



RISK ASSESSMENT FOR COVID 19

Note:

The latest government guidance has been used to update this RA.

Activity: School use during Covid - 19 Pandemic

Location: All areas

Assessment reviewed by: NCC Corporate H&S section

Date Completed: Revised 16th March 2021

Likelihood	5	10	15	20	25	1 = Rare	X	Consequence/Severity/Injury		
	4	8	12	16	20	2 = Unlikely		1 =		
	3	6	9	12	15	3 = Possible		2 =		
	2	4	6	8	10	4 = Probable		3 =		
	1	2	3	4	5	5 = Almost certain		4 =		
	Consequence/Severity/Injury					1-6 = LOW risk	8-15 = MEDIUM risk	16-25 HIGH risk		

First Aid Box

Location:

Supporting documentation: *Student return following partial closure due to Covid - 19 virus*
Revised first aid procedures
Revised evacuation procedure
Proposed timetable

Consideration should be given to Public Health England and LA guidance regarding local transmission rates (R) rather than the national rate, in addition to the number of new cases in the local area.

Although measures to reduce risk can be implemented, it is difficult to calculate actual levels of risk using the current transmission data.

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
Awareness of Policies and Procedures	All governors, staff, parents/caregivers, visitors, volunteers, contractors	Medium	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> ○ Health and Safety Policy ○ Fire Evacuation Plan (Part of Risk Assessment) ○ Supporting Pupils with Medical Conditions Policy ○ Critical Incident Plan ○ Safeguarding ○ Data Protection ○ Behaviour Policy ○ First Aid Policy ○ Social Distancing <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> ○ 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. 	Low

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			<p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> ○ 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, Newcastle Upon Tyne, NE1 4WH - 0300 3038596. <p>Staff are aware of the school's infection control procedures in relation to coronavirus and will contact the school as soon as possible if they believe they may have been exposed to coronavirus.</p> <p>Parents are made aware of the school's infection control procedures in relation to coronavirus via PING, 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 coronavirus, developed any symptoms or is awaiting test results.</p> <p>Pupils are made aware of the school's infection control procedures in relation to coronavirus via class briefings and are informed that they must tell a member of staff if they feel unwell.</p> <p>Volunteers and visitors to school are aware of the school's infection control procedures in relation to coronavirus and will contact the school as soon as possible if they believe they may have been exposed to coronavirus.</p>	

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			<p>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 coronavirus.</p> <p>Relevant staff receive any necessary training that helps reduce the spread of infection to a minimum.</p>	
<p>Contraction of the infection by those with pre-existing health conditions or other conditions likely to significantly increase the risk of serious illness.</p>	<p>Individuals identified as being clinically extremely vulnerable or clinically vulnerable</p>	<p>High</p>	<ul style="list-style-type: none"> Any persons classed as being clinically extremely vulnerable from Covid 19 should follow current tier guidance, shielding when in tier 5 National Lockdown or when required by national guidance. Those living in a household with someone who is clinically extremely vulnerable when shielding requirements apply, can continue to attend work, but should homework where possible. Any person who is classed as clinically vulnerable (https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/) are at moderate risk and should be especially careful to follow the rules and minimise contact with others, continuing to wash hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in the home and/or workspace. Any specific medical advice provided to individuals to supplement generic guidance should be followed. When in tier 5 National Lockdown, clinically vulnerable persons should work from home, where this is possible. Where homeworking isn't possible, arrangements for these staff should be reviewed to ensure precautions for maintaining social distancing and minimising/managing any shared equipment are as robust as practical. 	<p>Low</p>

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Traveling to and from school. Possible risk of infection from <ul style="list-style-type: none"> ● Use of public transport ● Walking with friends 	Students	Medium	Staff can: <ul style="list-style-type: none"> ● Advise/remind students about social distancing and the importance of hygiene. ● Advise Guardians of good practice via web page and letters home ● Encourage students to walk or cycle rather than use public transport on shorter journeys. This should be a health choice rather than a scare tactic. ● Advise parents about the need for face coverings and social distancing when using dedicated school transport and public transport and the exemption criteria. 	Low

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Infection being brought on site by persons entering the building	All building users	Medium	<ul style="list-style-type: none"> ● Staff have been briefed on all arrangements before returning to school and reminded to maintain social distancing including break times / lunchtimes, at the water cooler machines, photocopier, staff rooms and arriving / leaving school. ● Staff arrive via the main office door should wear a mask and maintain social distance in the car park. ● Sanitation stations with appropriate signage set up at all entrances. ● All persons are to wash hands for a minimum of 20 seconds using soap and water. This should be done as soon as possible after entering the building. ● Screening and barrier systems set up in the office reception area. ● No visitors to be admitted beyond the office reception area without the prior authorisation of the Head teacher or their representative. ● Repairs/Maintenance are to be conducted outside of student hours wherever possible. ● Contractors should be on site through prior arrangement, and have Risk Assessed their activities in relation to the Covid - 19 virus ● Deliveries are to be left in the Reception area by delivery drivers. Delivery drivers should not enter the building. ● Deliveries are not to be signed for. ● Kitchen deliveries to be delivered directly to the Kitchen entrance. ● Gloves should be employed when handling deliveries, packaging disposed of and hands washed immediately after the activity. ● Students are to use equipment provided by the School, rather than bringing personal equipment on site. 	Low

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			<ul style="list-style-type: none"> ● Contractors and essential visitors who must enter the school during opening hours should be asked to wear a face covering. ● Social distancing measures will apply at all school entrances with staggered start/finish times and identified entrance/exit gates for each class. ● One adult will be allowed to accompany children to school to limit numbers at school, gates. ● Parents and Care-givers dropping off children will be required to wear a face covering when at the school gate. ● Staff at the school gate will wear a face covering. ● Staggered arrival times for pupils will be agreed with parents prior to the school starting via PING/newsletter. ● Any face coverings should be removed on entry to school. These can be taken home by the child's parent or guardian – any Year 5/6 children who have travelled in alone will need to store their face covering in a zip lock bag (which can be provided by school). ● Each class will have staggered access to the shared cloakroom and toilet facilities. ● Children should only bring packed lunch (if required) and coat which will be placed safely on named coat hook outside the classroom. ● Reading bags should only be brought into school on a Thursday where they will be set aside until Monday when a new reading book will be issued and sent home. 	

<p>General: Risk of viral cross contamination.</p> <p>(Spread of virus due to airborne particles and residues of bodily fluids on surfaces).</p>	<p>All building users</p>	<p>Medium</p>	<ul style="list-style-type: none"> • All building users are to wash hands once in the building, frequently throughout the day, especially before eating, and again before leaving the building. Appropriate signage to be visible in wash and key areas. Taps that do not turn off automatically should be turned off using a tissue or paper towel. • Staff will use the companion app to the school's sign in system to sign in using their own phone to limit use of the sign in iPad. • Staff and support services to be signed in and out of the building by office staff rather than the individual to avoid various people touching the screen. • Student entrances used to be dictated by student numbers. Students will enter the classroom directly via the external door to avoid the use of corridors. Only Year 1 and 2 will access via the corridor. All approaches to external entrances should be marked to facilitate social distancing. All entrances should have a staff presence during student entry. • On entering the building, students will go directly to the teaching area, after washing their hands, rather than congregating in collection /meeting areas. • Students on cycles should store and collect cycles one at a time to achieve social distancing. • Students to be briefed daily about social distancing and the importance of hand washing. • Soap, sanitiser and paper towels are available within each class. • Sanitisation stations are set up at the school office, reception, and dining hall. • Signage is displayed around the building advising of hand cleaning procedures and correct hand washing techniques. Signage to be updated and rotated 	<p>Low</p>
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<p>General: Risk of viral cross contamination.</p> <p>(Spread of virus due to airborne particles and residues of bodily fluids on surfaces).</p>	<p>All building users</p>	<p>Medium</p>	<p>frequently to avoid complacency.</p> <ul style="list-style-type: none"> ● Staff rooms have specific maximum capacities and maintain social distancing. Staff have been timetabled to use two staff rooms for breaks and lunch. ● Staff meetings are held remotely or socially distanced if meetings are attended in person. ● Hand contact surfaces in staff rooms e.g. kettles, microwave, fridge door handles are sanitised after use. ● Staff avoid sharing workstations. Where this isn't possible, staff must thoroughly clean the workstation before and after use e.g. keyboard, mouse, desk, phone, chair arms etc. ● Where ear defenders are to be used, the set should be specific to the user and not shared. A user's equipment should be labelled for easy identification. If this is not possible the equipment should be cleaned before and after use. ● Internal doors will remain open wherever possible to avoid the use of push plates and door handles. ● Frequently touched surfaces in communal areas (e.g. door handles, light switches, photocopier buttons, etc) are regularly cleaned and sanitised. ● Suitable sanitising products must be used for cleaning, such as alcohol wipes. ● Multiple boxes of tissues are available in all areas to limit potential student movement. ● Additional pedal waste bins are available in teaching areas to reduce the necessity for students to move around the teaching area. ● Staff to advise Admin team (via school office) when additional tissues/sanitising products are required. ● Fire drills in schools continue on a termly basis. <p>The existing Fire Evacuation Plan protocols and practice remain</p>	<p>Low</p>
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			<p>the same and will be followed.</p> <p>Those evacuating should not be concerned with strict adherence to social distancing rules, the important thing is to evacuate as safely and as quickly as possible.</p> <p>When assembling outside, following an alarm, social distancing is observed as far as possible and bubbles are kept together.</p> <p><u>Assembly Points.</u> The assembly points for anyone evacuating the building are:</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 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</p>	

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			<p>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 is closed on their exit).</p> <p>A fire register will be taken each day and stored in the 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.</p> <p>On re-entering the building, all staff and children will re sanitise.</p> <p>Classroom hygiene.</p> <ul style="list-style-type: none"> ● School provides and maintains hand drying facilities, paper towels. ● Students are to wash hands/sanitise when entering the building, entering the classroom, before break, after break and before lunch. ● When in the classroom, all students must have a 	

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			<p>dedicated workstation and their own equipment. (Pens, pencils etc.). If using School equipment, this should be retained by the student and not put back into the general stock. Equipment to be labelled to identify student packs.</p> <ul style="list-style-type: none"> ● Sanitisation wipes are available for student /staff keyboard cleaning. Wipes should be safe for hands. ● 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 child's age. ● Classroom windows are partially open (when weather conditions permit) to provide natural ventilation. ● 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. Where drinks are prepared in classrooms the same procedure should apply. ● Front Door entrance key pad and exit pad to be cleaned regularly as a touch point. <p>Social distancing and grouping of pupils</p> <ul style="list-style-type: none"> ● Class bubbles will be maintained and 'bubbles' must not mix wherever possible. Two year groups in a phase will form one bubble e.g. Year 5/6. Each bubble to 	

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			<p>remain separate and strictly follow the timetabled use of the school environment. Teachers/staff have been assigned to a bubble and, as far as possible, these stay the same during the day and on subsequent days, but staff are able to cross bubbles when required.</p> <ul style="list-style-type: none"> ● The use of alternative entrances/exits are used to reduce pinch points and promote social distancing. Staggered arrival/departure times, and play times, are scheduled throughout the day (See Appendix). ● 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. ● Non-essential tasks are avoided where social distancing cannot be achieved. ● Where possible, all meetings will be organised remotely via Teams. Any face to face meetings will be kept as short as possible (under 15 minutes). Staff should remain at least 2 metres apart, wearing face covering. ● Car sharing – environmentally sound, but definitely not Covid safe, even with face coverings. This is an immediate close contact! ● Holding a colleague's phone to look at pictures they are sharing – definite no! ● Two staff rooms have been provided and a time table for staff breaks and lunches has been developed. ● Staff Rooms – staff should ensure they maintain 2m distancing and the capacity limits are adhered to at all times, including sitting at the table, using kettles, fridges and microwaves. ● There will be no whole school assemblies; these will be within the classroom environment or on a smaller scale within the school hall - using social distancing. When this is not possible assemblies will be virtual. 	

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			<ul style="list-style-type: none"> ● 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). If not using the external pathways and when are using internal access and shared areas staff will wear a face covering. ● When moving between areas, staff should wear face covering. Care should be taken when the face covering is not in use and hand sanitization should be done after touching the face mask. ● A one-way system will be in operation to avoid bubbles passing when walking around school; known 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. Staff and children to keep to the left when moving around the outside of the building to avoid passing too close to another group. ● Staff will escort children in an orderly line when moving around school e.g. at breaks and lunch time. 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 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 management and appropriate use of PPE will be implemented. ● School visits and trips will not take place until further guidance is received. Where possible, virtual visits and activities will be arranged. 	

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			<ul style="list-style-type: none"> • Seating plans are in place with children facing forwards including the school hall. • Students becoming ill to be held in the designated isolation area (hall room 1) whilst arrangements for collection are being made with the Parent/Care-giver. Isolation area has minimal furnishings and natural ventilation. • Any waste generated in an isolation area from students with flu-like symptoms will be double bagged, labelled with the date and stored for 72 hours before disposing in normal waste. • PPE is available for staff if requested. 	
Close contact personal care with pupils eg changing nappies	Staff	Medium	<ul style="list-style-type: none"> • When carrying out close contact personal care with a pupil e.g changing nappies, the following personal protective equipment must be worn: <ul style="list-style-type: none"> • Disposable Gloves • Plastic Apron • Disposable Fluid resistant face mask • Visor (for potential splashes) • This is in order to give an added layer of protection against possible splashes or respiratory droplets generated during a period of close contact, whilst carrying out personal care duties. • Always carry out hand hygiene before putting on PPE (wash hands thoroughly with soap and water for 20 seconds) and after removal of PPE. • Follow the guidance provided for using PPE. 	Low

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Dining Hall: Risk of viral cross contamination	All building users	Medium	<ul style="list-style-type: none"> ● Sanitisation station is set up for lunch period with appropriate signage. Hygiene to be encouraged by duty staff. ● Staff supervising within the hall will wear face covering unless they are exempt. ● Allocated lunchtimes will be provided for each bubble. Classes should be kept separate when approaching and in the hall. ● Staff and children should wash their hands or sanitise before lunch is served. ● Each child will be given a tray with cutlery and full food serving so they do not have to return to the hatch. ● KS2 students to be directed by duty staff to their allocated seat after collecting lunch. ● KS1/Reception and ARP children are directed to their allocated seat and lunch is then brought to them. ● Tables will be set out so that children are facing forward, with an allocated seat. ● Staff supporting children will assist from behind or the side. ● All children to remain seated and wait for their bubble to move out of the hall as a group once the sitting is over. ● When the children have left the table, only then will the table be cleared and cleaned be reused. ● Rubbish is disposed of in the bins and storage unit provided. Staff will remove children's trays and manage the waste and cleaning unit for the kitchen. ● Staff, where possible, will maintain social distancing. <p>If it is a wet lunch time, classes will remain in their classrooms until called for and will be escorted to the hall via the shortest route.</p>	Low

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			<p>Catering Risk assess each kitchen area and implement the following where practicable: -</p> <ul style="list-style-type: none"> • Kitchen staff will be classed as a bubble and staff will be kept consistent where possible. • Robust hand washing practice will be followed as standard and hand washing supplies restocked as needed. • Staff should cover any cough or sneezes with a tissue or the inside of their elbow, dispose of tissues in the bin and immediately wash their hands afterwards. • Staff should be wearing face coverings at all times. When serving food, both face coverings and face visors should be worn. • Staff should avoid touching their face coverings and should change them when they become damp or dirty and on a daily basis. • Have the minimum number of staff at work to carry out the reduced service. • Review the menu options with the Head Teacher to reduce preparation time wherever possible. • Space food preparation areas will use social distancing guidance, recognising the limitations of fixed equipment such as sinks, hobs and ovens. Use cleanable panels to separate working areas in large kitchen. • Provide signage for social distancing • Use one-way traffic flows around the kitchen to minimise contact • Minimise access to walk in pantries, fridges, freezers • Minimise contact at handover points with others i.e. when serving food and dealing with delivery drivers. Work with school staff to agree a sensible way to serve lunches that maintains social distancing wherever possible 	

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			<ul style="list-style-type: none"> • Clean laminated menus or dispose of paper menus after each use • Open doors and windows frequently to encourage ventilation, where possible. • Wedge doors open to reduce touchpoints (not fire doors) • Keep the workplace clean by continuing with the stringent cleaning measures already in place in kitchen areas • Pupils will use trays with own cutlery and food will be served altogether so they will not need to return to the serving hatch. • Usual food hygiene protocols will be used e.g. use of serving tongs when handling food. • Lunchtime supervisors will collect plates once children have left the table to avoid unnecessary close contact. • Contact surfaces in the dining hall will be cleaned between sittings. • Staff should contact their manager for further advice if they have any concerns about whether they should be at work due to their particular circumstances. 	
Physical activities: Risk of viral cross contamination	Students	Medium	<ul style="list-style-type: none"> • Staff may wear a face covering or shield when supervising children outside. • Staff and children should sanitise/wash their hands before leaving and on re-entering the classroom. • Students are kept in consistent groups. • Each bubble is allocated designated play areas and lunchtimes. • Each bubble will be allocated a selection of play equipment which should be cleaned after use. • Staff will escort children to and from the designated area at the allocated times and supervise them throughout. • First Aid will be provided by trained staff/PPE is available and should be used. • Fixed outdoor equipment is allowed to be used as children will have washed their hands before coming out 	Low

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			<p>and on their return to the classroom.</p> <ul style="list-style-type: none"> ● All contact sports are avoided. ● Outdoor sports will be prioritised and any indoor activities will take place in the hall to maximise. 	
Music: Risk of viral cross contamination	Students	Medium	<ul style="list-style-type: none"> ● In Harmony follow their own risk assessment but they will also follow school protocols. ● There may be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments or shouting occurs. This applies even if individuals are at a distance. Additional controls should include: ● Limiting classes to small groups, particularly when pupils are playing wind and brass instruments, maintain physical distancing and playing outside wherever possible. ● If both classes are working together social distancing guidelines should be followed. ● Group sizes should be limited to no more than 15 in smaller classrooms, positioning pupils back-to-back or side-to-side, ● Sharing of instruments should be avoided. Tutors should sanitise before handling a child's instrument for repair or tuning. ● Ensure good ventilation at all times. ● Individual or small group lessons can take place for wind / brass playing. ● Any movement of desks or chairs should be kept to an absolute minimum. If there is no other alternative and furniture is moved, it must be put back to its original place and wiped down. ● If a child moves from one classroom to another, the desk and chair that they use will be wiped down. 	Low

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			<ul style="list-style-type: none"> • Staff in school can support children connect remotely with staff teaching from offsite using Microsoft Teams. 	
Toilets: Risk of viral cross contamination.	Students	Medium	<ul style="list-style-type: none"> • Staff will oversee timings and hygiene for toilet visits, maintaining social distancing. • Children will wash/sanitise prior to going to the toilet and wash after. • Staff in bubbles should ensure touch points are cleaned in high traffic areas such as classroom, toilets and cloakrooms, has been arranged mid-morning for both staff and pupil toilets and for touch points around school. • Use wedges for the toilet external doors if not fire doors. • During lunch and break times, each class will have an allocated time to use the shared toilet facilities in each bubble. 	Low
Classroom: Risk of viral cross contamination	Staff and students	Medium	<ul style="list-style-type: none"> • Wall markings to manage children queuing to enter the building. • Sanitisation facilities and tissues are available in all classes. • Where possible adults should remain at the front or back of the classroom and maintain appropriate social distancing from the children. • Conversation in the classroom from adult height, where appropriate. • If close feedback or communication is needed, it must be side to side or behind, but not facing the child. • Students have their designated seat and seating plans are shared with the Headteacher. • Desks are positioned with all children facing forwards. • Children may move to a different seating area to accommodate groups for phonic lessons. 	Low

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Classroom: Risk of viral cross contamination	Staff and students	Medium	<p>EYFS/Interventions/Small group work the EYFS class does not have a seating plan but should endeavor to maintain social distancing where possible.</p> <ul style="list-style-type: none"> ● Unused seats are removed from the teaching area to allow more effective cleaning and to avoid any possible confusion as to where to sit. ● Soft furnishings such as cloth chairs and bean bags have been removed. ● Students are to remain seated and to be discouraged from 'wandering' in the classroom. ● A 'clear desk policy' has been adopted for staff desks ● All staff have been allocated PPE and further stock is available on request. ● IPAD are numbered and allocated to Key Stages and after use will be thoroughly cleaned before it is used again. ● Staff and pupils to have their own frequently used items such as pens/pencils. ● If any classroom based resources are shared, materials have been provided for them to be cleaned after use. ● Classroom based resources (such as books) can be taken home for necessary learning. These resources are or left for 48 hours after being returned to use. ● Where equipment/materials such as art, science, food technology, sports, etc, need to be shared, they are cleaned thoroughly between different bubbles or left for 48 hours where this isn't practical. ● Marking should take place electronically or using verbal feedback/pink and green highlighters where practical. Physical marking of paper activities should be kept to a minimum. 	Low

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Classroom: Risk of viral cross contamination	Staff and students		<p>Early Years</p> <ul style="list-style-type: none"> ● Reception Class is not required to arrange children and staff in small, consistent groups. Mixing is minimised through a number of measures e.g. restricted numbers at different activity areas. ● Social distancing between groups of children and staff is implemented as far as possible. Social distance for adults is maintained. ● Early Years have a seating plan for dining in the hall. ● The use of outdoor space is maximised to ensure social distancing measures can be met. ● Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively. ● A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting. ● An enhanced cleaning schedule is put in place: ● Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly. ● Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed. ● All items that are laundered are washed in line with government guidance ('COVID-19: cleaning in non-healthcare settings outside the home') and are not shared by pupils between washes. 	

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Educational visits	Staff and students	High	<ul style="list-style-type: none"> Educational visits abroad or overnight and day visits in the UK are currently suspended until further notice. 	Low
Breakfast and After School Clubs	Staff/Students/ Club Leaders	Medium	<p>Breakfast Club</p> <ul style="list-style-type: none"> A reduced breakfast club will operate, with each phase bubble being provided with breakfast in allocated areas of the hall. The timing is from 8.15 am and does not include any outdoor play. Where possible, Teaching Assistants from each bubble will support breakfast club within the hall and then lead children to their classrooms. The children will sanitise their hands on entry to the hall and wash hands using hand wash when they move to their classroom after breakfast. Staff serving breakfast in the hall will wear face covering. <p>After School Clubs</p> <ul style="list-style-type: none"> Where possible, clubs are delivered within each phase bubble. Clubs allow for staggered end to the day, reducing the number of parents waiting at the gate. Clubs support the staggered end of the day to prevent parents congregating. Clubs have been suspended until the warmer weather and outdoor activities can resume. 	Low

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
Lack of or Miscommunication	Staff/Students Parents/Visitors	High	<ul style="list-style-type: none"> • 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. • Parents must notify the school if their child has an impaired immune system or medical condition that means they are vulnerable to infections. • The school will be in liaison with the individuals' medical professionals where necessary, review the needs of the child who is vulnerable to infections. • Families and staff have access to the Hawthorn website, which will be updated regularly. • Parents / care-givers have received a newsletter, letter/home school agreement from the school advising them of requirements for the return of schooling and the home school agreement must be signed. • Updates and changes to procedures will be shared with parents and children through the school website, PING, Newsletters and Twitter. • Regular contact and Welfare calls will continue in line with our attendance and Safeguarding policies. Where possible, this will be via phone; home visits will be limited and only take place under exceptional circumstances, following social distancing guidelines. • Staff will be contacted via email and through meetings within school. • Staff received initial training week commencing 1st June 2020 and follow up training on the 7th September 2020, including walk round school environment and updates on use of First Aid and PPE. • Further training took place on Monday 4th January 2021 and a further update was held updating staff prior to the 8th March 2021 reopening. 	Low

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
Minibus use	Staff and students	High	<ul style="list-style-type: none"> ● Minibus use has been suspended except in emergency situations. ● If circumstances dictate that a minibus should be used, social distancing guidelines apply. The driver's window will remain open throughout the journey. ● Adults in the minibus should wear face coverings. ● Hands will be washed by all parties at the end of a journey. 	Low

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Measures for arriving at and leaving school	Students	Medium	<ul style="list-style-type: none"> ● The School operates staggered starts and finish times to keep groups apart and minimise parents waiting at the gate. All entry gates have clear notification with timings to advise parents/carers. ● Schools should consider how to communicate this to parents and remind them about the agreed process for drop off and collection, including prohibiting gathering at the school gates and otherwise coming onto the site without an appointment. ● Student dismissal will be staggered to avoid congestion in corridors and groups forming off site. Children should wash their hands before leaving. ● Each class will line up separately at their allocated gate e.g. Y1/2 should be lined up on the MUGA and be called to the gate. One member of staff to remain with the children on the MUGA and one member of staff at the gate will wear a face covering. ● One adult to collect a child at the allocated Year Group time at the gate specified. Social distancing markers will be in place at each gate to encourage any waiting adults to maintain appropriate social distancing. ● Year 5/6 children may go home alone where permission has been granted ● Parent/care-givers who are collecting students should be deterred from congregating at gates and should wear a face covering. 	Low

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
Building contamination following student occupancy: Preparing for the following day	All building users	Medium	<ul style="list-style-type: none"> • Caretaking and cleaning staff will follow NCC guidelines • Provision of tissue and sanitisation supplies to be checked and restocked as required. • Cleaning to give special consideration to hard surfaces such as tabletops, push plates, door handles, light switches and banisters etc. 	Low
Shortages of essential supplies due to mass buying	All building users	Medium	<ul style="list-style-type: none"> • Purchase orders for replacement items to be placed earlier than normal to allow for delayed deliveries. 	Low
The use of small rooms and restricted spaces	All building users	Medium	<ul style="list-style-type: none"> • The use of smaller rooms should be restricted to those in the same bubble and ventilated. • Office spaces should not have desks positioned so that users face each other or ensure social distancing is maintained. 	Low

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
Administration of first aid	First aid staff Injured/ill parties	Medium	<ul style="list-style-type: none"> ● Only qualified staff are to administer first aid ● Administering First Aid to be carried out side by side, using verbal instructions if possible. ● First aid staff should wash hands prior to and after administering first aid. ● Where social distancing cannot be maintained, the use of PPE should be employed. Available PPE: <ul style="list-style-type: none"> ○ Disposable gloves ○ Aprons ○ Face mask ○ Goggles/Face shields where there is a risk of being splashed in the face by bodily fluids. ● Any waste generated, including disposable PPE, whilst administering first aid should be double bagged and binned. ● Non disposable PPE should be specific to the user. Equipment will be identified with the person's name using a permanent marker and should be cleaned appropriately using sanitising wipes prior to storage, following each use. ● The First Aid resources should be maintained by the lead First Aider. ● If non-symptomatic children present behaviours that may increase the risk of droplet- transmission (e.g. biting or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE. ● Any SEN or additional needs shall be specific to an individual child's needs and individual responses will be required. Staff should review individual EHCP or risk assessment 	Low

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
Administration of medication	Staff Individual students	Medium	<ul style="list-style-type: none"> • Administering medication should follow the existing policy and staff should wash hands before and after. • PPE equipment should be worn where required. 	Low
Challenging behaviour	All building users	Medium	<ul style="list-style-type: none"> • Known traits and considerations to be identified in the students Educational Health Plan. • Any additional provision for children who are vulnerable to infections or have additional SEN needs are put in place by SLT, in liaison with the children's parents / care-givers, where necessary. • Physical restraint: <ul style="list-style-type: none"> ○ Only in extreme circumstances will physical restraint be used; PPE will be worn and hand washing and change of clothes should be done after any incident. ○ Measures to use prior to this involve discussion, distraction, observing from a distance, contacting parents / care-givers to collect if behaviour escalates. ○ Other children to be removed from the situation to a safe place if a child is posing a threat to their own safety and that of others. ○ If non-symptomatic children are present, behaviours which may increase the risk of droplet-transmission (e.g. biting or spitting) or require care that cannot be provided without close hands-on contact, should continue to be provided, including any existing routine use of PPE. ○ The issues will be specific to each child and individual responses will be required. Staff should review individual EHCP or risk assessment. ○ Any SEN or additional needs shall be specific to an individual child's needs and individual 	Low

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
			<p>responses will be required. Staff should review individual EHCP or risk assessment.</p> <ul style="list-style-type: none"> • Situations will be reviewed by the Headteacher and Parent / Care-givers (see behaviour policy). • Reduced timetable/exclusion considered if necessary if children are acting in a way staff and other children are put at risk. 	
<p>Lateral Flow Testing. Not enough staff will participate Not enough test kits to provide to staff Staff do not have the correct information to administer the test Staff not reporting results</p>	<p>All staff</p>	<p>Medium</p>	<p>Lateral Flow and PCR Testing</p> <ul style="list-style-type: none"> • Staff on a voluntary basis will continue to take the Lateral Flow Test twice per week (recommended Monday and Thursday prior to attending school) and report this to the Headteacher (Covid Coordinator) and also the online government test result reporting site. Part time staff will continue to test twice weekly and all staff over holiday periods. • Staff have been provided with training and watched a guide to carry out the LFT. The correct leaflet has been passed to all staff. • Schools following government recommended control measures set out in the school's protective measures risk assessment. • Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. • Staff will collect their test kits and the lot number will be recorded against their name. • Tests to be stored correctly and collection managed in a safe way <p>Regular Visitors to school</p> <ul style="list-style-type: none"> • Are encouraged to take part in the LFT scheme through their own company/organization. 	<p>Low</p>

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
			<ul style="list-style-type: none"> • Test kits when not being distributed will be kept securely in locked cabinets outside the SBM office to prevent unauthorised access. • Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees. • The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using. • Enough space for social distancing will be allowed when giving out tests. • Void, double void and positive results are communicated to the government website and to school once the test is completed. • Staff are able to ask key questions about the testing by emailing or discussion with the Headteacher. • Schools following government control measures. • Covid Coordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme. • Instructions dated 15th January 2021 have been issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled • Staff will follow the test kit instructions • Any updates will be passed onto staff • If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline. • Covid Coordinator to be responsible for incident reporting on a school wide issue. 	

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
<p>Confirmed or potential case of Covid-19 on site or in the community</p> <p>Someone not isolating</p> <p>Scam Calls for tests</p>	<p>All building users</p>	<p>High</p>	<p>Contain any outbreak by following local health protection team advice as outlined in the 'Covid Control Plan' poster. This is:-</p> <p>Possible case of COVID-19:-</p> <ul style="list-style-type: none"> ● Any staff member or pupil displaying symptoms of Coronavirus (C19) must not come to school and follow the guidance at www.nhs.uk/coronavirus. Staff and parents must immediately contact 119 and request a COVID 19 test. ● If a child/student or staff member develops symptoms when in school they should go home/be collected and follow NHS guidance on self isolation and accessing testing. ● If a child is sent home with symptoms to take a test all siblings should also go home. ● They should be isolated while awaiting collection. PPE should be worn by staff caring for a symptomatic child. If a child needs to use the bathroom a separate bathroom will be used and cleaned after use. ● A window will be opened for fresh air ventilation, if it is safe to do so ● If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people personal protective equipment (PPE) will be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained ● In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to. 	<p>Low</p>

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
			<ul style="list-style-type: none"> • Any waste generated will be double bagged, labelled with the date and stored for 72 hours before disposing in normal waste. If a positive test is confirmed the local health protection team will be contacted for guidance. <p>When an individual has had close contact with someone with coronavirus (COVID-19) symptoms</p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) • they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) • they have tested positive from an LFD test as part of a community or worker programme • 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 coronavirus they and all members of their household will isolate for 10 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 	

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
			<p>management of suspected and confirmed cases of coronavirus and will contact the local health protection team for guidance</p> <ul style="list-style-type: none"> The headteacher should be informed by pupils' parents when pupils return to school after having coronavirus – the headteacher informs the relevant staff <p>Staff inform the headteacher when they plan to return to work after self-isolating and/or having coronavirus.</p> <p>Confirmed case of COVID-19:-</p> <p>A positive case with school will be reported using the SPOC form https://publichealth.newcastle.gov.uk/covid19notifications</p> <ul style="list-style-type: none"> Further guidance can also from public.health.guidance@newcastle.gov.uk they and everyone in their household must self-isolate, and all contacts traced. Close contacts (or the bubble where close contacts can't be distinguished) of the confirmed case should undergo 10-day isolation. Their wider households don't need to isolate unless symptoms develop. Follow PHE advice regarding the isolation requirements for close contacts and other relevant persons. Deep clean all areas used by the symptomatic individual. Until completed, areas should be removed from use and all school users will be informed. Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works. 	

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			<p>(https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works).</p> <ul style="list-style-type: none"> ● All tests are free. ● If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms. <p>Newcastle City Guidance/Public Health Guidance</p> <ul style="list-style-type: none"> ● The school will inform COVID control team at Newcastle City Council by filling in the online form at https://publichealth.newcastle.gov.uk/covid19notifications ● Inform Newcastle Local Health team Email address: public.health.guidance@newcastle.gov.uk or dutyspoc@newcastle.gov.uk ● Staff and parents must agree to follow the test and trace rules. If a child or 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 (more than 2 cases) the Health Protection Team would advise of next steps. ● Parents are referred to information from www.nhs.uk/coronavirus, Local Authority / Public Health England / DfE regarding protocols around bringing their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. ● For the purpose of contact tracing, close contact is defined as: 	

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			<ul style="list-style-type: none"> ○ people who spend significant time in the same household as a person who has tested positive for Coronavirus -COVID-19 ○ a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including: <ul style="list-style-type: none"> ○ being coughed on ○ having a face-to-face conversation within one metre ○ having skin-to-skin physical contact, or ○ contact within one metre for one minute or longer without face-to-face contact ○ a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes ○ a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19 	
High levels of student anxiety	Students/Parent Care-givers		<ul style="list-style-type: none"> ● Any worries or issues raised about a child's emotional wellbeing will be reported and discussed with SLT. ● Concerns to be raised with staff so that support can be provided. ● Staff should be mindful when using PPE that their appearance may make students feel uneasy. ● Vulnerable students who are at a higher risk to be identified and given special consideration. It may be necessary to change their school day or teaching group. ● Bereavement counselling to be provided on a bespoke basis. ● An individual support plan will be put in place with 	Low

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
			agreement with the child and parent / care-giver; this could include support within school, online services e.g. Kalmer's or NSPCC.	
High levels of staff anxiety	Staff		<ul style="list-style-type: none"> • Staff to advise SLT of any concerns they may have. All concerns will be dealt with on a confidential basis. • Staff have details of the support provided by Educational Mutual. • Vulnerable staff who are at a higher risk to be identified and given special consideration. • Staff to be made aware of support networks available to them by SLT e.g. Public Health England. • Bereavement counseling to be provided on a bespoke basis. 	Low
Staff Shortages	School	Medium	<ul style="list-style-type: none"> • Staff shortages will be reviewed by SLT and the governing body and staff ratio numbers would have to be considered. • If there are any shortages of teachers, then teaching assistants will be allocated to lead a group, working under the direction of a teacher, who may be able to lead learning remotely. • Administration staff – cover with TA's / SLT. • Advise the Trust Group as well as LA. 	Low
Monitoring daily any pupil / staff absence	School	Medium	<ul style="list-style-type: none"> • Daily attendance register completed via SIMS and reported on DfE online register including staff absence. This is reviewed daily. • Any absence of staff is recorded on the LA MSS system using the specific codes provided should the absence be as a result of COVID 19. • Pupil absence will be monitored and we follow First Day response protocol for those pupils identified who should be attending. If no contact can be made with parents this must be discussed with Headteacher and DSL and 	Low

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
			attendance officer to decide whether referrals to other agencies are required	
Safeguarding and Data Protection	All building users	Medium	<ul style="list-style-type: none"> Safeguarding and Child Protection guidelines as outlined in Keeping Children Safe in Education 2020 has not changed; 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 SLT. Staff maintain appropriate data protection guidelines following the Data Protection Policy. 	Low
Home Visits	FSC/Attendance Officer	Medium	<ul style="list-style-type: none"> Visits to alternative work locations from your normal work base, where other persons are likely to be present, first day response for attendance, door-step visits will be carried out ensuring social distancing is maintained; and on no occasion will staff enter family's residences. Alternative arrangement may need to be made and each case will be looked at on an individual basis. 	Low

Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
Emergencies	All building users	Medium	<ul style="list-style-type: none"> • Staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details. • 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. 	Low
Staff or parents travelling abroad	Staff/Families	Medium	<ul style="list-style-type: none"> • Staff, pupils, families are required to quarantine having recently visited countries outside the Common Travel Area 	Low