

Risk Assessment Form (RA1)

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| Department: | Service: Education | School: Hillcrest School |
| Activity: Schools fully opening from September 2020 during COVID19 pandemic Version 5.0: Updated 13 January 2021 (See red coloured text for updates; also recorded in Document History) Hillcrest Specific – purple text To be read in conjunction with NCC Health and Safety Bulletin and Guidance for full opening: schools Guidance for full opening: special schools and other specialist settings Local Restrictions tiers - What you need to know; National Lockdown Rules | | Site: School site including; <ul style="list-style-type: none"> • Main school building • Bungalow • 6th Form Lodge • Mobile Classrooms • Field • Park/play area • School Minibus and Car • Yurt |
| People at Risk: Staff, pupils, visitors, volunteers, parents/carers, contractors This risk assessment <u>must</u> 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. <u>Must be read in conjunction with Hillcrest Safer Working Document and Covid Return to School Protocol September 2020</u> | | Additional Information: guidance on completion: risk assessment form Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC. Further additional information/links to documentation is available at the bottom of the document. |
| Name of Person Completing Form: Andrea Mead, Debra Thompson, Alison Miller Job Title: Hillcrest SLT Date: 15/01/21 Lead Governor: Joyce Reid Checked and Agreed: 15/12/2021 | | Review Date: Further updates from Government / NCC |

| Hazard | Risk | Initial Rating L, M, H | Existing Control Measures | Final Rating L, M, H | Additional Action Required (action by whom and completion date – use separate Action Plan if necessary) |
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| Prevalence of mutant Covid19 strain (VOC-202012/01) in the community | Higher risk of transmission. | H | <p>The school remains open for vulnerable children and the children of critical workers only. <i>Expectation as a *special school remain open to all children. However, those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, workable de-escalation techniques, trained staff) are in place and there is certainty that they will be effective.</i></p> <p><i>Parents/carers who have decided to keep their child at home and those who are not in as there is no certainty what we have in place will be effective are being taught by remote education (Seesaw, paper based work packs, Google Meets) thus reducing numbers attending school and the potential for contact mixing. (Hillcrest Specific) This is part of a national lockdown which came into force on 5 January 2021 and will be in place until at least February half term.</i></p> <p>Considering the above, the Covid control measures in place at the school have been reviewed and the school risk assessment updated and will be robustly followed and enforced. This includes reviewing:</p> <ul style="list-style-type: none"> • bubble groups including staffing, supervision and support | M | <p>Clinically Extremely Vulnerable (CEV) staff are working from home (see existing section on p4 of this document) in line with national guidance. CEV pupils are being educated from home.</p> <p>The individualised Risk Assessments previously put in place for those staff who are 'clinically vulnerable' (CV), pregnant or from a BAME background are reviewed and adjustments made to reduce the risk of transmission as appropriate. <i>CV/pregnant staff should be supported to work from home where their role allows this. This may also need to be considered for staff from a BAME background, depending on their risk assessment.</i></p> <p>Individual Healthcare Plans for all pupils are reviewed where appropriate [see also model risk assessment for CV/CEV pupils]</p> <p>Essential maintenance/testing as detailed in row below) continues to be undertaken.</p> |

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| | | | <ul style="list-style-type: none"> • <i>classroom layout (with reduced numbers) to achieve better social distancing (where possible)</i> • <i>Cleaning regimes</i> • <i>hand hygiene arrangements</i> • <i>What activities can take place</i> <p><i>The amended risk assessment is shared with staff and will continue to be reviewed and updated. Staff have an opportunity to feed into this review.</i></p> | | <p><i>[*special schools may encounter circumstances where they cannot provide their usual interventions and provision at adequate staffing ratios, or with staff with vital specialist training. Schools should resume as close as possible to the pupil's specified provision as soon as possible. Pupil risk assessments may help to prioritise the provision a child or young person can get if full time provision for all is not possible].</i></p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> • Risk reduction -consulted with each staff team about which pupils we could not safely accommodate because of their high risk COVID behaviour, even with plan and staffing in place. These pupils were put on Remote Learning on 4.1.21 and is being reviewed on a weekly basis in consultation with staff, parents/carers, Local Authority and Care Teams. • To reduce contacts class size capped at 4. This is reviewed on a weekly basis based on information from parents/carers about choice of attendance/remote learning. To facilitate this pupils on full and part time rotas, dependent on need/vulnerability. • Enhancing Remote Learning offer to support pupils at home (adding Google Meets, set up to start w/c 18.1.21) and auditing EHCPs to |
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| | | | | | <p>ensure legal obligations being covered and no child misses out.</p> <ul style="list-style-type: none"> Some parents decided to keep their children at home with support of school. Liaise with these before return to school to ensure safe to do so. Lateral Flow Testing for staff commenced weekly from 11.1.21 |
| Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic | Equipment / system failure leading to enhanced physical or biological risks to people | M | <p>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 have taken place and maintained as normal..</p> <p>School have had further building works undertaken over the summer holidays which has meant additional checks completed.</p> <p>Fire doors are always operational and fire evacuation procedures have been reviewed and allow for social distancing as appropriate. Fire evacuation procedures have been reviewed and a fire drill is planned w/c 18/01/21 each class should stay together and be assigned predetermined evacuation points which are sufficiently distanced from other groups - 'walk throughs' may be considered as an alternative so cohorted groups don't mix during evacuation but children must be familiar with sound of the evacuation alarm and be able to respond to it. In an emergency situation, a full evacuation will take place as usual.</p> | L | <p>Provision is in place to make adjustments and revisit fire drills.</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> Statutory Testing HSL Water Testing Water Flushing Fire Alarm check/service Chubb maintenance Gas Safety Play/Sport Equip Test Groups/Bubble list for fire call Fire drill completed for staff training Fire briefing for students Cleaning log/plan Kitchen inspection Health and Safety Inspection Hillcrest heating systems checked by NCC Property Services. Instructions being followed and no further action by Property Services <p>Fire risk assessment has been reviewed and the associated modifications / additional measures implemented to maintain an effective fire strategy (eg escape routes, doors held open etc). Any changes to the fire risk assessment have been communicated to all staff.</p> |

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| | | | | | [See H&S FAQ document for further information on carrying out fire drills]. |
| <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> | <i>H</i> | <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. Due regard is to be given to the information on how best to maintain ventilation in the H&S FAQ document, CIBSE - Ventilation Guidance and the latest government guidance for schools.</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> <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> | <i>L</i> | <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><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 inspection of these systems will be carried out to ascertain if further maintenance is needed. See FAQ for further details or contact Property Services or your heating maintenance company for further advice.]</i></p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> <i>• NCC Property Services inspected all heating systems</i> <i>• Caretaker opens windows at start of day and checks throughout day that open</i> |

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| | | | | | <ul style="list-style-type: none"> • Staff advised to open sky light in Studio and Chill Zone when in use then close afterwards • Classes use external classroom doors which enables fresh air to regularly flow through classroom • Flexible uniform arrangements in place • Staff and Pupils offered additional uniform options (staff – fleece and bodywarmer / students – fleece). These items to supplement existing uniform and ensure that all can stay warm |
| Inadequate safety management documentation (policies, risk assessments etc) | Increased risk of contracting Coronavirus through lack of planning. | M | <p>The arrangements in the Covid19 risk assessment are monitored (detail specific arrangement for this) and kept under review. Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff. Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements. New procedures have been documented for:</p> <ul style="list-style-type: none"> • Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school. • Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working. • Responding to an outbreak of Coronavirus - see section below. | L | <p>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.</p> <p><i>Hillcrest Specific</i></p> <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 • Telephone number for reporting Covid on display in school office for immediate action • Tier 4 restrictions in place with students on full/part/no attendance (in consultation with parents/carers) in school. Staff supporting with remote learning including online and bespoke weekly work packs. |

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| | | | | | <ul style="list-style-type: none"> Compliance with test and trace requirements through NHS |
| <p>Contact with others who may have Coronavirus</p> <p>Inadvertent transmission to others</p> | <p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p> | H | <p>Staff</p> <p>Staff who are 'clinically vulnerable', pregnant or from a BAME background, are able to return to work and an individual risk assessment is in place for these individuals. Pregnant staff are instructed to take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas. As part of their risk assessment, it should be considered whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</p> <p>Staff who are 'clinically extremely vulnerable' are working at home when advised to do so by the Government/NHS during periods when national restrictions are in place [see note in Document History in relation to NCC employed staff]. Under local restriction tier 3 (very high alert), discussions have taken place between CEV staff and their Managers to look at flexibilities that support staff, such as staggered start times to reduce travel during rush hour. Outside of this time, their job role and activities have been reviewed to ensure they can work remotely or are able to socially distance from others. An individual risk assessment is in place for each staff member recording the details of the medical condition and what reasonable adjustments have been made to their job role prior to the staff member returning to school. Advice is sought from the school's own HR/Occupational Health provider where necessary and always for staff who have previously been shielding. [schools in the HR SLA should forward these in the first instance to Schools.HR@northumberland.gov.uk]</p> <p>Staffing levels are reviewed to ensure adequate levels are in place at all times.</p> | M | <p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>See generic school risk assessments for clinically/extremely clinically vulnerable staff</p> <p>Pregnant workers model risk assessment (to be completed in conjunction with the above assessment for vulnerable staff). [Schools should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19).] See also: Advice for Pregnant Workers</p> <p>BAME risk assessment</p> <p>Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> Staff who were previously shielding where possible are able to continue working from home (e.g. admin) All staff have risk assessment completed Staff who have previously 'shielded' have had vulnerable RA completed and updated where necessary following OH input |

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| | | <p>Children Children in clinically vulnerable and clinically highly vulnerable health categories (as defined by PHE guidance)</p> <p>Most children originally identified as 'clinically extremely vulnerable' (CEV) no longer need to follow shielding advice as more evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions. Those children whose doctors have confirmed they are still CEV are not attending school when advised to do so by the Government during periods of national or local restrictions. Appropriate arrangements should be made so that education can continue at home. Outside of these times for those pupils in the CEV category, an individual risk assessment has been carried out in consultation with the child's parents and the relevant healthcare professional(s). Advice from health professionals/GP involved in the child's care is essential in these circumstances. Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include advice from the relevant health professional, where appropriate. - [see also model risk assessment for CV/CEV pupils]</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</p> | | <ul style="list-style-type: none"> • Staff handbook appendix: Covid 19-procedures shared with safer working document • Staff C-19 Induction 9/6/2020 • Test and Trace using government supported systems and updating Hillcrest SLT so internal communications can be made with recent contacts • Pregnant staff have risk assessment in place which considers Covid with particular emphasis on the 3rd trimester – review of risk assessment undertaken at end of 2nd trimester/beginning of 3rd • No staff at Hillcrest fit within the CEV category <p>The potential risks from COVID-19 to children and young people who have an EHCP/additional educational support needs must be assessed in light of individual circumstances including any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required. Assessments are in writing and existing assessments may be updated. Staff to be consulted/trained on any resultant measures to be introduced.</p> <p>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> |
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| | | | <p>All Visitors/Contractors</p> <p><i>External visits are restricted to those that are absolutely necessary (this would include essential maintenance required). Where possible these are arranged to avoid visiting during the school day, with contractor activities taking place outside of normal school hours. Contractors will not be allowed access without prior appointment and only for essential activities.</i></p> <p><i>Visitor contact information is retained for 21 days to support the NHS test and trace programme (Visitor)</i></p> | <p>Guidance for full opening: schools – Annex B: education, health and care (EHC) plans</p> <p>Guidance for full opening: special schools and other specialist settings: Annex A</p> <p><i>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</i></p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • <i>Thorough Phase 1 risk assessment completed for each student-medical, social distancing, risk to self/others</i> • <i>All parents/carers contacted to assess need, qualify information</i> • <i>SLT review capacity & risk presented by pupils</i> • <i>Individualized Phase 2 RA for all students agreed by Staff Team and SLT to ensure personalised Zones Toolbox in place.</i> <p><i>When making appointments, contractors/visitors are briefed on the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.</i></p> <p><i>Notices and information displayed in school.</i></p> <p><i>The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other</i></p> |
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| | | <p>Audit/Questionnaire). — This should include details of all visiting staff.</p> <p>General</p> <p>General measures which been applied within school</p> <ul style="list-style-type: none"> • grouping children together • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible <p>Staff communicate to children regarding social distancing / personal hygiene etc. Government guidance on Guidance for full opening: schools is followed. Key issues include:</p> <p>Anyone displaying any symptoms of coronavirus are not permitted on the premises.</p> <p>Social distancing of 2m is applied throughout the school <u>where possible</u> (specific school/task risk assessments should be amended as appropriate).</p> <p>Seating/desk arrangements have been identified in offices, i.e workstations are socially distanced, & space has been allocated around equipment, such as printers.</p> <p>Reception/waiting areas are marked to identify social distancing and a process is in place for handling essential visitors to the site, for example, visitor passes and electronic sign-in devices are wiped down with disinfectant.</p> <p>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>key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.</p> <p><i>The e-Bug Coronavirus website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</i></p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • Visitor policy updated • No one onsite unless previous appointment agreed- inc 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 • 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 covid transmission • Office split and working in 3 rooms to minimise risk of covid transmission |
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| | | | <p>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided along with lidded bins for used tissues and other waste. This waste is double bagged and disposed of. Face coverings are worn when required under national or local rules (in areas classed as High or Very High risk) or where use has been risk assessed as being required (see separate risk assessment on use of face coverings). Arrangements have been put in place for disposal/storage of face coverings if worn - disposable masks to be put into a bin bag in a lidded bin, reusable covering to be placed by the pupil into a bag to take home.</p> <p>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach (if appropriate)</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.</p> | | <ul style="list-style-type: none"> • 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) • 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 ○ OT ○ 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 |
| 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 | <p>Cohort (bubble) Groups (see also H&S briefing for Heads)</p> <p>The school has cohorted groups so that staff and pupils generally only mix with others in a consistent group and keep away from other people/groups as much as possible. Contact with other groups is brief and transitory only. Group sizes are kept as small as possible, taking into account delivery of the curriculum, and are detailed below (enter school specific detail; the following is given as guidance):</p> <ul style="list-style-type: none"> ○ EYFS: Setting should still consider how they can minimise mixing between groups, however they can return to normal group sizes. | L | <p>Review Guidance for full opening: schools</p> <p>Planning guide for early years and childcare settings</p> <p>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</p> |

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| | | | <ul style="list-style-type: none"> ○ Key Stage 1 & 2 - Full class sized cohorts (if possible) ○ Key Stage 3 - Full class sized cohorts (if possible) ○ Key Stage 4 & 5 - May require year group sized cohorts to deliver full curriculum. <p>(Larger year group bubbles may be required in addition to KS4/5 mentioned above - Middle Schools may need these to accommodate setting arrangements). Where larger bubble groups are required, 'class groups' are kept in the same room with the same 'class group' as much as possible. Mixing of 'class groups' is minimised as much as possible.</p> <p>(A record is kept of staff/pupils within each group and any close contact between different groups in the event of an outbreak of Covid19).</p> <p>Social Distancing</p> <p>As the school is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible. For older children and staff this is more achievable and should be more robustly implemented. The general arrangements below have been put in place to mitigate the risk where distancing cannot always be achieved.</p> <p>General arrangements</p> <ul style="list-style-type: none"> ● Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell. ● Staff explicitly supervise health and hand hygiene arrangements for younger children and those with | <p>Access rooms directly from outside where possible.</p> <p>No sharing of stationery etc.</p> <p>Note: Government guidance states that schools should not put rotas in place.</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> ● Student returning to school booklet ● New fire assembly points ● School is setup in access zones, with 2m markings ● Snuffle stations set up in classrooms ● Zones can be for staff only, students only or multi use ● Classroom 'Bubbles' should only be accessed by students and staff in that group ● SLT and site staff may access all zones once following statutory hygiene procedures ● Students have individualised, bespoke boxes with regulation tools and resources in and learning resources ● Environment setup ● Route maps into school for users ● Declutter all classrooms to aid deep cleans ● 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 ● Hygiene ● Each classroom has own wash station with hot water, soap and paper towels. ● Hand gel available in all rooms and to staff ● Hand sanitisers by main entrance and exits ● Classroom windows to remain open |
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| | | | <p>additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices.</p> <ul style="list-style-type: none"> • Staff informally monitor for presence of symptoms. • Regular cleaning initiated (see below). • Where possible the same teaching staff work with the same groups • Where possible, the same groups are taught in the same classrooms or where this isn't possible, larger bubble groups are assigned 'zones' within the building. This limits the amount of movement around the school and potential contact with other groups. • Where possible the same desks are used by the same pupils each day and desks are front facing, with pupils sat side by side rather than face to face. Circular tables have been taken out of use. • Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents. • Equipment use has been revised and measures to prevent simultaneous (as well as cleaning, below) use and reduce consecutive use have been introduced. • Where possible areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and safeguarding) to limit use of door handles. <p>Sport and physical education</p> <ul style="list-style-type: none"> • Only activities whose national governing bodies have developed guidance that has been approved by the government are undertaken. • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not. • Inter-school activities are suspended. • Equipment thoroughly cleaned between each use by different individual groups. | <ul style="list-style-type: none"> • Bins with lids in all spaces • Signs in toilets to put lids down when flushing • Removal of waste protocol • Operational • Isolated break times/lunchtimes agreed • 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' • Bubble groups – limiting movement same staff - same students wherever possible but to enable timetable to be delivered some staff may cross over. A record of this is tracked continuously. <p>PE activities are carried out in line with local and national restrictions - refer to 'Physical Activity in Schools' section of Guidance for full opening: schools (which signposts to all relevant other publications).</p> <p>Schools consult government approved list of activities available at: return to recreational team sport framework..</p> <p>Active Northumberland Schools at Home have three YouTube videos available. They are an online resource for children working</p> |
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| | | | <ul style="list-style-type: none"> Activity venues reviewed and outdoor sports are prioritised where possible, and large indoor spaces used where it is not. Ventilation is maximised in accordance with the arrangements stated above. Work with external coaches, clubs and organisations for curricular activities are subject to specific risk assessment to confirm that arrangements are safe and appropriate. Extra-curricular activities (i.e. before and after school clubs) are reviewed and only proceed where; a) it is necessary to support parents with work related activity, training/education or for the purpose of provision of respite care, and b) risk assessment confirms that arrangements are safe and appropriate. | | <p>remotely, require no equipment and are led by Active Northumberland instructors. The links are as follows:</p> <ul style="list-style-type: none"> 8-12s - https://youtu.be/wGF-ahJ11oA 13-16's - https://youtu.be/btEjeYDRz3E <p>Dance - https://youtu.be/ihghJ-e4k9Y</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> All PE lessons are timetabled externally through use of MUGA / Field / Yard Equipment cleaned between use with classes using own equipment where possible |
| Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities | Contracting coronavirus - staff, pupils, public | H | <p>In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:</p> <ul style="list-style-type: none"> Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible. Where this isn't possible and practical activities are required to take place in classrooms shared between bubble groups (e.g. D&T, Science, Domestic Science etc), frequently touched areas, desks, chairs etc and any shared equipment are cleaned between bubble group use (or left for 48 hours, 72 hours for plastics). Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible. <p>Staff have reviewed lesson plans and risk assessments are in place for use of practical areas and for activities taking place e.g. PE, music, domestic science, art etc [signpost or link to specific risk assessments]</p> | L | <p>Music – activities are undertaken in line with Guidance for full opening: schools and working safely during coronavirus (COVID-19): performing arts. A separate risk assessment is in place. National/local rules in place in relation to performances in front of audiences are being followed during national lockdown and in Tier 3, these are not permitted (see H&S FAQ document)]</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>Hillcrest Specific</p> <ul style="list-style-type: none"> IT lessons will use equipment allocated to bubble which has been timetabled to allow cleaning to be completed at the end of the |

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| | | | | | <p><i>lesson prior to reuse by another class within the bubble</i></p> <ul style="list-style-type: none"> • <i>PE lessons are allocated to the MUGA or the outdoor yard with no PE lessons to take place in the school hall</i> • <i>Cookery and Forest School split into half classes so no more than 5 students in lesson to ensure distancing.</i> • <i>Shared resources are cleaned in between use</i> • <i>Hillcrest do not perform to audiences</i> |
| <p><i>Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,</i></p> | <p><i>Contracting coronavirus - staff pupils, visitors, parents/carers</i></p> | <p><i>H</i></p> | <p><i>Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes should be considered, or place a divider down the middle of the corridor if the width allows).</i></p> <p><i>Halls, dining areas and internal and external sports facilities can be shared as long as different cohorted groups do not mix (and especially do not play sports or games together) and adequate cleaning between group use takes place.</i></p> <p><i>Assemblies are arranged to take place with individual groups in their allocated classroom spaces rather than bringing all children from different classes together into one hall or large space.</i></p> <p><i>Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Different cohort groups are kept apart and tables cleaned between each cohort group. If such measures are not possible, children should be brought their lunch in their classrooms.</i></p> <p><i>Table seating plans for those in the same class/cohort group are arranged so children are seated as far apart as possible or where this isn't possible are seated side by side. [it is accepted that this won't always be possible and schools should balance</i></p> | <p><i>M</i></p> | <p><i>When reviewing areas/spaces consider:</i></p> <p><i>Widening routes where possible.</i></p> <p><i>Removing unnecessary obstacles.</i></p> <p><i>Signing and communications:</i></p> <ul style="list-style-type: none"> - <i>markings/signage at entrances</i> - <i>movement intersections.</i> - <i>encouraging people to wait and allow others to pass</i> <p><i>One-way movement.</i></p> <p><i>Separate entry and exit routes.</i></p> <p><i>Enlarge access and exits.</i></p> <p><i>Accommodate extended queuing:</i></p> <ul style="list-style-type: none"> - <i>Defined queue areas</i> - <i>"Do not join the queue" when capacity reached signs</i> <p><i>Deliveries.</i></p> <p><i>People with additional needs.</i></p> <p><i>Use of stewards.</i></p> <p><i>Hillcrest Specific</i></p> <ul style="list-style-type: none"> • <i>Pupils to remain in classroom bubbles unless toilet needed, regulation activity or break times</i> |

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| | | | <p><i>this against the practicality of completing lunch sittings within a reasonable timescale].</i></p> <p><i>Arrangements are in place to ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</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 ● 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 ● Library open for photocopier only 1 person at time and hands sanitised before and after ● School hall designated staff meeting space ● Physical school assemblies will not be happening, delivered via Google Meet by SLT in 2 different assemblies. ● 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 movement in school ● 2 timetables in place to ensure bubble groups do not mix ● Staggered break and lunch times within timetable ● School now running hot meals on daily basis in classrooms replacing previous grab bag options. |
| Staff use of communal areas/working with different groups. | Contracting coronavirus - staff pupils, visitors, parents/carers | H | <p>Staff breaks are staggered 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. More frequent cleaning of shared spaces</p> | L | <p>Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices)</p> <p>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</p> |

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| Use of supply teachers and temporary workers | | | <p>should also occur. Shared crockery/cutlery has been removed and staff use their own equipment.</p> <p>Measures are applied within shared offices and staff room(s) to implement social distancing.</p> <p>Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Staff maintain 2m distance from pupils where possible (especially between adults and with older children). Face to face contact within 1m of anyone is minimised.</p> <p>Supply staff and other temporary workers can move between schools, but school leaders are to consider how to minimise the number of visitors to the school where possible.</p> <p>Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. All temporary staff are provided with this information and this is done as soon as possible after the booking is confirmed.</p> <p>Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.</p> | | <p><i>Hillcrest Specific</i></p> <ul style="list-style-type: none"> • 2 timetables in place limit staff contact across bubbles • Additional staff room made available so KS3 and KS4 can be separate in line with timetables • Staff toilets allocated to bubbles with increased cleaning • Staff allocated to class team to reduce contact • Long term agency transferring to permanent used to mitigate risk of outside schools virus transmission • Staff members risk assess whether to access staff room if numbers inside too high. • Staff requested to position furniture so not facing each other and at least 2 metres away • Staff room furniture further cleared away out of use to minimise over use of room • Floor markings in staff room to guide staff to correct social distancing implemented • Agency or new permanent members of staff allocated to class team, staff room, toilet etc at start date • All staff receive copies of updates on Risk Assessment and discussed at staff briefing |
| Outdoor education on-site and off-site visits | Contracting coronavirus - staff, pupils, public | H | <p>General control measures listed by this risk assessment are implemented as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible.</p> <p>The NCC Guidance for Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe Activities is followed. Located within the Resources Section on the Evolve system under "Guidance".</p> | L | <p>On site activities: Submission of an Evolve form is not required, however where risks are significant or are not already covered with another risk assessment the activity must be subject to a written risk assessment.</p> <p>Off site activities: Submission of an Evolve form is required for all Off site visits. Note DfE and FCO advice and OEAP National Guidance.</p> |

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| | | | <i>Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system.</i> | | <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • No visits off site during lockdown procedures • No visits to therapy centres (Alan Shearer) • All learning to take place in classrooms or outdoor in class allocated spaces • Forest school to be delivered on school only premises |
| <i>Play activities</i> | <i>Contracting coronavirus - staff and pupils</i> | <i>H</i> | <p><i>Existing school play risk assessment has been reviewed against government advice and shared with staff.</i></p> <p><i>Break times are staggered (including lunch), so that children are not moving around the school at the same time.</i></p> <p><i>Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups and appropriately cleaned between use of groups. For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of use.</i></p> <p><i>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</i></p> | <i>L</i> | <p><i>Hillcrest Specific:</i></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) • Breaktimes staggered and remain in set quadrants- with resources for specific groups. • All non essential equipment from classes stored. • Sensory equip available at individual work station, in a box, and remain with student throughout • Use of Studio resources to be cleaned at end of session ready for next use |
| <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 for seating plans etc]</i></p> | | <p><i>Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, including additional cleaning, placement of tables, bubble group use etc)</i></p> <p><i>Hillcrest Specific</i></p> <ul style="list-style-type: none"> • Hot meals have been back in operation since Half Term removing need for grab bag lunches |

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| | | | | | <ul style="list-style-type: none"> Students self isolating and eligible for free school meals provided with weekly pack of food to support at home Hugg system in place to provide vouchers for supermarkets in lieu of school pack |
| Parents/carers picking up/collecting pupils from school | Contracting coronavirus - staff, pupils, public | H | <p>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.</p> <p>Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival.</p> <p>Drop off/collection times are staggered.</p> <p>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.</p> <p>Staff briefed on the arrangements to be applied.</p> <p>Children, young people, parents/carers are advised:</p> <ul style="list-style-type: none"> Not to enter the building if displaying any symptoms of coronavirus (COVID-19). Only to attend one at a time Of the designated pick up and drop off protocols (time, location, process) to minimise contact. Not to gather at entrances, gates or doors unless have pre-arranged appointments. <p>School digital communications channels used to engage and advise parents on protective steps being taken and associated requirements.</p> <p>If it is necessary for a childminder to pick up or drop off a child at school and walking is not practical, then a private vehicle for single household use is preferable. Use of public transport should be minimised.</p> | L | <p>Link to animation produced by NCC Communications Team regarding parental drop off/collection: https://youtu.be/bPzalrAx8Js</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> Site access only for pupils and staff Vehicles can enter to drop off deliveries/pupils. Parents/carers to drop off pupils at site entrance and wait for staff to allow access to pupil Video of protocol for entering school shared on school website Booklet for pupils to be sent home Staff handbook to be updated with Covid-19 appendix with protocol on Students not to leave any transport unless met by Hillcrest staff Visual signage around school with ALL staff advising on how to follow Entering site protocol to be followed- pupils and staff sanitising at entrances then washing hands once in school School will continue to remain in contact with parents/carers through phone calls, e-mails, letters and information shared on the school website. |
| Use of School Transport (external provision only) | Contracting coronavirus - staff, pupils, | H | <p>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</p> | M | <p>Note 1: Children who are allocated to a specific cohort/bubble in school are not required to utilise school transport in those cohorts only. Children from different cohorts may share the same</p> |

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| | transport provider | <p>Areas under lockdown are avoided unless travel into/out of that area is essential.</p> <p>The school encourages pupils to walk or cycle to school where possible. For some families, driving children to school may be a preferable option and will be accommodated where safe to do so.</p> <p>The degree of public transport use by pupils is quantified so; a) arrival and departure times are staggered to minimise and reduce intensity of use of public transport and, b) to support the Local Authority in identifying where it may need to provide additional dedicated school transport services to depress demand for public transport and to increase capacity in the system.</p> <p>Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus to facilitate use of hand sanitiser, social distancing and use of face coverings.</p> <p>A review has been undertaken by the school of dedicated transport use and consideration has been given to;</p> <ul style="list-style-type: none"> • grouping school based cohorts together on designated school transport so children either sit with their 'bubble' or within the same constant group. • use of hand sanitiser upon boarding and disembarking • It is now mandatory for children and young people over 11 to wear a face covering when travelling on dedicated home to school transport (unless exempt). The school should support the school transport team/transport providers to resolve any non-compliance issues with the wearing of face coverings • implementing organised queuing and boarding where possible to support social distancing in vehicles where it is possible • supporting use of face coverings for children over the age of 11 on transport where they are likely to come | <p>transport providing stated control measures are put in place.</p> <p>Note 2: 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.</p> <p>Stated measures to be reviewed upon publication of new guidance to local authorities on providing dedicated school transport that will build upon existing government guidance</p> <p>Home to school transport is in line with current guidance: Transport to school and other places of education: autumn term 2020</p> <p>Where fewer pupils are attending school during periods of national lockdown, sufficient levels of capacity should be maintained to <u>maximise</u> social distancing on vehicles. For example, through alternate seating or separation between year groups or schools where this is possible.</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> • Pupils only return to school once appropriate transport arrangements are in place • No Hillcrest pupils require support in fitting seatbelts or restraints • Any students sent home poorly displaying symptoms, transport advised not to pick up until school confirmed transport to re-commence |
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| | | | <p><i>into contact with people outside of their group or who they do not normally meet</i></p> <p><i>The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements and to plan the staggering of start and finishing times. Where applicable, consideration has been given to pupils using public transport to help them to avoid peak travel times and keep this to an absolute minimum. Arrangements for staggering times have been communicated to parents in advance.</i></p> <p><i>Where staff are required to assist with accessing transport and fitting of seat belts/restraints only those within the child's cohorted group will provide such support.</i></p> | | <ul style="list-style-type: none"> Information and advice provided to parent/carers to encourage use of face coverings by children accessing transport (unless medical reasons) School have a supply of disposable face coverings to support students wearing on transport unless medically exempt 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>Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.</p> <p>Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers.</p> <p>When travelling by public transport:</p> <ul style="list-style-type: none"> Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required . avoid rush hours and busy times if you can cover your cough or sneeze with a tissue, then throw the tissue in the bin follow advice on social distancing wash your hands often with soap and water for at least 20 seconds if soap and water are not available, use an alcohol-based hand sanitiser | 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>Passenger guidance</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> Staff risk assessment to indicate modes of travel Face masks have been produced by local supplier and school staff, which can be used on public transport Same hygiene expectations on arrival of school staff |

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| 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> <p>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.</p> <p>Those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, workable de-escalation techniques, trained staff) are in place and there is certainty that they will be effective.</p> <p>All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.</p> | L | <p>For further information visit: NCC Local SEND Offering 0-25 yrs.</p> <p>All risk assessments, behaviour crisis plans and EHCPs are updated (as applicable) in line with the current COVID-19 situation. Where these are absent a person specific risk assessment is undertaken of those who pose a risk to others by virtue of known behaviours. Reviews relate to specific support staff and take steps to avoid conflict and situations known to increase anxiety and defensive behaviours.</p> <p>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • Hillcrest Safer Working Document produced and to be read by all staff • Covid-19 PI Document produced and to be read by all staff • Pupil risk assessments all reviewed, altered and amended to fit with Covid-19 guidance • Regulation tools amended to fit with guidance • Covid-19 Pupil risk assessments completed • Social stories/visual support/Bespoke curriculum offers to support students who struggle in maintaining social distancing. <p><i>Where pupils are displaying behaviour which deliberately breaks the COVID rules parents and</i></p> |

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| | | | | | <p>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/carer and head teacher prior to the student returning to school.</p> <p>If the pupil continues to deliberately break the COVID Rules, then further action will be taken to safeguard the Hillcrest community.</p> <p>Home learning support will be provided through work packs and the use of the School 360 IT account to ensure students continue to have access to education.</p> <p>Hillcrest have also invested in Seesaw which is an online app that parents and students can access through a smart phone.</p> |
| Personal care activities | Contracting coronavirus or passing onto vulnerable or shielded children | H | <p>Social distancing is implemented where possible.</p> <p>Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.</p> <p>Any queries are directed to the school nurse.</p> <p>Staff know how to safely put on and take off PPE. PHE guidance on 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 risk assessment produced. Specific detailed guidance and requirements when performing AGPs is included in: <u>Safe Working in education, childcare and children's social care</u></p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> Any intimate care previously risk assessed with key personnel and PPE available |

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| | | | | | <ul style="list-style-type: none"> • All guidance provided by PHE to be followed • First aid • Student to self-treat, staff provide materials • Parent/carer to collect, treat and remain at home until next session • Ambulance required-staff PPE worn then support until professional can take over • Medication • In ideal circumstance 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 [these should still contain alcohol to be considered as effective as sanitiser.</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 • Pupils using sanitizer will be supervised to prevent risk of ingestion • Data sheet and COSHH completed |

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| <p>Insufficient cleaning/exposure to virus on objects/surfaces</p> | <p>Contracting coronavirus</p> | <p><i>H</i></p> <p>Increased cleaning to take place using standard cleaning products; additional cleaning hours/resources have been arranged with the priority being for frequently touched areas/communal areas and shared teaching spaces. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.</p> <p><i>In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment etc.</i></p> <p>Steps are taken to limit resources that are taken home by staff and pupils. Marking policies have been reviewed with emphasis on the use of visualisers, self-marking and verbal feedback. Staff wash hands if handling pupils homework/books.</p> <p>A review has been undertaken to remove soft furnishings, soft toys and toys/equipment that are hard to clean (such as those with intricate parts).</p> <p>Classrooms are cleaned daily. Where classrooms are shared (practical lessons), the room and equipment is cleaned between different group use. Bins for tissues are emptied throughout the day. Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements.</p> <p>Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for dealing with this scenario is implemented, which incorporates the PHE guidance on 'cleaning and waste' (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. NCC PPE Risk Assessment</p> | <p><i>L</i></p> <p>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.</p> <p>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</p> <p>PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team.</p> <p>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. It's use must be strictly controlled and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff. See sample COSHH risk assessment</p> <p><u>Hillcrest Specific:</u></p> <ul style="list-style-type: none"> • Site manager taken relevant training and familiarised with all risk assessments • Increase in cleaners 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 |
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| | | | <p>Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE</p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p> | | <ul style="list-style-type: none"> • 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 • Lpads 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 testing.</p> <p>Serial testing for close contact</p> | Transmission of Covid 19 virus | H | <p>The national guidance issued in relation to the COVID-19 testing programme in schools has been implemented: Link to Covid testing documentation/training</p> <p>A separate school specific risk assessment is in place to cover this activity – see separate risk assessment</p> <p>Temporary and teacher training staff should be offered testing in the same way as wider school staff.</p> | | <p>[see NCC model risk assessment COVID-19 Testing Programme - this is based on the handbook and guidance mentioned previously but should be tailored to record specific arrangements in place at your school]</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> • All staff offered to participate in LFD testing including agency staff, support and teaching staff |
| Staff displaying symptoms of coronavirus whilst at school | Others contracting virus. | H | <p>Schools follow the process detailed in the NCC flowchart “Managing Covid-19 in Northumberland School and settings” and complete the report form in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.</p> <p>Head Teacher / School Lead is notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - Stay at Home If they are seriously ill contact 999.</p> | M | <p>Ensure home and emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school.</p> <p>Staff requested to urgently access the national test and trace programme which is now operational</p> |

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| | | <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p> <p>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Staff should inform the school as soon as they receive their test result (positive or negative).</p> <p>Where the staff member tests negative, they can return to their setting when they are medically fit to do so following discussion with line manager and appropriate local risk assessment. Fellow household members can end their self-isolation. PHE staff return to work criteria must be applied.</p> <p><u>PHE guidance</u> on action to be taken in these circumstances is adhered, along with the PHE guidance on <u>'cleaning and waste'</u>.</p> <p>Primary/Middle Schools Where the staff member tests positive; based on advice from the NCC Public Health Team, the rest of their class, should be sent home and advised to self-isolate in line with <u>Government Stay at Home guidance</u> The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their isolation period they should follow</p> | <p>and will involve direct discussion with those in close contact with a person who tests positive for Covid19. The school has a small supply of home test kits which can be used in very exceptional cases (Coronavirus COVID-19): test kits for schools and FE providers</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • Follow procedures for pupil, staff, family displaying symptoms- SLT to be notified immediately • Deep clean/closure of areas accessed by staff/student for 48hrs • Where close contacts to positive person tested for covid, pupils and staff from classroom bubble will also need to self-isolate for 10 days or until negative test confirmed • Confirmed cases recorded on ANVIL. • Seek advice from NCC H&S team/Public Health Team • Posters on display in prominent areas for staff • Letters sent to staff who are to self-isolate confirming requirements (not to go out etc) • Mobile phone number available for weekend test results confirming positive • Flow chart of actions shared with SLT on duty to ensure immediate action <p><i>LFD Testing</i></p> <ul style="list-style-type: none"> • Testing of staff being rolled out 11/01/21 – optional. • Testing will include serial testing for close contacts • Potential student testing to follow (Date TBC) • Those staff or students not involved in serial testing and identified as close |
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| | | | <p><u>guidance for households with possible or confirmed coronavirus (COVID-19) infection.</u></p> <p>High Schools Where close contacts of a confirmed Covid19 case (confirmed via a PCR test at an NHS covid test centre) are identified, where they would previously have had to self isolate, serial testing of all close contacts (staff and pupils) will instead commence for 7 days. Those receiving testing in school can attend school as normal during the testing period. Those close contacts who decline a test must follow the normal rules on self isolation and must not attend school. Those schools choosing not to carry out serial testing of close contacts should continue to request close contacts to self isolate at home; they must not attend school.</p> <p>Confirmed cases of Covid-19 should be recorded via ANVIL, as they may be RIDDOR reportable. You should seek further advice via NCC's Corporate Health and Safety team.</p> | | <p>contact will be instructed to self isolate as per latest government advice.</p> |
| <p>Pupils displaying symptoms of coronavirus whilst at school</p> | <p>Others contracting virus.</p> | <p>H</p> | <p>Schools follow the process detailed in the NCC flowchart "Managing Covid-19 in Northumberland Schools and settings" and complete the report form in relation to the symptomatic person (both for staff and pupils). Once test result is known the form should be updated with this information.</p> <p>Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home. School Transport is avoided. PHE guidance on self isolation is followed - Stay at Home. If they are seriously ill contact 999.</p> | <p>M</p> | <p>Ensure emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>Parent/carers are requested to urgently arrange a test for their child via the national test and trace programme which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. The school has a small supply of home test kits which can be used in very exceptional</p> |

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| | | <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>PPE 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. <p>See which includes specifications for PPE to be used; this should be recorded in this risk assessment and your protocol)).</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p> | <p>cases (Coronavirus COVID-19): test kits for schools and FE providers). Parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative).</p> <p>Letter from PHE and NHS Test and Trace to school and college leaders</p> <p>Symptomatic children action list for schools (important – please note that in Northumberland support to schools is being provided by the NCC public health team rather than Public Health England/Health Protection Team)</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> • In addition to above 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 • Emergency PPE worn by staff (supplied) • Staff only to be tested if symptoms displayed • Deep clean of areas accessed to be completed • Ensure school has all emergency and secondary contacts • School office have rang all contacts to check information provided is correct |
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| | | | <p><i>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</i></p> <p><i>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</i></p> <p><i>Where the pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation.</i></p> <p>Primary/Middle Schools <i>Where the pupil tests positive based on advice from the NCC Public Health Team, close contacts should be identified and sent home and advised with advice to self-isolate in line with <u>Government Stay at Home guidance</u>. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves during their isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>.</i></p> <p>High Schools <i>Where close contacts of a confirmed Covid19 case (confirmed via a PCR test at an NHS covid test centre) are identified, where they would previously have had to self isolate, serial testing of all close contacts (staff and pupils) will instead commence for 7 days. Those receiving testing in school can attend school as normal during the testing period. Those close contacts who decline a test must follow the normal rules on self isolation and must not attend school. Those schools choosing not to carry out serial testing of close contacts</i></p> | | |
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| | | | <p>should continue to request close contacts to self isolate at home; they must not attend school.</p> <p>PHE guidance(Section 1 - Part 9) on action to be taken in these circumstances is adhered, along with the PHE guidance on ‘cleaning and waste’.</p> | | |
| Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down | | H | <p>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.</p> | L | <p>The school have a plan in place to deal with partial or full closure of the school. (add link to school specific plan)</p> <p><i>Hillcrest Specific</i></p> <ul style="list-style-type: none"> • School closure plan • Text to Parents • Home Learning bespoke packs • IT opportunities |
| Inadequate first aid provision | <p>Serious injury or death</p> <p>First aider contracting coronavirus or spreading virus to others.</p> | 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> | L | <p>Where First Aid at Work and Emergency First Aid at Work certificates expired on or after 16 March 2020 and staff cannot access requalification training because of coronavirus, staff may qualify for an extension up until 30 September 2020. Staff must be able to explain why they haven’t been able to requalify and demonstrate what steps they have taken to access the training, if asked to do so. See HSE guidance 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> |

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| | | | <p>CPR</p> <p><i>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.</i></p> <p><i>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions</i></p> <p><i>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</i></p> <p><i>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</i></p> | | <p>Early years foundation stage: coronavirus disapplications - GOV.UK</p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • Check training for all staff- apply for renewal if required • Purchase relevant first aid PPE- fluid resistant face mask, disposable apron and eye protection • Visual to be produced for CPR |
| Lack of communication with staff/parents/other | Confusion/mis-information resulting in breakdown of arrangements. | H | <p><i>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.</i></p> <p><i>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Hangouts.</i></p> <p><i>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]</i></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. <i>(this includes advice when returning from another Country; under national lockdown rules international travel is not allowed except for certain legally permitted reasons)</i></p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> • Staff have regular briefings • All communication documents shared daily/once completed through email |

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| | | | <i>The arrangements in place for children are shared with them in an age appropriate way.</i> | | <ul style="list-style-type: none"> Hillcrest specific documents shared which include change in protocol and procedures Staff 2 day 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 Pupil booklets, visuals and videos produced to share information with them |
| <i>Increased staff home working & use of Display Screen Equipment (DSE)</i> | <i>Musculoskeletal problems arising from incorrect postures</i> | <i>M</i> | <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> | <i>L</i> | <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> Shared policy with staff |
| <p><i>Uncertainty due to the unprecedented nature of the pandemic</i></p> <p><i>Maintaining staff wellbeing and mental health</i></p> | <i>Stress and anxiety arising through uncertainty, lack of control and reduced contact</i> | <i>M</i> | <p><i>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</i></p> <p><i>Shared distribution of workload, e.g. rota for staff in school and those homeworking.</i></p> <p><i>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.</i></p> | <i>L</i> | <p>Stress risk assessment reviewed.</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>Resources for school employees - wellbeing.docx</p> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> Weekly staff meeting |

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| | | | | | <ul style="list-style-type: none"> • Key Stage Meetings • SLT check-ins with staff • SLT Safeguarding • SLT adhoc Covid-19/Strategic/Operation meetings • Wellbeing checks within teams • Postponed some directed time CPD to enhance staff wellbeing |
| Pupil uncertainty surrounding attendance/return to school/self isolation | Stress and anxiety impacting themselves and staff | M | <p>Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. [consider publishing risk assessment on school webpage]. Parents have the opportunity to discuss concerns with school staff.</p> <p>Provision of pastoral and extra-curricular activities available to all pupils designed to:</p> <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing <p>Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) plan) are self-isolating, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p> <p>[see government guidance for further information and apply as appropriate - record details here].</p> | L | <p>The government has recently 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.</p> <p>Supporting Emotional and Mental Health - Information for Schools.</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 • Covid daily check in sheet in operation to ensure checks made on vulnerable students through contact home |

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| | | | | | <ul style="list-style-type: none"> • Covid daily check in sheet in operation to monitor contact, homework etc and acts as quick reference for identifying concerns • Covid daily sheet also highlights those students eligible for free school meals and confirms that food packs have been delivered. This acts as another safety check of students through the delivery of the food pack by the Site Manager. • SLT weekly safeguarding meeting held to risk assess whether any concerns about students • Staff team having daily contact with pupils not in school - logged on Covid Check ins document and CPoms. |
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Document History

Useful Links:

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

Document History

| Item | Nature of change | Date of Update |
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| Prevalence of mutant Covid19 strain (VUI-202012/01) in the community | Working with smaller groups. CV staff/pregnant workers to work from home (where possible). Special school provision. Removal of requirement to have a specific risk assessment in place for staff living with CEV individuals (historic requirement relating to obsolete guidance) | 13/01/2021 |
| Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic | If only using part of school due to reduced numbers ensure fire doors are kept operational at all times. | 13/01/2021 |
| Contact with others who may have Coronavirus | Removal of requirement to have a specific risk assessment in place for staff living with CEV individuals (historic requirement relating to obsolete guidance). Link added to guidance on pregnant workers. Link to e-bug covid website added. | 13/01/2021 |
| All teaching/classroom activities; early years, primary and secondary | Updated text on wraparound care. Link to Active Northumberland activities for children being educated at home. | 13/01/2021 |
| Use of supply teachers and temporary workers | Updated text on temporary/teacher training staff. | 13/01/2021 |
| Use of School Transport (external provision only) | Updated text on school transport provision during lockdown – maintain sufficient provision to maximise social distancing. | 13/01/2021 |
| Lateral flow device Covid testing carried out incorrectly | Temporary and teacher training staff should also be offered testing. | 13/01/2021 |

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| Pupils displaying symptoms of coronavirus whilst at school | NCC Public Health team will not contact schools with the results of a PCR test – parents/carers should notify the school of results. | 13/01/2021 |
| Lack of communication with staff/parents/others | Link to guidance that includes advice when returning from another country. International travel is not permitted under lockdown rules. | 13/01/2021 |
| Prevalence of mutant Covid19 strain (VUI-202012/01) in the community | New section. National lockdown rules in place from 5/1/2021. CEV to work from home. CEV pupils to be educated from home. | 07/01/2021 |
| Contact with others who may have Coronavirus | Updated guidance on pregnant staff over 28 weeks. | 07/01/2021 |
| All teaching/classroom activities; early years, primary and secondary | Link to school guidance for local and national restrictions for physical education and sports. | 07/01/2021 |
| Lateral flow device Covid testing carried out incorrectly | New section. | 07/01/2021 |
| Staff displaying symptoms of coronavirus whilst at school | Removal of 14 day isolation guidance and redirect to up to date Government advice. Asymptomatic mass testing arrangements added. Schools to update their own risk assessment to reflect the status of the national testing programme. | 07/01/2021 |
| Pupils displaying symptoms of coronavirus whilst at school | Removal of 14 day isolation guidance and redirect to up to date Government advice. Schools to update their own risk assessment to reflect the status of the national testing programme. | 07/01/2021 |
| Activity / Useful Links | Link added to 'local restriction tiers' guidance. Heads to familiarise themselves with rules. | 01/12/2020 |

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| Contact with others who may have Coronavirus | Update on CEV staff/pupils under local tier restrictions who can now return to school. | 01/12/2020 |
| Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities | Update on performances under local tier restrictions. See also H&S FAQ document. | 01/12/2020 |
| Pupil uncertainty surrounding attendance/return to school/self isolation | Update on vulnerable pupil support arrangements whilst self isolating. | 01/12/2020 |
| Contact with others who may have Coronavirus | Updated guidance on CEV individuals. In relation to staff employed by the County Council, to comply with government advice a decision has been made by the Council's Executive Team that all CEV staff must work from home. CEV pupils to be educated from home. Change to the definitions which make an individual CEV (chronic kidney disease (stage 5) and adults with Downs Syndrome now included). | 17/11/2020 |
| All teaching/classroom activities; early years, primary and secondary | Updated guidance on sport and physical activity. Link added to wrap around provision and extra-curricular activity guidance. | 17/11/2020 |
| Use of School Transport (external provision only) | Updated guidance on ventilation on home to school transport. Link added to the updated 'Autumn term - transport for schools' guidance. | 17/11/2020 |
| Pupils displaying symptoms of coronavirus whilst at school | Link added to 'Safe working in education, childcare and children's social care settings' guidance. | 17/11/2020 |

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| Parents/carers picking up/collecting pupils from school | Link added to animation aimed at parents. Advice for child minders collecting/dropping off pupils from different households. | 17/11/2020 |
| Personal Care Activities | New guidance for those schools carrying out aerosol generating procedures (AGP) | 17/11/2020 |
| Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic | Link added to H&S FAQ document - new information on fire drills. | 02/11/2020 |
| Inadequate Ventilation | New section based on updated CIBSE ventilation guidance (Oct 2020) and updated government guidance on schools fully opening. Further information can be found in the H&S FAQ document. Note regarding heating systems moved into this section from the section above. | 02/11/2020 |
| Contact with others who may have Coronavirus | Update on face coverings. Link added for wrap around provision guidance. Link added to model pregnant workers risk assessment - this should be completed in conjunction with the CV/CEV assessment. | 02/11/2020 |
| All teaching/classroom activities; early years, primary and secondary | Update on wrap around provision and extra-curricular activity. | 02/11/2020 |
| Staff use of communal areas/working with different groups and Use of supply teachers | Update on shared staff areas. | 02/11/2020 |
| Outdoor education on-site and off-site visits | Non-NCC establishment advice wording updated. | 02/11/2020 |
| Use of School Transport (external provision only) | Advice on face coverings updated - these are now mandatory for those in year 7 and above. Schools should support school transport team/providers in helping with compliance issues on wearing face covering. | 02/11/2020 |

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| Pupils displaying symptoms of coronavirus whilst at school | Advice on PPE requirements updated (rather than hyperlinking to government guidance on specification for PPE it is documented) | 02/11/2020 |
| Outdoor education on-site and off-site visits | Wording regarding insurance arrangements. | 29/10/2020 |
| Inadequate testing/maintenance and fire safety arrangements during the covid19 pandemic | Renamed from 'School re-opening following partial or full closure and lack of statutory testing/maintenance' as schools are now fully open and wording changed to reflect this. Update on wall mounted fan convector coil heating systems. | 07/10/2020 |
| Contact with others who may have Coronavirus | Link to 'EHCP Planning Tool' added. | 07/10/2020 |
| Use of School Transport (external provision only) | Update in respect of NCC School Coronavirus (COVID-19) advice regarding use of face coverings. | 07/10/2020 |
| Staff displaying symptoms of coronavirus whilst at school | Update in respect of process for reporting cases. Link added for NCC flowchart for reporting covid cases. | 07/10/2020 |
| Pupils displaying symptoms of coronavirus whilst at school | Update in respect of process for reporting cases. Links added for NCC flowchart for reporting covid cases and 'Symptomatic Children Action List.' | 07/10/2020 |
| Outbreak of Covid-19 in local area or school resulting in partial or full closure of school/resumption of lock down | Advice to be sought from NCC's public health team/health protection team. | 07/10/2020 |
| Lack of communication with staff/parents/others | Link added for 'Parent Quick Guide Checker.' | 07/10/2020 |
| Uncertainty due to the unprecedented nature of the pandemic | Links added for staff support and a free counselling helpline. | 07/10/2020 |
| Pupil uncertainty surrounding attendance/return to school | Link added for pupil emotional and mental health support. | 07/10/2020 |

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| Useful Links | New section, previously listed under 'Additional Information'. Links to the 'Northumberland Dashboard' and 'Q&A videos from PHE' added. | 07/10/2020 |
| Contact with others who may have Coronavirus | Link updated to guidance for special schools and other specialist settings - Annex EHC Plans. | 09/09/2020 |
| Activity | Link added for 'Schools Full Opening' guidance. | 07/09/2020 |
| School re-opening following partial or full closure and lack of statutory testing/maintenance | Guidance withdrawn. | 07/09/2020 |
| Contact with others who may have Coronavirus | Link added for clinically/clinically extremely vulnerable generic staff risk assessments. Updated info on clinically/clinically extremely vulnerable pupils and link added to model risk assessment. Updated info on face coverings and link added to generic face covering risk assessment. | 07/09/2020 |
| All teaching/classroom activities; early years, primary and secondary | Guidance withdrawn and replaced with 'Schools Full Opening' guidance. | 07/09/2020 |
| Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities | Updated guidance on sports and music activities. Updated guidance on science practicals from CLEAPSS. | 07/09/2020 |
| Parents/carers picking up/collecting pupils from school | Guidance withdrawn. | 07/09/2020 |
| Use of School Transport (external provision only) | Minor update to align more closely with guidance text relating to grouping on school transport, wearing of face coverings and social distancing. | 07/09/2020 |
| Children who are non-compliant / displaying challenging behaviour | Guidance withdrawn. | 07/09/2020 |
| Personal care activities | Guidance withdrawn. | 07/09/2020 |
| Staff displaying symptoms of coronavirus whilst at school | Updated advice regarding a staff member testing positive. Link added to a letter from PHE to all school leaders. | 07/09/2020 |

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| Pupils displaying symptoms of coronavirus whilst at school | Updated advice regarding a pupil testing positive. Link added to a letter from PHE to all school leaders. | 07/09/2020 |
| Pupil uncertainty surrounding attendance/return to school | Link to the 'Wellbeing for Education Return Programme' added. | 07/09/2020 |
| Contact with others who may have Coronavirus | Updated links to model school risk assessments for CV/CEV staff and pupils. Minor wording changes and removal of link to withdrawn government document (changes are in red text) | 25/8/2020 |
| General | Some re-ordering of hazards (rows) to achieve better flow. | 30/07/2020 |
| Additional information | New/updated additional documentation | 30/07/2020 |
| School re-opening following partial or full closure and lack of statutory testing/maintenance | Minor wording changes. Review fire risk assessment. | 30/07/2020 |
| Inadequate safety management documentation (policies, risk assessments etc) | New section. | 30/07/2020 |
| Contact with others who may have Coronavirus | Staff/children living with someone who is shielding can now return. Updated guidance for Clinically Extremely vulnerable children and staff - mostly able to return to school. Model school specific risk assessment template for vulnerable/extremely vulnerable staff returning will be available early August. Visitor information to be retained and kept for 21 days. Specific guidance on hand washing requirements for children. Information on face coverings. | 30/07/2020 |
| All teaching/classroom activities; early years, primary and secondary | Amended wording in hazard column. Updated guidance on cohort/bubble group sizes, social distancing, classroom arrangements, including layout. Some text moved to new section below. | 30/07/2020 |

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| Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities | New section - some control measures moved from previous section. | 30/07/2020 |
| Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces | Minor changes. Use of staff areas moved into separate section. Reference to practical lessons moved into separate section. Additional text added for use of dining hall (see also new section on provision of school meals) | 30/07/2020 |
| Staff use of communal areas/working with different groups and Use of supply teachers | New section pulling together measures for staff areas and to record arrangements for temporary and visiting staff. | 30/07/2020 |
| Outdoor education on-site and off-site visits | Updated to illustrate requirement for EVCs and Heads to monitor Evolve for policy and guidance updates. | 30/07/2020 |
| Provision of school meals service | New section. Ensure arrangements in place are applied to kitchen facilities. | 30/07/2020 |
| Use of School Transport (external provision only) | Updated arrangements regarding more children accessing transport. | 30/07/2020 |
| Staff travelling to and from work | Minor amendment and link to government guidance | 30/07/2020 |
| Personal care activities | Reference to care activities involving aerosol generating procedures and clarification that no additional PPE generally needed other than that normally identified via risk assessment. | 30/07/2020 |
| Use of hand sanitizer | Reference to skin friendly skin wipes (confirmed with NCC public health that these should contain alcohol to be as effective as sanitiser). Bulk storage arrangements for hand sanitiser (updated fire risk assessment). | 30/07/2020 |
| Insufficient cleaning/exposure to virus on objects/surfaces | Updated government guidance on cleaning and waste (15 July). Ensure cleaning schedule is in place which cleaners are briefed on and records are kept of cleaning undertaken. | 30/07/2020 |

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| Staff displaying symptoms of coronavirus whilst at school | Clarification on isolation of bubble groups. Requirement to notify NCC public health team of all <u>symptomatic</u> persons. Removal of specific self isolation periods as this is liable to change (currently changed from 7 to 10 days) - schools should keep up to date with the latest requirement. | 30/07/2020 |
| Pupils displaying symptoms of coronavirus whilst at school | As above. | 30/07/2020 |
| Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down | New section. | 30/07/2020 |
| Inadequate first aid provision | Updated guidance based on HSE advice. Government advice for schools is that no PPE is needed, however, based on HSE advice if PPE is available it should be used. | 30/07/2020 |
| Pupil uncertainty surrounding attendance/return to school | New section. | 30/07/2020 |
| Activity and People at Risk | Information of how updates have been incorporated and updated link to all school related government guidance added. Amended text regarding need to review risk assessment. | 05/06/2020 |
| Additional Information Section | Amendment. NCC Corporate Health and Safety Advice - FAQs for School Head Teachers , link to vulnerable staff risk assessments (including BAME) and Public Health Q&A for Teachers and Parents | 05/06/2020 |
| School re-opening following partial or full closure and lack of statutory testing/maintenance | Amendment. Update to explain in more detail the required checks/testing. Note regarding cleaning. Additional information on fire evacuation procedures/fire drills. | 05/06/2020 |

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| Contact with others who may have Coronavirus. Inadvertent transmission to others | Amendment Para on staffing levels. Link to BAME risk assessment added. Revision to wording in "Children" section (no change to arrangements). Shielding households - slight amendment to wording. Link to updated SEND guidance. Recommendation to provide lidded bins/tissues. Social distancing advice in offices/reception. Hot/warm water required for hand washing (see H&S FAQ). Reinforcement that only essential visitors are permitted access to school. | 05/06/2020 |
| Unable to achieve social distancing | Amendment. Staff role in health/hand hygiene arrangements. Changes to early years spaces requirements and group sizes. Secondary Schools are only permitted to have ¼ of yr. 10 and yr. 12 cohort in school at any one time. Rotas permissible in secondary schools. Some other minor textual changes. | 05/06/2020 |
| Use of communal areas | Amendment. Update regarding assemblies. Updated guidance on PE activities from AfPE. | 05/06/2020 |
| Parents/carers picking up/collecting pupils from school | Amendment Queuing system/greeting process for parents. New links to government guidance added. | 05/06/2020 |
| School Transport | New section | 05/06/2020 |
| Staff travelling to and from work. | New section | 05/06/2020 |
| Children who are non-compliant / displaying challenging behaviour | New section | 05/06/2020 |

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