team.</p> <p>Disruption due to anti-vaccination demonstrations.</p> <p>Stress and anxiety to staff</p>	M	<p>Existing arrangements for visitors followed. All vaccination sessions are carried out by the SAIS, who have COVID-19 protective measures in place, including wearing of appropriate PPE and robust hygiene procedures.</p> <p>Immunisation team staff will liaise with schools ahead of the vaccination session(s) to agree plans/arrangements.</p> <p>In the event of a protest or disruptive activity outside the school, or if the school becomes aware that a protest is planned, they will alert the Police (if deemed appropriate), SAIS and NCC Children's Services (David Street) to discuss the best way to manage the situation.</p>	L	<p>The school follows government guidance surrounding the COVID-19 vaccination programmes for schools:</p> <p>https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools/covid-19-vaccination-programme-for-children-and-young-people-guidance-for-schools</p>

			<i>[Include school-specific additional controls - existing security arrangements, escalation arrangements and information sharing with the Police.]</i>		
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Useful Links:

- Government/UKHSA 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 UKHSA 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
Whole document	References to Public Health England (PHE) have been replaced with UK Health Security Agency (UKHSA).	07/01/2022
Additional information	NCC Public Health Team Web enquiry form link added. COVID-19 cases within schools no longer need to be reported to the Public	07/01/2022

	Health Team, however, queries can continue to be directed to them via the web form.	
<u>Prevalence of COVID-19 variant of concern in the community (Omicron variant)</u>	Face coverings are now advised to be worn by pupils in Year 7 and above in classrooms. From 11 January 2022, a temporary suspension of confirmatory PCR testing for those testing positive via a lateral flow test.	07/01/2022
<u>Contact with others who may have Coronavirus</u>	Text deletion	07/01/2022
<u>Staff/Pupils displaying symptoms of coronavirus whilst at school</u>	Note change in guidance around isolation period for those testing positive for COVID-19: Pupils and staff with COVID-19 can end their isolation period early if they have 2 consecutive negative lateral flow tests, the first test to be taken no earlier than day 6 and the second on day 7 (there should be at least 24 hours between tests) They can stop self-isolation and return to school from day 7 if both tests are negative and they do not have a high temperature. Anyone not testing must still complete their full 10 day isolation period.	07/01/2022
<u>Lateral flow testing</u>	If someone has tested positive for COVID-19 within the last 90 days, they are now strongly encouraged to take part in LFD testing on-site through ATS or at home once they have completed their isolation period for their prior infection.	07/01/2022
<u>Prevalence of COVID-19 variant of concern in the community (Omicron variant)</u>	Additional guidance updated for omicron variant, including working from home if possible, wearing of face coverings, NHS Covid pass scheme for large events (unlikely to impact on schools).	16/12/2021

<u>Inadequate ventilation.</u>	Review measures when hosting events.	16/12/2021
<u>Contact with others who may have Coronavirus</u>	Visitors are requested to take an LFD before attending school site.	16/12/2021
<u>Staff/Pupils displaying symptoms of coronavirus whilst at school</u>	Update on close contact requirements – LFD daily tests are now strongly recommended.	16/12/2021
<u>Staff/Pupils displaying symptoms of coronavirus whilst at school</u>	Update to reflect change in self isolation requirements for close contact of suspected or confirmed cases of the Omicron variant.	07/12/2021
<u>Outdoor education and off-site visits</u>	Planning requirements for those conducting International Travel.	07/12/2021
<u>Outbreak of Covid-19 in local area or school resulting in the need to step up protective measures</u>	Link added to NCC Public Health outbreak checklist.	13/10/2021
<u>Inadequate ventilation</u>	Link added to DFE ventilation document sharing platform.	13/10/2021
<u>Contact with others who may have Coronavirus</u>	Link added to updated pregnant worker risk assessment.	13/10/2021
<u>On-site vaccination programmes carried out by School Age Immunisation Service (SAIS) team</u>	New section	13/10/2021

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