

North Cestrian School	Date of Assessment	15-1-2021	Assessment Completed By	LBe MBe SCr
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Staying COVID Secure – Our Commitment - During second national lockdown

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families including the new strain of the virus. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

Preamble

The government has asked that all schools plan for the phased return to school at the start of the new year. North Cestrian are supporting this move, whilst using guidance to manage risks associated with Covid-19. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

In outline, the guidance states:

- Pupils to isolate for 14 days if they have been in close face to face contact with some who has tested positive for the virus.
- Ensure all people at school wash/sanitise their hands frequently.
- To promote ‘catch it, bin it, kill it’ .
- Enhanced cleaning regimes around school .
- Practise social distancing. The government recognises that for older pupils (ie secondary) the emphasis will be on distancing rather than separating group.
- Manage start and finish times to the school day especially, as these are when pupils mix
- **Face coverings are not recommended by the guidance except in specific circumstances such as** confined spaces. As school has small classrooms and pupil movement we believe on balance it is best to make mask wearing in lessons obligatory.
- Deliver a full and balanced curriculum
- Provide support for home learning where pupils are required to stay off school
- Normal full school uniform to be worn except where PE is P1&2 and pupils may come to school in PE kit – this avoids too many people in changing rooms.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All <u>Clinically Extremely Vulnerable</u> employees may go to work as long as the workplace is covid secure. Where possible they are required to work from home. We take the view that the school by following the guidance is covid secure and that for most members of staff, certainly teaching staff, they should work in school. However, CEV teaching staff inc pregnant staff should work from home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CEV staff returning to school to have individual risk assessment
02	The current advice on employees who live with persons who are CEV is that they can continue to attend the work place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03	All <u>Clinically Vulnerable</u> employees are required to take extra care in observing social distancing. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CV staff are advised to speak with their line managers to put in place measures to further reduce risks where it is reasonable to do so.
04	All pupils, employees, themselves or persons within their household, who have COVID-19 symptoms or have tested positive in the last 10 days should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to school. Anyone developing these symptoms will be sent home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicate to all such persons by email. Advised to follow ' <u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> ', which sets out that they should self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Any child with symptoms and awaiting to be collected will do so in a separate room and staff dealing with the child must wear PPE. Use wet room for covid-symptom ill pupils
05	We regularly contact / keep in touch with persons who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Line managers will provide regular welfare checks for colleagues; HOYKS will liaise with tutors to ensure communication lines are open, to monitor well-being.
06	We provide suitable information and equipment to work at home safely and effectively including those staff/pupils who require additional aids and adaptations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

07	We provide on-line/distance learning for all pupils who are not in school setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classcharts, Office 365 Teams. Where necessary, school will provide additional equipment. We will ensure at least one 'personal contact' is made per week, and more regularly for vulnerable pupils.
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Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
08	Designated Year group zones for pupils to maintain year group 'bubbles' around school at start of school day and break times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils given coloured badges as year group notifiers. Staggered day starts at the beginning of the academic year to 'train' pupils and staff in new procedures.
09	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Track and trace too on sign-in Collection of school resources by parents is allowed. Parents should contact school to organise a time that they will arrive. Items for collection will be placed on the shelf opposite the front door in reception. Parents can then pick up the item and leave site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Requested visits only when absolutely necessary, otherwise avoided all together. Notices erected to this effect, signing in procedure, no hand shakes
10	Classrooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal pupil group size, but teacher desk to allow 2m+ Perspex screens to separate teacher desk from nearest pupil desks. Taped off zones for teachers only
10b	Where close proximity working is unavoidable (example might be LSAs or 'hands on' guidance in use of equipment is needed, then PPE should be worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10b	All staff may wear PPE if they are happy to do so. We a strongly recommend visors for ease of communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and pupils to wear masks/visors when inside – guidance is for 'confined spaces
11	Social distancing message is re-enforced to pupils frequently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verbally by staff, notices, physical location of furniture, floor markings.
12	Utilise space to reduce pupil and staff meeting density.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Large rooms as appropriate. However, all pupils must use outside space at break times both for exercise and to reduce risk of virus spread

13	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where possible, rooms changed to reduce movement. Strict adherence to one-way systems, queuing outside where possible (T2, science, L10-12, LH3-4, PE) Staff check 'coast is clear' before releasing group for circulation. Lesson time adjusted to allow for this. designated "duty staff" at lesson change over for key positions
14	Stagger the use and limit the occupancy of staff room and offices by employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited staff numbers reduces risk, but reminders in place to avoid accidentally overloading of space. Social times encouraged to be in outside spaces.
15	Break time staggered to reduce number of pupils in playgrounds at any one time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Must play in designated areas. Briefings to be adapted – use of Teams / single year groups if distancing appropriately managed Duty staff and prefects to enforce Managed single bubble access to canteen for limited refreshments.
16	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eg for counselling sessions – use of larger/private rooms vital
17	Non-essential repair / contracted works in buildings to be carried outside school hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blocks of buildings will be isolated from pupil/staff circulation to allow such work to be carried out as needed.
17a	Staff needing to bring own children on site. Ideally staff will avoid this if possible. However, if this is unavoidable then staff may bring their own children on site following strict Covid protocols.				<ol style="list-style-type: none"> 1) inform the Headmaster in advance of every request. 2) confirm to the Headmaster that it is not possible that your child enters a key worker bubble at their own school 3) Your child must maintain an at least 2-metre distance from every other member of this school: this includes live teaching, break, lunch, all free times and movement of the site. The only exception to this is if the teacher needs to move closer to the NCS bubbles then the staff member's child remains at the teacher's desk / isolated (when on duty / necessary when in proximity to sensitive information/discussion) 4) The child must wear a mask at all times. 5) Only use the PE changing room toilets, movement to which must be accompanied. All surfaces which have been touched are to be wiped down. 6) All equipment, tables and chairs must be wiped down at end of use. 7) Care taken to ensure that all data protection, sensitive discussions and GDPR measures are not breached.

					<p>8) The parent accepts all liability for the child.</p> <p>9) If the child shows any symptoms of illness then they should not come in to school / in the event of developing symptoms at school then first aid protocol is followed.</p>
	<p>Additional information regarding safe use of space to detailed below.</p> <p>Pupils advised to wipe down bikes at start and end of school day.</p>				

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18	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitisers at entrances to nearly all rooms/ school areas
19	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance and refreshing of existing notices; constant reminders and leading by example.
20	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Within reason eg common in canteen but separate for staff toilets/pupil toilets. Symptomatic pupils have separate area.
21	Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Removal of central 'caddies of equipment'
23	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By cleaning staff and wipes/sprays in each room for constant use. For most situations, pupils will have their own workstation. Cleaning materials next to all photocopiers and for shared PCs in staffroom
24	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate lidded waste disposal bins. (Catch it, Kill it, Bin it)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notices in place

25	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitored if this becomes required
26	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vanstone Hall doors to remain open Classroom doors and windows to remain open during lessons (improve ventilation but also reduced contact with surface by pupils). However, doors should be locked when not in use.
27	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheduled cleaning with appropriate and enhanced solutions being used, plus on-site sprays for frequent use. Cloth towels now moved to paper towels. Warm Air dryers in use for most areas already. Frequent use areas eg stairwells have more frequent cleaning by staff Computer keyboards/mouse etc in pupil work areas, reception, offices
28	Reduced menu to more 'grab and go' to avoid lengthy queuing: pupils pre-order food and it is delivered to their designated eating areas.				DV Hall used as an additional dining facility Extended canopy seating area for packed lunches to allow more social distancing and use of bubbles.
29	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remove cutlery etc from staffroom. Staff to bring own. Nothing to be left in drainer/sink. removal of tea/hand towels – paper roll instead?
30	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers to have and keep own mugs / spoons – personal use & cleaning only
31	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lockers provided
32	Staff and pupils are provided with instructions on how to achieve effective handwashing; for example, in the form of posters, written guidance and videos clips etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster

33	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reception area designated for this, with sanitiser use encouraged as frequently as needed
34	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warm air dryers in most areas. Increased vigilance by staff of the toilet areas to prevent pupils congregating in those spaces. Maximum of four pupils in a toilet at any one time.
35	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear notices to this effect and floor markings. Glass screen shielding for reception.
Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)					

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36	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Team and hours builds as appropriate
37	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Team and hours builds as appropriate
38	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aiders on site each day already, with reserve on call
39	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drill practice early in every school term
40	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current H&S schedule in place

	<ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 				
41	Defect Reporting arrangements are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current H&S schedule in place
	Additional Statutory Compliance and Maintenance issues.				

Any Additional Information and Control Measures (Detail Below)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Approved by (Head Teacher/ Chair of Governors)	Lee Bergin	Date of Approval	4-1-2021
Date Provided to Unions	On sharepoint for all staff	Date of Review	4-1-2021
Date shared with Parents/Carers	Changes in newsletter.	Date shared with LA	Jan 2021