

COVID19: Re-opening Risk Assessment and Action Plan for September 2020

SCHOOL NAME: St. Alban's RC Primary School

Original Date: 14.7.20 Version 1

Current review: 11.01.21 Version 9

Next review: as and when required (covering Government guidance) or February 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- 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'

Steps of Re-opening Preparation:



Risk matrix

	Highly probable	5 Moderate	10 Major	15 Major	20 Severe	25 Severe
	Probable	4 Moderate	8 Moderate	12 Major	16 Major	20 Severe
	Possible	3 Minor	6 Moderate	9 Moderate	12 Major	15 Major
	Unlikely	2 Minor	4 Moderate	6 Moderate	8 Moderate	10 Major
	Rare	1 Minor	2 Minor	3 Minor	4 Moderate	5 Moderate
		Very low	Low	Medium	High	Very High
IMPACT						

* In the tables on the following pages, you will see two columns for risk rating: the first column is the risk rating before any control measures or action is taken to reduce the risk; the second column is for the residual risk rating – that is the risk rating after the control measures and actions have been implemented.

Please assess each risk using the table above, and enter the **colour and number** of the risk rating in the appropriate column. For instance, if you assess risk 1.1 to be highly probable, with a very high impact – the risk rating would be Red 25. Once you have applied the control measures and actions, the risk may then be reduced to possible, with high impact. This would reduce the risk to Amber 12.

Theme	Hazard	Risk Level Pre-Action	Preventative Measures	Action by	Further actions/comments	Risk Level Post-Action
Preparing the site for full re-opening	<p><u>Health and Safety Checks</u></p> <ul style="list-style-type: none"> The building is not compliant with health and safety regulations Some staff have not experienced the fire drill procedure. 	9	<p><u>Health and Safety Checks</u></p> <ul style="list-style-type: none"> Ensure that premises and utilities have been health and safety checked and building is compliant: <ul style="list-style-type: none"> -Water treatments -Fire alarm testing -Repairs -Grass cutting -PAT testing -Boiler/ heating servicing -Internet services -Any other statutory inspections as outlined government guidance -Insurance covers reopening arrangements Adjustments to the fire evacuation safety plan. <ul style="list-style-type: none"> Carry out a fire drill regularly. 	Caretaker Head teacher	<p><u>Health and Safety Checks</u></p> <ul style="list-style-type: none"> Due to lock down restrictions and not all classrooms being used a new fire evacuation plan is in place Fire drills to be carried out at different times so that all staff are involved in evacuation sometime within a term. 	3
	<p><u>Suspected /confirmed cases of COVID-19</u></p> <ul style="list-style-type: none"> Possible case Confirmed case Unknown numbers of people who have been in contact with a 	20	<p><u>Possible Case of the Virus:</u></p> <ul style="list-style-type: none"> If a child/student or staff member develops a new continuous cough, or high temperature, or change to sense of taste and/or smell they should: Go home/be collected and follow NHS guidance on self-isolation and accessing testing. All this is available at www.nhs.uk/coronavirus Child should be isolated in the medical room while awaiting collection. PPE should be worn by staff caring for symptomatic children. Staff member caring for child does not need to isolate unless they develop symptoms. 	Office Staff First Aider SLT Public Health	<p><u>Suspected /confirmed cases of COVID-19</u></p> <ul style="list-style-type: none"> For disposal of PPE equipment, see 'First aid and those with intimate care responsibilities' section. 	12

	bubble who has had a case of the virus confirmed.		<ul style="list-style-type: none"> • If available, all schools will be provided with home testing kits to give directly to staff or parents/carers collecting a child who has developed symptoms at school. • You must also inform COVID Control team at Newcastle City Council by filling in the online SPOC form at bit.ly/3frSiue (type this link into your internet browser. Link is case sensitive). • Inform Public Health England’s local health protection team if they have not already contacted you. Call 0300 303 8596 and choose option 1 from menu. • Any pupil/member of staff who have travelled abroad, need to adhere to quarantine rules on arrival to the UK. <p style="text-align: center;"><u>Confirmed Case of the Virus:</u></p> <ul style="list-style-type: none"> • If a child or staff member tests positive for COVID-19, they must self-isolate for at least 10 days or longer if symptoms persist. • Everyone in their household should self-isolate for 10 days in the event of a positive test. • All others in 'bubble' with confirmed case should go into self-isolation for <u>10 days</u>. Their wider households don't need to unless symptoms develop. If symptoms do develop within the 10 days a COVID test must be taken and if confirmed as positive, 10 days isolation needs to begin from this point and school must be informed. • Our school is expected to provide the health protection team with details of all children and staff who have had contact with a bubble where a case has been confirmed. Therefore each bubble will have a register of staff and children ready to share with the local HPT. <ul style="list-style-type: none"> • Close contact means: <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face 		<ul style="list-style-type: none"> • Out of hours North East Health Protection Team: 0191 269 7714 • As well as booking tests online, through • the NHS Testing and Tracing website, tests can be ordered via telephone: NHS 119 • Schools must not share the names or details of those children/staff who have tested positive for the virus. • The health protection team will advise schools and a template letter will be provided by them informing parents/carers of a bubble closure 	
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			<p>conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person (Taken from Restricting attendance during the national lockdown: schools Jan 2021) • Where possible staff to engage with the NHS test and trace app. They must ensure that while in school their phone is with them to give an accurate close contact result Or they must turn off their phone so that inaccurate alerts are not given. 		<ul style="list-style-type: none"> • Those children who have to self-isolate and who are entitled to free school meals will be contacted so that a lunch can be arranged. 	
	<p><u>Staff Preparation</u></p> <ul style="list-style-type: none"> • Staff are not aware of new/updated procedures, leading to risks to health 	6	<p><u>Staff Preparation</u></p> <ul style="list-style-type: none"> • School risk assessment to be updated to include any new guidance from the local authority or Government. <ul style="list-style-type: none"> • Briefing session – key points on updated risk assessment to be highlighted • ALL staff to be briefed, have access to and sign to say they have read, understand and will adhere to the risk assessment measures. • Staff will be made aware of any updates to the Risk Assessment and signposted to, or given a copy of, or access to, a copy of every new edited version of the Risk Assessment and asked to sign to say they have read, understand and will adhere to the risk assessment measures. • Office staff to have a clear plan of how to share the school risk assessment with relevance to visitors 	SLT	<p><u>Staff Preparation</u></p> <ul style="list-style-type: none"> • Ongoing updates to be shared as a result of monitoring of procedures • System to be agreed for flagging up deficiencies in the risk assessment and ensuring changes are introduced and shared with all staff 	2
	<p><u>Cleaning and Hygiene</u></p> <ul style="list-style-type: none"> • Risk of virus transmission 	15	<p><u>Cleaning and Hygiene</u></p> <ul style="list-style-type: none"> • Cleaning to be undertaken under the guidance of Newcastle City Council Caretaking and Cleaning Services, in line with DfE Covid-19: Cleaning in Non-Healthcare Settings Guidance 	Cleaning services Caretaker	<p><u>Cleaning and Hygiene</u></p> <ul style="list-style-type: none"> • May have limited availability of cleaners on site 	9

	<ul style="list-style-type: none"> Lack of hand-sanitising facilities at key points in school Increased numbers of staff & children on site resulting in high chances of cross-contamination Higher volumes of stock used <ul style="list-style-type: none"> Time for enhanced cleaning to take place Contaminated waste 		<ul style="list-style-type: none"> School has purchased additional hand-washing equipment which will be available in all teaching rooms as well as different points on site <ul style="list-style-type: none"> Each classroom has been allocated toilet and handwashing facilities Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and hand wash are to be checked and replaced as needed <ul style="list-style-type: none"> Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. In the case of a positive test, cleaning staff will be informed, as they will need to wear PPE when carrying out a Deep Clean of the classroom. <ul style="list-style-type: none"> Lidded bins in classrooms. Disposable tissues in each classroom/work station to implement the 'catch it, bin it, kill it' approach 	SLT Admin staff	<ul style="list-style-type: none"> Weekly stock checks carried out and ordering schedule reviewed and order made. 	
Theme	Hazard	Risk Level Pre-Action	Preventative Measures	Action by	Further actions/comments	Risk Level Post-Action
Modifications to Site	<u>Office/ Reception Area</u> <ul style="list-style-type: none"> Inadequate space for access to those other than office staff Face to face contact with parents, visitors/ deliveries 	6	<u>Office/Reception Area</u> <ul style="list-style-type: none"> Signage stating maximum number of staff able to access the office Staff asked to refrain from entering the office and that any requests for items such as stock is requested remotely Telephone calls for staff will be directed to their work areas. To limit the use of the school office. Clearly marked social distancing intervals at the entrance area and only one person permitted into the reception area of the school. 	SLT Office Staff	<u>Office/Reception Area</u> <ul style="list-style-type: none"> Remind parents of arrangements for contacting the office via telephone/email/social media <ul style="list-style-type: none"> Monitor most effective ways of communicating, sharing information and requesting/ 	3

<ul style="list-style-type: none"> • Unavailability of office staff • Unknown number of staff in school 		<ul style="list-style-type: none"> • Visitors will not be permitted on site unless prior appointment has been made. Due to the lack of office space, appointments for external visitors will have to be made on Monday, Tuesday, Wednesdays or after 2pm when space should be available. • Office staff maintain a visitor record for those permitted on site. Details of these could be used for NHS Test and Trace. Schools are not expected to create NHS QR code posters for their entrance or their classrooms as they have registers. • Deliveries accepted and left in entrance area until caretaker is free to move them to a safe area • Due to the current 'lockdown' office staff will now work in separate room near the main entrance to the school. • Staff to sign in/out remotely and office staff to record staff attendance. Any staff or pupil absence must be recorded for DfE therefore reasons for absence must be given. 		<p>distributing resources</p> <ul style="list-style-type: none"> • Late arrivals/departures of children to wait at the entrance to the office, until a member of staff escorts them to their bubble • Notices on the entrance door, showing the need for social distancing to discourage non-essential visits 	
<p><u>Corridors, Stairwells and Moving around School</u></p> <ul style="list-style-type: none"> • Multiple groups of people in possible close contact in these areas • Group use of school fixtures and fittings • Children coming into contact with other groups 	6	<p><u>Corridors, Stairwells and Moving around School</u></p> <ul style="list-style-type: none"> • Children informed of new procedures to follow signage regarding one way systems and leaving distance between their peers • Children to access cloakrooms under the supervision of staff and limit the amount of visits with the fewest number of children possible <ul style="list-style-type: none"> • Signage/posters displayed in corridors and stairs <ul style="list-style-type: none"> • Intervals for any queuing to be adhered to • Timetables staggered between groups of children to reduce possible contact. • Members of staff present with groups of children at all times and individual children will not travel within school unaccompanied 	All staff	In the case of a local lockdown, visitors will be asked to wear a mask on the school site.	2

			<ul style="list-style-type: none"> • All Staff in every bubble will have access to anti-bacterial surfaces wipes for fixtures and fittings such as bannisters and door handles • All doors/windows to be kept open, where and when possible 			
	<p><u>EYFS Classrooms</u></p> <ul style="list-style-type: none"> • Close contact with staff and peers • Contamination of resources • Being in contact with visitors 	15	<p><u>EYFS Classrooms</u></p> <ul style="list-style-type: none"> • Younger children cannot be expected to maintain the same social distancing measures as older children • Regularly promote and model good hygiene measures for handwashing/respiratory hygiene at intervals throughout the day – posters in class/bathroom should be visible • Staff to distance themselves from other members of staff as much as possible • Shared toys/resources/furnishings/touched surfaces can only be used within one year group bubble and will be cleaned frequently. • Unnecessary items/toys from home such as comforters, not to be brought onto the school site • Resources shared between different groups of children will be cleaned frequently and meticulously, or left unused for a period of 48 hours (72 hours for plastics) p12 of guidance • Make additional use of outdoor learning spaces and structures • Parents/carers will not be permitted onto the site. Children will be dropped off and collected at the gate. • Other visitors concerned with the health and well-being of children, will be permitted once a prior appointment has been made 	SLT All staff	<p><u>EYFS Classrooms</u></p> <ul style="list-style-type: none"> • Due to Lockdown restrictions there is one group based in the reception classroom to accommodate EYFS critical worker children. • Children are in a consistent group and there is no contact with any other group. • Staff to maintain distance from children and other staff, as much as possible. • Each bubble to be allocated their own toilet block 	6

<p><u>KS1 Classrooms</u></p> <ul style="list-style-type: none"> • Close contact with staff and peers <ul style="list-style-type: none"> • Cross contamination between teaching rooms • Contamination of resources • Being in contact with visitors 	15	<p><u>KS1 Classrooms</u></p> <ul style="list-style-type: none"> • Children to work as a year group bubble. • Classrooms rearranged to allow as much space between children as per government guidance. Spare furniture removed so that they cannot be used. • ‘Bubbles’ stay together with year group staff and do not mix with other pupils from other ‘bubbles.’ • Timetable for use of any other room to be strictly adhered to so that cleaning can be undertaken between groups • Shared toys/resources/furnishings/touched surfaces can only be used within one year group bubble and will be cleaned frequently. • Resources shared between different groups of children will be cleaned frequently and meticulously, or left unused for a period of 48 hours (72 hours for plastics) p12 of guidance • Staff prompts/modelling, information posters and signs displayed in the classroom/bathrooms as reminders for good handwashing/respiratory hygiene • Drinking fountains around school and in classrooms not to be used by the children. • Classroom doors and windows to be kept open to aid ventilation where possible. • Sanitisers, tissues and cleaning equipment available in each classroom with lidded pedal bins, bagged, for disposal. • Visitors concerned with the health and well-being of children, will be permitted once a prior appointment has been made 	<p>SLT</p> <p>All staff</p>	<p><u>KS1 Classrooms</u></p> <ul style="list-style-type: none"> • Due to Lockdown restrictions there is one group based in the year 1 classroom to accommodate critical worker children. • Children are in a consistent group and there is no contact with any other group. • Staff to maintain distance from children and other staff, as much as possible. • Resources will be allocated to each child that will not be used by anyone else • Each bubble to be allocated their own toilet block 	6
<p><u>KS2 Classrooms</u></p> <ul style="list-style-type: none"> • Close contact with staff and peers 	12	<ul style="list-style-type: none"> • As above • Resources will be allocated to each child’s workstation that will not be used by anyone else 	All Staff	<p><u>KS2 Classrooms</u></p> <ul style="list-style-type: none"> • Due to Lockdown restrictions there is one group 	6

<ul style="list-style-type: none"> • Cross contamination between teaching rooms • Contamination of resources • Being in contact with visitors 		<ul style="list-style-type: none"> • To maintain social distancing guidance, classrooms will be arranged with forward facing desks with only 1pupils per desk. • Children to be seated at the same place each day 		<p>based in the year 3 classroom to accommodate critical worker children.</p> <ul style="list-style-type: none"> • Children are in a consistent group and there is no contact with any other group. • Staff to maintain distance from children and other staff, as much as possible. • Resources will be allocated to each child that will not be used by anyone else • Each bubble to be allocated their own toilet block 	
<p><u>Computer Suite</u></p> <ul style="list-style-type: none"> • Equipment used by more than 1 child or 1 group • circulation with the potential to transmit infectious 	12	<p><u>Computer Suite</u></p> <ul style="list-style-type: none"> • Only one group to use the facilities per day with thorough cleaning after use and prior to a new group • Air conditioning can be used. While in use doors must be closed and the unit must be turned off when vacating the room 	SLT All staff	<p><u>Computer Suite</u></p> <ul style="list-style-type: none"> • 	6

respiratory diseases					
<p style="text-align: center;"><u>Dining Area/Lunch Arrangements</u></p> <ul style="list-style-type: none"> • Close contact with staff and peers • Contamination of equipment • Pupils eligible for free school meals do not access them 	12	<p style="text-align: center;"><u>Dining Area/Lunch Arrangements</u></p> <ul style="list-style-type: none"> • During morning registration, children will be asked to select their choice for dinner so that staff have this ready and know which meals to serve • Staggered lunch breaks between groups of children • Members of staff to be allocated and remain with groups of children at all times (see lunch plan) • PPE is available for all staff serving lunch. Staff serving lunch to children NOT in their bubble MUST wear PPE. • Children will queue outside the dining room/hall at designated markers until an adult directs them to their seat • No more than 6 pupils per dining table, with all children facing forward • Tables must be cleaned by staff supervising any lunch sitting • Staff members to distribute and collect dinners from hatch • Children stay at their seating area until all members of the group are ready to leave the dining area • Toilets and handwashing to be accessed prior to using this room 	<p style="text-align: center;">SLT</p> <p>All staff, including kitchen and dinner staff</p>	<p style="text-align: center;"><u>Dining Area/Lunch Arrangements</u></p> <ul style="list-style-type: none"> • Staggered lunch rota to be monitored, during lockdown • Those children who have to self-isolate and who are entitled to free school meals will be contacted so that a lunch can be arranged. 	6
<p style="text-align: center;"><u>Outside Space</u></p> <ul style="list-style-type: none"> • Close contact with staff and peers • Transmission through sharing of equipment • Additional risk of injury 	9	<p style="text-align: center;"><u>Outside Space</u></p> <ul style="list-style-type: none"> • Staggered lunch breaks between the groups of children <ul style="list-style-type: none"> • Yard divided into zones for groups • Social distancing signage in place • Supervision levels have been enhanced to ensure that bubbles do not mix • Member of staff to accompany child to first aider in office, if required <ul style="list-style-type: none"> • PPE provided for first aider, if required. 	<p style="text-align: center;">SLT</p> <p>All staff</p>	<p style="text-align: center;"><u>Outside Space</u></p> <ul style="list-style-type: none"> • Staggered playtime rota to be monitored • Rota for use of fixed yard equipment to be used. 	4

			<ul style="list-style-type: none"> • ALL Staff can treat children with minor first aid injuries and complete accident form. • Children need to be accompanied by staff to school office, in the case of a more serious injury 			
	<p>Staffroom</p> <ul style="list-style-type: none"> • Close contact with colleagues from different groups • Sharing of resources and equipment 	20	<p>Staffroom</p> <ul style="list-style-type: none"> • Staff can only take and have lunch with the people from their bubble. The staff rota and all bubbles will be allocated at time. <ul style="list-style-type: none"> • Staff cannot use the staff computer. • PSA to use the computer in the spare Y6 classroom. <ul style="list-style-type: none"> • Social distancing signage in place • Staggered play and lunch breaks. Staff to use own cup and cutlery. Staff to clean areas where they have had their lunch. • Use of boiler/kettle, fridge, microwave etc to be limited where possible, and staff to clean down after use • Cleaning materials to be provided for areas of the staffroom for staff to use after use. 	SLT All staff	<ul style="list-style-type: none"> • SLT to monitor the use of the staffroom. 	12
	<p>Pupil Toilets</p> <ul style="list-style-type: none"> • Overcrowding in a small area <ul style="list-style-type: none"> • Risk of transmission • circulation with the potential to transmit infectious respiratory diseases • Non-compliance with social 	12	<p>Pupil Toilets</p> <ul style="list-style-type: none"> • Each group to be allocated a block of toilets for use. <ul style="list-style-type: none"> • Staff to monitor numbers using facilities <ul style="list-style-type: none"> • Hygiene posters in place • Soap and paper towels to be monitored to staff to ensure a constant supply • Pupils are regularly reminded to wash hands and younger children are supervised in doing so 	SLT All staff	<p>Pupil Toilets</p> <ul style="list-style-type: none"> • Staff present to ensure that children are complying with rules of using bathroom facilities • Each bubble to be allocated their own toilet block during lock down 	6

	distancing measures					
Theme	Hazard	Risk Level Pre-Action	Preventative Measures	Action by	Further actions/comments	Risk Level Post-Action
Staffing and Groups	<p><u>Responsibilities of all Staff</u></p> <ul style="list-style-type: none"> • Number of staff available for work • Close contact with colleagues from different groups • Sharing of resources and equipment <ul style="list-style-type: none"> • Risk of transmission • Close contact with pupils • Primary age children cannot be expected to remain 2 metres apart from each other and staff <ul style="list-style-type: none"> • Non-compliance to new school procedures 	20	<p><u>Responsibilities of all Staff</u></p> <ul style="list-style-type: none"> • Staff audit carried out regularly to check the number of staff available for work, and staff are allocated to a small, consistent group. <ul style="list-style-type: none"> • In the case of staff absence • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned • Using DfE guidance regarding vulnerable individuals, roles allocated to provide the safest way of working, including working from home • Current guidance (Jan 2021) individuals who are ‘Clinically Extremely Vulnerable’ are advised that they should not attend the workplace. Therefore, staff should talk to SLT, if they fall into this category. <ul style="list-style-type: none"> • A member of the SLT, a SENCO, a first aider, a designated safeguarding lead, a caretaker and sufficient cleaning staff will be on duty each day • Staff to inform SLT immediately if their availability for work changes • If numbers of staff fall as a result of the absence/s of staff in a group, possible redeployment of Teaching Assistants may be necessary to lead a group until a supply teacher arrives on site. • If numbers of staff fall to a critical level then the Head teacher/Governing Body may have to close the school (see contingency plan). 	<p>SLT</p> <p>All staff</p>	<p><u>Responsibilities of all Staff</u></p> <ul style="list-style-type: none"> • Guidance allows for teaching assistants to lead groups under the direction of a teacher – this increases staffing capacity • Staff capacity is reviewed, at least weekly • Compliance with risk assessment to be monitored • The school office have records of children attending school during lockdown and staff allocated to each group. These records need to be kept as they will be necessary if a group needs to isolate due to a confirmed case of Covid 	9

			<ul style="list-style-type: none"> • If any member of staff displays symptoms of Covid-19, they should not report to work. If they are showing symptoms at school, they will be sent home, must not attend school and follow the Covid-19 government guidance. If temporary/external staff are required, they will receive induction upon arrival and protocols and expectations will be shared. • Staff to wash/sanitize hands regularly, no sharing of classroom resources, wash/sanitize hand prior to using equipment such as the photocopier. • Adhere to rota by staying only with their allocated group and observe social distancing. • Public health advise that staff work with no more than 2 different year groups, per day. Records of staff who have visited bubbles each day will be kept for public health. • Meetings and any staff training to be done remotely, where possible, or in the school hall, with the least amount of staff required, observing social distancing measures. • Consideration given to staff clothing expectations to ensure that all clothes worn are easily washable, for example, no ties. • Protective measures in place such as re-organisation of classrooms and avoiding contact with anyone with symptoms, frequency hand-cleaning and good respiratory hygiene practices, regular cleaning of settings and minimising contact and mixing. • Desks and dining facilities are spaced as far apart as possible. • Staff opportunity to consult and contribute to the risk assessment for our school. 		<ul style="list-style-type: none"> • Rota of staff allocated to each critical worker group to be updated regularly and shared with staff. 	
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	<p><u>First Aiders and those with intimate care responsibilities</u></p> <ul style="list-style-type: none"> • Airborne contamination because social distancing cannot easily be adhered to • Lack of availability of designated first aiders puts children's safety at risk • Medical area not adequately equipped or configured to maintain infection control • Provision of PPE for staff where required is not in line with government guidelines 	20	<p><u>First Aiders and those with intimate care responsibilities</u></p> <ul style="list-style-type: none"> • PPE will be provided for staff administering first aid and intimate care (disposable gloves, disposable apron and a fluid resistant surgical face covering) • If staff are treating any child outside their bubble they MUST wear PPE. • Supplies of PPE stock to be reviewed constantly. However, ALL staff should make the office/ SLT aware of any shortages in PPE asap. PPE is available from the office staff in the family room. • Staff audit shows that availability of first aiders is sufficient <ul style="list-style-type: none"> • Designated medical room now in place • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • First aiders with responsibility for intimate care and the care of those displaying symptoms of COVID-19 will not share a bubble • In the event of a suspected case of COVID-19, PPE will be disposed of correctly 	<p>SLT</p> <p><i>First aid staff</i></p>	<p><u>First Aiders and those with intimate care responsibilities</u></p> <ul style="list-style-type: none"> • If COVID-19 is suspected, PPE will be placed in a plastic rubbish bag and tied. The plastic bag will then be placed in a second bin bag and tied. It will be put in a secure place, away from children, and marked for storage until the individual's test results are known. It will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. • If the individual tests positive, then the waste will be stored outdoors for 	9

					at least 72 hours and then put in with the normal waste	
	<p><u>Well-being of staff</u></p> <ul style="list-style-type: none"> well-being and mental health affecting role within school 	12	<p><u>Well-being of staff</u></p> <ul style="list-style-type: none"> Staff audit confirms those on site are fit for work. Staff will be signposted to useful websites and resources – 	SLT	<p><u>Well-being of staff</u></p> <ul style="list-style-type: none"> Continue to monitor the well-being of staff Staff to have regular contact with a member/s of the SLT 	6
	<p><u>Well-being of children</u></p> <ul style="list-style-type: none"> Pupils' mental health has been adversely affected by the COVID-19 crisis in general 	12	<p><u>Well-being of children</u></p> <ul style="list-style-type: none"> There is access to at least two members of staff for all pupils who wish to talk to someone about wellbeing/mental health while at school. All children/parents have access to staff email, should they need to request resources/support PSA available to provide further support to families where required. Wellbeing/mental health is discussed regularly in lessons (stories/toy characters are used for younger pupils to help talk about feelings). All teaching staff have been trained on 'Partnership for children – Good Mental Health for Children for Life' and have the resources for their year group. PSA and SEN support teacher to provide interventions when it is safe to do so. 	SLT All staff, including SENCO and PSA	<p><u>Well-being of children</u></p> <ul style="list-style-type: none"> SENCO to update staff on further support regarding well-being, from the local authority, when it becomes available 'Partnership for children – Good Mental Health for Children for Life' Training has been completed and the scheme of work is to be implemented across the school. After lockdown 	6

Theme	Hazard	Risk Level Pre-Action	Preventative Measures	Action by	Further actions/comments	Risk Level Post-Action
School Grounds	<p><u>Arrival and Departures</u></p> <ul style="list-style-type: none"> Unsupervised children and carers arriving/leaving at school Different groups of children arriving/leaving at the same time Not observing social distancing Traffic onto the school site <ul style="list-style-type: none"> Risk of transmission Staff arriving/leaving at school at the same time 	25	<p><u>Arrival and Departures</u></p> <ul style="list-style-type: none"> Parents have been informed of the arrival/leaving procedures, including the time slot in which the children should arrive at/leave school and that there will be no access to the school site before this time Signage on school gates for entrance/exit and clearly marked intervals for queuing to observe social distancing <ul style="list-style-type: none"> Supervision by SLT Staggered starting/finishing times between groups of children Communication with neighbouring schools to ensure access times for traffic are altered so that gates remain closed during arrival/departure times Children will sanitise hands prior to entering/exiting their classroom. Only one adult per family to drop off/collect children to minimise numbers of people congregating around the school entrance At this time, to reduce the number of contacts between children and staff, there will be no breakfast/after school provision. 	SLT All staff	<p><u>Arrival and Departures</u></p> <ul style="list-style-type: none"> Siblings may come to school at the same time – office staff to keep a record of these children and times Parents provided with details of external wrap around care providers, on request. Our own breakfast/after school provision will be reviewed in the spring term 	9
Safeguarding	<ul style="list-style-type: none"> Previous school risk assessment does not meet some of the details of the current 	12	<ul style="list-style-type: none"> All staff have received their annual safeguarding refresher on Monday 7th September 2020 and have familiarised themselves with the document Statutory guidance Keeping children safe in education September 2020 	SLT All staff		4

	<p>situation during the Covid-19 pandemic</p> <ul style="list-style-type: none"> • Staff working with children who they are not yet familiar with • Children who are expected to attend are absent • Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents <ul style="list-style-type: none"> • Use of unsuitable online material 		<p>SLT continue to read guidance from the DFE with regard to schools during national restrictions.</p> <ul style="list-style-type: none"> • Staff reminded that they are expected to continue to act upon any safeguarding issues immediately following regular school procedure • A DSL will be present on the school site at all times and will keep up to date with safeguarding developments with guidance from Clennal Education Solutions <ul style="list-style-type: none"> • Each member of staff continues to have access to CPOMs • School will follow-up any absence of children who were expected to attend following normal school procedure • School continues to provide and promote a safe online environment for those who remain at home and school • Schools will continue to ensure that appropriate filters and monitoring systems are in use <ul style="list-style-type: none"> • There is no legal obligation to provide separate risk assessments for individual children, over and above the school's general risk assessment. • During lockdown staff/school must make contact with every child/family at least once a week. • Staff will follow the following steps to escalate contact with children/families <ol style="list-style-type: none"> 1. Teams meeting 2. Email 3. telephone 4. visit • Staff will track the contact with children/families and pass a record of their contacts to the SLT by the end of the school day on Thursday 		<ul style="list-style-type: none"> • During lockdown attendance is marked with an X for those pupils working from home. 	
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Theme	Hazard	Risk Level Pre-Action	Preventative Measures	Action by	Further actions/comments	Risk Level Post-Action
Teaching, Learning and Classroom Routines	<ul style="list-style-type: none"> • Normal school timetable and organisation has been changed • Staff and children unaware of changes • Not maintaining the requirements of the National Curriculum • Gaps in learning • Unavailability of teaching resources due to contamination • Amount of equipment being brought into school 	15	<ul style="list-style-type: none"> • SLT have organised group timetables and rotas for PE sessions and ICT suite access • Staff will need to share changes with children explicitly and arrange health and hygiene measures within their group, for example, use of tissues, toilets etc. • Curriculum leaders asked to prioritise objectives for each year group and ensure that activities can be resourced. They will brief staff prior to their subject block. • Relationships and Health Education (RHE) is now a statutory requirement for primary aged pupils therefore staff will need training and we endeavour to introduce this as soon as possible • Children may bring essential learning equipment from home to school each day. This does not include toys or comforters. • Teachers may take books and shared resources home. 	SLT All staff	<ul style="list-style-type: none"> • RHE training to be organised and delivered • Resources to be shared • On-going curriculum meetings <ul style="list-style-type: none"> • Any equipment/resources brought to/taken from school requires staff or children to apply handwashing rules before/after handling and to clean resources, where possible 	9

Theme	Hazard	Risk Level Pre-Action	Preventative Measures	Action by	Further actions/comments	Risk Level Post-Action
SEND and Behaviour	<ul style="list-style-type: none"> Physical contact Not adhering to new school rules and social distancing measures SEND children not receiving support as highlighted in IEP 	<p style="text-align: center;">20</p>	<ul style="list-style-type: none"> In each bubble there will be at least two members of staff provide reminders of school rules. Where one of these members of staff are absent, then the other member of staff will be supported by the SLT. Social distancing rules shared with the children and posters displayed encouraging these measures. Rules include how to line up, use of toilet, moving around the classroom etc. This will be introduced on day one of their return and reinforced regularly. <ul style="list-style-type: none"> Staff model social distancing consistently. Children to keep to their desks and chairs, and within boundaries within the room. Lots of praise for adherence and sanctions for non-compliance. In the first instance, children will be reminded of the rules, they will then be spoken to separately. If children become unsafe to themselves or others, by not adhering to rules, parents will be asked to collect them. 	<p style="text-align: center;">SLT</p> <p>All staff, including SENCO</p>	<ul style="list-style-type: none"> The behaviour policy has a clear escalation route. Staff have been shown this and are implementing the policy. The amended behaviour policy is now available on the website. 	<p style="text-align: center;">12</p>

			<ul style="list-style-type: none"> • SEN support to liaise with staff to provide guidance and support for SEND provision. <ul style="list-style-type: none"> • SEND teacher to review IEP target and adapt accordingly in response to the current situation. • Pastoral and SEND support is deployed wherever possible to support prioritised pupils. • SEND teacher to work with only 1 bubble, per week. • Break/lunch times are structured to support social distancing and are closely supervised. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. 			
Communication	<ul style="list-style-type: none"> • Stakeholders are not fully informed about changes to school policies and procedures • Inaccurate contact details for parents • Parents and staff unaware of any changes in response to Covid-19 updates 	16	<ul style="list-style-type: none"> • Actions updated and circulated to governors. This will continue to be updated. • Regular letters to parents and staff. Most of these are circulated by email. • Text message sent to parents to contact school if any changes have been made, or need to be amended, as an emergency contact • Signage and posters around school with information regarding virus symptoms and what to do, as per Government guidance • All relevant information for staff and parents to be shared via text/email/website/social media • Any staff meetings to take place virtually, if possible, or at a social distance 	SLT Admin staff	<ul style="list-style-type: none"> • Website to be reviewed again during spring term 	6
Remote Learning	<ul style="list-style-type: none"> • Lock down, the majority of children working from home. 	12	<p><u>In the event of a lock down school will:</u></p> <ul style="list-style-type: none"> • Notify parents by using all forms of communication, text, email and social media. <ul style="list-style-type: none"> • Notify staff by text and email. • Identify the staff fit for work. 	All Staff	<ul style="list-style-type: none"> • 	12

- Decide whether school can accommodate Vulnerable Children & Critical Worker children while delivering remote/home learning to all children.
- Decide on the number of bubbles across school and the maximum number of children in each bubble.
- Agreed Staff bubbles appropriately for Vulnerable Children & Critical Worker children
- Inform parents of Vulnerable Children & Critical Worker children of the application process and dealines.
 - Process applications and set up bubbles.
- Inform parents of their places and all the information needed for their children to attend school safely
- Agree the rooming, toilets, lunch rotas and first aid rotas.
- Should a Vulnerable Child or Critical Worker child become ill or have a positive COVID test, the actions details in this Risk Assessment will be implemented immediately.
- In the above case, the child, if fit to do so, would continue home learning as per the rest of the school using the remote /home learning plan until such times they are out of isolation and can return to school as a Vulnerable Child or Critical Worker child.
 - SLT will review the schools Fire Plan.
- Carry out an additional fire drills to ensure all staff now their role should a fire occur while Vulnerable Children & Critical Worker children are in school

Remote Learning

- SLT met to review and agree whole school remote learning plan.
 - Inform parents of remote learning timeline.

- Staff meet to decide what needs to be included in the children's work packs
- Subject leaders support staff with individual subject resource/content.
 - Work packs to be assembled for all children.
 - Parents contacted to pick up work packs.
- Any remaining packs are delivered by school staff.
- Parents/children will have their work pack within 24 hours of a lockdown being announced.
- A Year group specific breakdown of what will happen during remote is included in all packs including safeguarding information and on-line safeguarding for parents.

On-line learning

- School will try where possible to have two staff present during on-line learning sessions.
- If staff feel at risk, during remote learning they must inform SLT.
- Any safeguarding incident, allegation/disclosure must be dealt using the school Safeguarding Policy.
- Staff, children and parents must use the designated email accounts and learning platforms. (Newcastle City email address and Teams account)
 - Staff must only contact children at the agreed prearranged times.
- Contact regarding learning issues with pupils/families should only be made between the hours of 9.00am and 3.00pm.
- No direct contact with children should be made after 3.00 pm– the end of the school day. ONLY contact with parents/Carers can be made after 3.00pm

			<ul style="list-style-type: none"> • Staff must investigate the reason why a child as missed a meeting. • Staff MUST make contact with every child/family every week – either by Teams, email telephone call or visit. • The SLT must be informed if children/families are not partaking/engaging in remote/home learning. • Failure to make contact with a family may result in a referral to Children Social Care. 			
Theme	Hazard	Risk Level Pre-Action	Preventative Measures	Action by	Further actions/comments	Risk Level Post-Action
Educational Visits	<ul style="list-style-type: none"> • Exposure to the coronavirus from outside the school environment 	9	<ul style="list-style-type: none"> • No overnight or overseas visits will take place until government guidance changes. • As normal, school should undertake full and thorough risk assessments in relation to all educational visits to ensure that they can be done safely. • Visits only take place at this time where social distancing can be maintained from other people at all times. • Outdoors spaces in the local area should be used to support the delivery of the curriculum. • As part of risk assessments, which need to be completed two weeks prior to any visit, school needs to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. • Visits should be done in line with protective measures, such as keeping children within their consistent group, 		<ul style="list-style-type: none"> • During National Lockdown there will be no educational visits 	4

			<p>and the coronavirus secure measures in place at the destination.</p>			
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- Public transport is not used for outings at this time. Transport providers are checked to ensure they have appropriate arrangements in place for COVID-19. COVID-19 risk assessments are requested from all venues and transport providers.