



Hawthorn Primary School and Sage Gateshead,
In Harmony Risk Assessment September 2020

Hawthorn Primary School Reopening Plan and Risk Assessment September 2020

This plan and risk assessment serves to support Hawthorn pupils and In Harmony staff through the reintroduction of In Harmony into the school day after partial closure due to Covid 19. The plan has been informed by government guidance, Hawthorn Primary School and Newcastle City Council, Music Partnership North and Sage Gateshead.

This document is a live document and will be subject to change following any updated guidance or revised working practices following review.

All staff will take part in a training session based on this risk assessment (24.09.20) A copy of the risk assessment is shared with all staff prior to this training and will be under constant review.

| In Harmony Risk Assessment for risk from Covid-19 | | |
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| Date Completed: 23 rd September 2020 | | Next review date: 23 rd October 2020 (or following changes to relevant guidance etc) |
| Health & Safety Advice (where required): Corporate H&S Team/Hawthorn Primary School | | |
| 1 | Activity with risk potential: | Date: 23 rd September 2020 |
| | Contact with other Employees, pupils or visitors to school. | |
| | Contact with surfaces contaminated with Covid-19. | |
| | Significant risks arising from the activity: Medium | |
| | Risk to staff/pupils/visitors of becoming infected with Covid-19. | |
| | Risk of staff/pupils/visitors passing on the infection to others. | |
| | <ul style="list-style-type: none">• All safety and security checks are completed by SLT and caretaker prior to opening.• Employees / pupils identified as being at high risk - if shielding at home is still advised by Public Health England / other medical professionals, it will be dealt with on an individual basis.• We will consider changes to government and scientific advice including local outbreaks/lockdowns and changes to R rating.• Any staff member displaying symptoms of Covid-19 must not come to school and inform the In Harmony Manager and follow the guidance at www.nhs.uk/coronavirus. Staff must then immediately contact 119 and request a Covid-19 test. Covid-19 Walk-through Testing Site - Newcastle (Etherley Road Car Park, Byker) NE6 2UT OR Covid-19 Drive-through Testing Site - Newcastle (Great Park Park & Ride)• If staff are contacted by the Test and Trace service and advised to isolate, you must inform the In Harmony Manager. Beware of scam calls that say you are at risk and then ask for test payment. TESTS ARE FREE.• Staff will be given a code of practice document alongside this Risk Assessment which they must always adhere to. | |

Newcastle City Guidance/Public Health Guidance

Staff must inform Covid-19 control team at Newcastle City Council by filling in the online form at bit.ly/3frSiue. Inform Public Health England's local health protection team 0300 3038596 and choose option 1.

Staff must agree to follow the test and trace rules. If a staff member who has symptoms does not take the test and provide proof, Public Health's view is that it would bring into question the wellbeing of the child or staff member and should trigger the school's safeguarding protocols. The DSL in school will contact the Health Protection Team (HPT)

In the case of any positive testing, the school will be informed and advised on what action to take

In the case of an outbreak (2 or more cases within a 14-day period in a bubble) the Health Protection Team would advise of next steps

For the purpose of contact tracing, close contact is defined as:

- I. Under 1 metre for a minute
- II. 2 metres for 15 minutes
- III. Someone who's been face-to-face
- IV. Someone who's been coughed or sneezed on
- V. Provided intimate or prolonged care.

Awareness of policies and procedures

- All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:
 - Health and Safety Policy;
 - Fire Evacuation Plan;
 - Supporting Pupils with Medical Conditions Policy;
 - Critical Incident Plan;
 - Safeguarding;
 - Data Protection;
 - Behaviour Policy.
- All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013;
 - The Health Protection (Notification) Regulations 2010;
 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities';
 - Local Authority;
 - DfE and PHE (2020) 'COVID-19: guidance for educational settings';
 - North East Health Protection Team, Floor 2 Citygate, Gallowgate, Newcastle Upon Tyne, NE1 4WH - 0300 3038596.
- Relevant staff may receive any necessary additional training that helps minimise the spread of infection.
- The school keeps up-to-date with advice issued by, but not limited to, the following:
 - DfE;
 - NHS;
 - Department for Health and Social Care;
 - PHE;

- LA Promise Board;
- The school's local health protection team (HPT) –
 - North East Health Protection Team, Floor 2 Citygate, Gallowgate, Newcastle Upon Tyne, NE1 4WH - 0300 3038596.
- Sage Gateshead keeps up-to-date with advice issued by, but not limited to, the following:
 - DfE;
 - Arts Council England;
 - Department for Health and Social Care;
 - Department for Digital, Culture, Media & Sport;
 - Music Mark;
 - Music Partnership North.
- Staff are aware of the school's infection control procedures in relation to Covid-19 and will contact the school as soon as possible if they believe they may have been exposed to Covid-19;
- Parents are made aware of the school's infection control procedures in relation to Covid-19 via letter, website and home school agreement – they are informed that they must contact the school as soon as possible if they believe their child or any member of the household has been exposed to Covid-19;
- Pupils are made aware of the school's infection control procedures in relation to Covid-19 via class briefings and are informed that they must tell a member of staff if they feel unwell;
- Volunteers and visitors to school are aware of the school's infection control procedures in relation to Covid-19 and will contact the school as soon as possible if they believe they may have been exposed to Covid-19;
- The Staff and Volunteer Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of Covid-19.

Arrival

- Staff arrive via the main office door and maintain social distance in the car park;
- Staff, children and visitors must wash hands, or use sanitiser, upon entry and exit to school, at regular intervals throughout the day, before and after using the toilet eating lunch and when touching any equipment;
- Staff will use the companion app to school's sign in system to sign in using their own phone to limit use of sign in iPad;
- Wherever possible staff should drive, walk or cycle to school to avoid public transport; if there is a need to use public transport, follow social distancing measures and adults must use of face covering.

Movement around school

- Only essential movement around school is permitted; pupils and staff will use outside paths where possible, avoiding halls and stairs in the main building, unless it is unsafe to do so;
- Staggered play and lunch times are scheduled throughout the day;
- Staff will always escort children in an orderly line when moving around school e.g. to and from an instrument lesson. Staff will regularly remind children of expectations for behaviour when moving around school e.g. stay in a single file line and keep to the left;

- Where appropriate, doors will be wedged open, to avoid touching handles, push plates with the exception of fire doors. The push bar door in the Reception classroom will remain open to allow access to the continuous provision and will be closed, by staff, in the event of fire evacuation;
- Posters outlining one-way systems, no entry and Covid-19 symptoms are displayed around school.

Classrooms

- Two year groups in a phase will form one bubble e.g. Year 5/6. The In Harmony timetable has been designed so bubbles do not mix;
- Hygiene resources are available in each classroom;
- Handwashing facilities are in classrooms and the toilet facilities;
- Children should wash their hands prior to and after their instrumental lesson. All children will be regularly reminded how to do appropriate hand washing and younger children and children with additional needs will be supported as required;
- To provide air flow a minimum of one window at each side of the room needs to remain open;
- Cleaning resources are available in each class and should be looked after by the teaching or support staff, **OUT OF THE REACH OF CHILDREN**;
- The teacher may spray desks and the child will wipe surfaces with paper hand towel.
- Surfaces should be cleared as much as possible and non-essential equipment removed or placed in storage;
- Staff should follow a clear desk policy;
- Lidded bins for tissues are provided in each class and will be emptied regularly;
- Soft toys and furnishings should be removed and stored safely.

Teaching and Learning

- Movement around the classroom is kept to a minimum including adults. Seating is arranged so that children face forwards towards the teacher;
- If chairs/tables are moved in ensemble spaces, they must be returned and cleaned afterwards. Time must be allowed for this;
- Where possible adults should remain at the front or back of the classroom and maintain appropriate social distancing from the children;
- Conversation in the teaching space should be from adult height, not bending down to child's height - where appropriate;
- If close feedback or communication need – side to side or behind, but **not facing** the child;
- Sharing of resources will be avoided where possible and any equipment used will be sanitised after use;
- Each child has a resource pack which can be used during ensemble. Each child must carry their own resource pack and/or instrument;
- If a child's instrument needs to be held by the adult, they must sanitise their hands immediately afterwards;
- All feedback given to children will be verbal where possible;
- Shared resources will be cleaned after use;
- Children will only play their own allocated instrument, no sharing of instruments;
- If an instrument needs to be tuned/repared, the staff member should sanitise immediately afterwards, or use disposable gloves to do so;
- Teachers must not play on students' instruments, even to diagnose a problem;
- Percussion tutor should have their own sticks for demonstration purposes;

- Recorders must be cleaned after every use;
- Pupils should assemble and pack away their own instrument;
- For Key Stage 1 lessons or ensembles, instruments should be distributed by teachers and tutors before the session;
- Instrument try-outs have been postponed and will be reviewed at the end of the half term;
- Wind/brass instruments will be played in small group lessons only where there is enough space (2m around each child) and airflow. Wind students should play back-to-back where possible;
- Brass students will be issued with a cloth, so water from their instruments will not be dropped on the floor or furniture. The cloth will be kept in the child's case and held in front of the bell whilst playing to allow for front-facing teaching;
- Wind/brass ensembles of more than 15 children should not play and are encouraged to work on musicianship for this half term;
- Singing will only be outdoors or where children can be at a 2m distance and back-to-back wherever possible;
- Discourage loud singing in favour of quality of sound in quiet singing to generate fewer bioaerosols;
- No singing will take place in an ensemble of over 15 children;
- Singing in small group lessons will always be side-by-side and not face-to-face and whilst 2m apart;
- Printed music will not be used where possible. If it is necessary, the staff member should decide whether they or the child will own the printed music and it should therein only be touched by the owner;
- Where possible, windows should be always open to create ventilation.

Toilet Areas

- Where possible, children should not go to the toilet during instrumental lessons or ensembles;
- If a child does need to go to the toilet, please use the phone in the classroom or your mobile to contact a member of the In Harmony team or Reception at Hawthorn Primary and someone will assist the child to the toilet.
- On site cleaner will clean toilets at regular intervals, following LA guidance;
- Additional cleaning has been arranged mid-morning for both staff and pupil toilets and touch points around school;
- Staff should use staff toilets only.

Lunchtime

- Allocated lunchtimes will be provided for each bubble so the In Harmony timetable must be adhered to strictly to ensure bubbles are not mixing;
- A 15 minute break (12.30 – 12.45) in the middle of lessons is built into staff timetables to allow for children safely moving around school following guidelines;
- Staff should wash their hands before having lunch;
- Staff should either eat lunch in their teaching area (in the 15 minute break) or outside; The meeting room will be available as a staff room at specific times, to be outlined.

Social Distancing

- A one-way system will be in operation to avoid bubbles passing when walking around

school and pinch points have been identified. Walking briefly past someone from another bubble does not present a high level of risk but this should be avoided if possible, by using the one-way system;

- It is expected that staff will comply with Public Health England (PHE) guidance on social distancing wherever possible, inside buildings, outside, during meal/rest breaks, on arrival and departure.
- Where ensembles have children from different classes e.g. Year 5/6, they should sit separately to ensure no close contact between classes.

General Control Measures:

- Management restrictions to limit / reduce number of persons (staff, visitors and pupils) in all school areas (buildings /classrooms, reception area, meeting rooms / kitchens /toilets, etc) based on the available space;
- Staff should follow the normal guidance from schools regarding suitable attire for school and in addition should not wear items of clothing that could further transmit Covid-19 – scarves, ties, long floaty clothing;
- Clothes should be clean on each day;
- Use alternative entrances / exits to reduce pinch points;
- One-way systems in and around buildings and sites for pedestrians / vehicles;
- Staff and children to keep to the left when moving around the outside of the building to avoid passing too close to another group;
- Desks will be set out so that they are facing forwards;
- Each bubble to remain separate and strictly follow the timetabled use of the school environment;
- Relevant media is used to communicate measures and restrictions to staff / pupils and any potential visitors e.g. posters / notices / signs / letters / emails / newsletters / website etc.
- Measures to be regularly monitored, particularly at peak times of activity and kept under review to confirm they are being followed and working;
- Where tasks are needed to deliver an essential service / activity e.g. providing first aid; and social distancing can't be maintained for reasons of safe working, face to face working must be kept to the shortest possible time (ideally to seconds and for no more than a couple of minutes where possible);
- If this cannot be achieved the task should be assessed by the management Options including the use of appropriate PPE will be considered; PPE is available for use by first aiders.
- School trips for In Harmony have been ceased until further review;
- Staff will remind children regularly on all protocols for hygiene to keep everyone safe;
- If a staff or pupils show symptoms of Covid-19 they will as soon as possible leave the school site or will wait within the isolation area in the school hall room until collected. Areas occupied will be shut down and then cleaned up by the LA using appropriate PPE equipment and following procedures and guidance. If a positive test is confirmed the local health protection team will be contacted for guidance;
- Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with local and national guidance and local and national guidance;
- Staff and pupils will be given information regarding the Test and Trace system. All are advised of scam calls saying you are at risk, must isolate and then asking for payment of the Covid-19;

- Any external providers/services will be involved in adhering to the school's protocols and share any additional requirements they have.

Specific protective measures

Risk assessments and other health and safety advice for pupils and staff in light of recent government advice, identifying protective measures (such as those listed below).

- Timetables have been reviewed to consider the following:
 - Instrumental lessons have children from one year group at a time. Where there are exceptions to this, children from different year groups should be well spaced from others;
 - 15 minute spaces in peak teaching times (between 12.30 – 12.45 and 2-2.15pm) to allow for careful movement around school.
- Children will remain in bubbles at all times each day, and different bubbles may not mix; Children in different classes, but the same bubble may attend the same ensemble but should be sit separately and maintain social distance.
- Seating pans will be in use for each ensemble and small group lesson.
- Wherever possible, the same classroom or area of a setting will be used throughout the day, with a thorough cleaning of the rooms at the end of the day;
- Unnecessary items from classrooms and other learning environments have been removed and stored elsewhere or a barrier is in place to prevent access;
- Where possible, sufficient equipment is provided to avoid the need for sharing; and activities that involve the use of shared equipment are avoided wherever possible.

First Aid

- Only qualified first aiders can administer first aid;
- Administering First Aid to be carried out side by side, using verbal instructions if possible;
- Staff should wash hands prior to and after providing first aid;
- PPE is available to administer first aid when required e.g. mask, face shield, disposable aprons and gloves;
- Any waste material should be disposed of in plastic bags and double bagged;
- The First Aid resources should be maintained by the lead First Aider.

Personal Protective Equipment (PPE)

- Wearing a face covering or face mask in the school is not normally recommended, however face coverings may be beneficial in certain situations for short periods indoors where there is a risk of close social contact with people where social distancing and other measures cannot be maintained. In Harmony staff can wear a face covering or mask if they feel they would prefer to;
- PPE equipment will be available in each classroom.

Cleaning and Hygiene III Health

- School will be cleaned daily following local authority guidelines;

- Cleaners will clean classrooms, toilets, corridors, hall, offices and staffrooms regularly and record the date and time when completed;
- Staff are encouraged to provide their own drinks / food in a cool bag, use their own cup and water bottles, and sanitise any hand contact surfaces used in kitchens after use;
- Robust regular cleaning and disinfection arrangements are in place for fixed hand contact surfaces in buildings / kitchens / rest / toilet facilities, door handles, hand-rails etc. to ensure high standards of cleanliness;
- Front Door entrance key pad and exit pad to be cleaned regularly as a touch point;
- Regular cleaning of desks and chairs after use, including disinfectant spray for fabric chairs;
- Anti bac spray is provided in each classroom and surfaces should be cleaned after use by either the child or teacher / T/A depending on the age of the child;
- Supplies of liquid soap, water and means of drying hands to be regularly checked and restocked at wash hand basins;
- Provision of sanitiser to where hand washing facilities are not available. Good hand hygiene should be modelled by all staff and practised by children throughout the day. Hand sanitising should only be used twice and then hand washing is the recommended practice;
- Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated;
- If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. (Disabled toilet within the reception of the school);
- Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 119 or use the website immediately or call 999 if they become seriously ill or their life is at risk;
- Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected Covid-19 they should isolate for 10 days and their household members for 14 days;
- Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the headteacher;
- The school is consistent in its approach to the management of suspected and confirmed cases of Covid-19 and will contact the local health protection team for guidance;
- The headteacher should be informed by pupils' parents when pupils return to school after having coronavirus – the headteacher informs the relevant staff;
- Staff inform the headteacher when they plan to return to work after self-isolating and/or having Covid-19.

Visitors

- Visitors to school, including parents, should be by appointment only through the Headteacher and office;
- Visitors to In Harmony will be restricted to an absolute minimum.

General Health and Safety Protocols

Existing policies and protocols will be followed with amendments made to maintain relevant

social distancing practices followed to ensure the safety of staff, children and visitors.

Action Response

- The **Headteacher** contacts the North East Health Protection Team, Floor 2 Citygate, Gallowgate, Newcastle Upon Tyne, NE1 4WH - 0300 3038596 and local authority immediately about any suspected cases of Covid-19, even if they are unsure, and discusses if any further action needs to be taken;
- Schools put into place any actions or precautions advised by their local health protection team and local authority;
- Schools contact their local health protection team and local authority for specific recommendations for their school;
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.

Emergencies

- Staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required;
- Pupils' parents are contacted as soon as practicable in the event of an emergency;
- The school has an up-to-date Health and Safety and Supporting Children with Medical Conditions Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.

Data protection and safeguarding

- Safeguarding and Child Protection guidelines as outlined in Keeping Children Safe in Education 2018 have not changed (KCSIE will be updated and public on from the 3rd September 2020); staff must report any concern for safeguarding a child immediately to a DSL or Headteacher and appropriate action will be taken. Covid-19 has **not** changed this process (See Safeguarding Policy **updated September 2020**);
- Staff are aware and adhere to data and safeguarding protocols, working practice and policies. Safeguarding a child takes precedent when sharing sensitive information;
- Staff report any inappropriate behaviour or practice by pupils to the In Harmony Manager who will report to the Hawthorn Primary SLT and DSO at Sage Gateshead;
- Staff maintain appropriate data protection guidelines following the Data Protection Policy.

High levels of student anxiety

- Any worries or issues raised about a child's emotional wellbeing will be reported and discussed with the In Harmony Manager who will report to Hawthorn Primary SLT;
- An individual support plan will be put in place with agreement with the child and parent / carer; this could include support within school, online services e.g. Kalmer's or NSPCC;
- Bereavement counselling to be provided on a bespoke basis.

High levels of staff anxiety

- Staff to advise In Harmony Manager of any concerns they may have. All concerns will be dealt with on a confidential basis;
- Staff to be made aware of support networks available to them if necessary;

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| | <ul style="list-style-type: none"> Both members of In Harmony tutor team are aware of the work to be undertaken and aware of the risks. They will take responsibility for their own safety and let the In Harmony manager know of any changes to their situation which will impact on the risk to others. <p>Monitoring daily any pupil / staff absence</p> <ul style="list-style-type: none"> Daily attendance register completed via SIMS and the In Harmony Manager will be informed if absence impacts on In Harmony delivery that day; In Harmony Manager will be responsible for In Harmony staff absence and will work in conjunction with other colleagues at Hawthorn Primary School to provide cover or cancel sessions. |
| | <p>Fire Evacuation</p> <p>The existing Fire Evacuation Plan protocols and practice remain the same and will be followed.</p> <p><u>Assembly Points.</u></p> <p>The assembly point for anyone evacuating the following areas:</p> <p>Year 5 & 6 Classroom - exit via the fire doors, access the outside steps and continue up the path to the MUGA (not through the building). If this pathway is blocked, exit the classroom, turn right and follow the path to the bottom gate and access the key using the code 2310 to unlock the padlock to open the gates.</p> <p>ARC classroom - exit through the main doors, walk around the bottom of the building past the music cabin and mobile classroom up the path, past reception and make your way to the MUGA. Should any exits be blocked an alternate route is to exit the buildings and follow the path to the bottom gate and access the key using the code 2310 to unlock the padlock and open the gates. A final exit strategy is to exit the building and follow the path up next to the SLT offices to Ashfield Nursery accessing the key within the key box using the code 2310.</p> <p>Y3 & 4 Classroom - exit through fire exit doors directly onto the outside courtyard, walk around the bottom of the building past the music cabin and mobile classroom up the path, past reception and make your way to the MUGA. Should any exits be blocked an alternate route is to exit the buildings and follow the path to the bottom gate and access the key using the code 2310 to unlock the padlock and open the gates. A final exit strategy is to exit the building and follow the path up next to the SLT offices to Ashfield Nursery accessing the key within the key box using the code 2310.</p> <p>Y1/Y2 will exit the door to the corridor turn right up the corridor and exit via the hall doors making their way to the MUGA. Should this exit be blocked by fire they can exit the bottom of the classroom and access either corridor and exit at the bottom of the building making their way around the bottom of the school past the Year 5/6 mobile classroom.</p> <p>Reception class will exit onto their playground area and proceed up the steps through the gate and follow the path to the MUGA (they will make sure that the door to the outside area</p> |

is closed on their exit)

A fire register will be taken each day and stored in main office by sign in iPad. This will be taken outside by a member of the admin team to allow for quick roll call. As soon as possible a roll-call / head count should be carried out and **STAFF** must advise admin when the check / head count is complete and then the Fire Service Officer will be informed of the result.