



<b>Reference Number:</b>	<b>Risk Assessment Record</b>				
<b>Assessed by: Jo Allen</b>	<b>Signature:</b> 			<b>Position: Headteacher</b>	
<b>Activity: Northern Counties School full opening September 2020</b> (to be read in conjunction with Foundation wide C19 RA on <a href="http://www.percyhedleyorg.uk">www.percyhedleyorg.uk</a> )	<b>Date:</b> 16.5.20	<b>Review Dates:</b>	<b>06.07.20</b> <b>29.8.20</b> <b>18.09.20</b>		

Task/s	Persons at Risk	Named Hazard/s	Controls in Place	Risk Rating			Additional Controls Required	Risk Level (H,M,L)
				L	S	R		
<b>Prevention:</b> Minimise contact with individuals who are unwell by ensuring those who have symptoms or someone in their household does- do not attend school	Staff and students	Covid 19 transmission	Parents all reminded of the latest recognised symptoms of corona virus and reminded that students are not to come into school if they display any of these symptoms.	2	5	10	Regular reminders to parents via text services/social media.	Medium
<b>Prevention:</b> Clean hands more thoroughly than usual	Staff and students	Covid 19 transmission	Posters in all toilet areas reminding staff to adhere to handwashing guidelines. Students taken to wash hands at regular intervals	2	5	10	Hand washing bowls in all classrooms to enable students who cannot wash hands independently.  Various resources available to support student understanding of good hand hygiene.	Medium
<b>Prevention:</b> Ensure good respiratory hygiene by promoting "catch it in it kill it"	Staff and students	Covid 19 transmission	All classrooms and communal areas to have lidded bins and sufficient access to tissues. Students reminded to use tissues as needed. Posters around classrooms and other areas.	2	5	10	Tissues replenished regularly.  Staff and students to use crook of elbow to cough/sneeze if a tissue not readily available (clothing then to be changed as soon as possible).	Medium

**Prevention:**

Minimise contact between individuals and maintain social distancing where possible.

Group size	Students Staff	Covid-19 transmission	Class groups will not come together for any activities and be identified in “bubbles” Staff teams will be set and maintained within “bubbles” as much as absences allow.	2	5	10		Medium
Use of masks/face coverings	Students Service Users Staff	Covid-19 transmission	Masks used in accordance with government guidance specific to the setting.  In higher risk groups staff may be requested to wear IIR facemask.  Masks do not need to be worn if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate (recorded in a risk assessment for the individual).  Students and service users may be required to wear face coverings in communal areas (e.g. corridors) if there are local lockdown but this will be assessed on an individual basis and will most certainly not be possible for some students/SUs given their needs.	2	5	10	Posters/guidance displayed locally reminding staff of procedures.  Individual risk assessments for children who are particularly vulnerable to the effects of Covid-19  Exemption cards available for those who cannot wear a face mask or covering.	Medium
Outside learning	Students Staff	Covid-19 transmission	Students can use defined outside areas for learning and break purposes within their own “bubble” group only.	1	5	5	Each bubble will be assigned an outdoor space. Outdoor equipment cleaned between uses.	Low
Movement around the school building	Students Staff	Covid-19 transmission	No visits to admin. Staff to collect meals at lunchtimes which will be eaten in class bases. Same member of staff throughout the work to go to	2	5	10		Medium

			kitchen for collection etc Students will remain in class bases whenever possible, including for break and lunch times.					
Break times	Students Staff	Covid-19 transmission	Students will take breaks within base room or allocated outdoor area.  Staff should not congregate in large groups – should use the outside as much as possible. Each staff bubble have their own assigned break area.  Staff room will be marked out with seats socially distanced. Shared microwaves, kettles etc. should be wiped down after use. Staff should not make each other drinks. All crockery/cutlery to be washed thoroughly after use.  All surfaces to be cleaned after use.  Soft seating taken out of action	2	5	10	Social distancing signage.  PMLD = window side of dining hall Armstrong centre = of dining hall Deaf = corridor side of dining hall Hillcrest 14-19 = staff room 1 Hillcrest 5-14 = staff room 2	Medium
Drop off / pick up routines	Students Staff	Covid-19 transmission	Students should remain in taxis until collected by school staff.  Each bubble will have an allocated entry door. This will avoid bottle necks and congestion of escorts near doors. At end of day staff will return students/service users to transport.	2	5	10	HI staff and pupils use through assembly hall doors  Armstrong staff and pupils use Moor View entrance  Hillcrest use nearest door to classroom  PMLD use reception	Medium
Classrooms	Students Staff	Covid-19 transmission	All unnecessary items to be stored away. Resources with intricate parts to be stored away Soft furnishings to be removed as much as possible.	2	5	10	Some students require certain items for comfort. Any items from home to stay in school bags. Students to have a zip lock bag with their own stationery in- these to be stored at the end of the day.	Medium

Use of minibuses	Students Staff	Covid-19 transmission	Should only be used for students and service users who need to regulate for behaviour.  Bus to be cleaned after each use, in particular frequently touched items such as door handles, seat belts, clamping systems, steering wheel etc.	1	5	5	Each minibus must have an agreed seating plan that promotes social distancing before any trips approved by leadership team on site	Low
Bathrooms	Students Staff	Covid-19 transmission	Student “bubbles” will be allocated bathrooms. After use toilet seats and surfaces should be wiped down. PPE usually worn for personal care should be worn.  After personal care PPE should be disposed of appropriately.	1	5	5	Staff from each bubble have allocated toilets for staff use, to be cleaned by user after each use.	Low
Medicines	Students Staff	Covid-19 transmission	Normal medication procedures for safe administration will apply.	2	5	10	Extra medicine storage cabinets to be purchased to be placed in each room for any medications needed by students/service users in that “bubble”	Medium
Signing in procedures	Students Staff	Covid-19 transmission	Student register = SIMS  Staff register = by exception Limited numbers of staff permitted into reception area to sign in and out at peak times, remainder to queue outside maintaining social distancing.	1	5	5	Cleaning wipes and hand sanitizer available on reception. On arrival all staff reminded to wash their hands.  Reception staff to sign in any essential visitor to reduce the requirement to share pens.  Badges and lanyards to be wiped after use.  2m markers sprayed externally in areas where staff will queue to enter the building and peak times.	Low
Cleaning	Students Staff	Covid-19 transmission	Cleaning products available in all classrooms for regular wiping down of surfaces and all frequently touched items such as door handles, light switches, etc	2	5	10	This is alongside increased cleaning as part of cleaning staff tasks each evening  Items to be cleaned after every	Medium

							session. Cleaning schedules in place for audit purposes. Infection control audits to be completed monthly.	
Offices	Students Staff	Covid-19 transmission	Staff working in offices will always observe social distance rule.  Desks positioned so they are not facing each other.  Screens/desk dividers used where possible,  Touch points cleaned regularly throughout the day and recorded on the cleaning schedule.	1	5	5	Where possible doors to be held open with suitable devices (door guards etc).  Devices to be tested to allow doors to be opened with feet.  Windows should be opened to allow good air flow.  Air conditioning to be switched off where there is a case of a symptomatic individual.  Offices have been rearranged to enable distancing.  Staff can wear face masks in communal areas if they wish to do so.	Low
First Aid	Students Service Users Staff	Covid-19 transmission	See separate C19 First Aid Risk assessment.	1	5	5		Low
Isolation room	Students staff	Covid 19 transmission	A specific room has been allocated for an isolation room, this is well ventilated with a sink outside.  Designated areas allocated in the event the person in isolation (or the person supporting them) needs to access the WC.  Arrangements in place to clean any areas where there has been a suspected or confirmed case.	2	5	10	Each classroom has an isolation bag which has two full sets of PPE including the disposable facemasks for staff to wear as needed.	Medium

Aerosol generating procedures	Students Staff	Covid 19 transmission	<p>All AGPs must be performed in a designated area away from other students with the door closed and windows open.</p> <p>Staff to use designated PPE/C to include:</p> <p>FFP2 or 3 mask Visor or eye protection Long sleeved fluid repellent gown Gloves</p> <p>PPE to be donned and doffed according to guidance</p> <p>Staff using FFP2/3 masks to have a face fit test by a competent person.</p> <p>All surfaces to be cleaned following the procedure and the room ventilated for up to an hour before anyone not wearing PPE/C is allowed to enter.</p>	2	5	10		Medium
Whole school training/INSET days	Staff	Covid 19 transmission	<p>No whole school meetings shall take place face to face. Any whole school training will be delivered via teams.</p> <p>E learning to be utilised wherever possible.</p> <p>If training requires face to face it will happen in the ICT room in groups no greater than 6.</p>	1	5	5	<p>Whole school meetings, including weekly briefings shall take place with staff in the classroom in their bubbles. The meeting will be placed on the smart board in that room and staff will adhere to social distancing.</p> <p>Any face to face training will happen in the Bradbury Suite which is well ventilated, in groups no more than 6 with everyone facing the same way and adhering to social distancing.</p>	Low
<b>Prevention:</b> where necessary wear appropriate PPE.	Staff and students	Covid 19 transmission	<p>Staff to wear usual PPE for feeding tasks and personal care tasks.</p> <p>Staff to wear specific PPE for</p>	2	5	10	Staff to wear face coverings in communal areas if they wish to do so.	Medium

			AEGs, including visors when working with pupils known to spit				Pupils who are known to spit: HM, KM, CA, HC.	
<b>Prevention:</b> NHS Physiotherapy service	Staff and students	Covid 19 transmission	Members of the NHS physiotherapy team will follow NHS PPE guidance and operate out of their own therapy room.	2	5	10		Medium
<b>Response to infection:</b> Engage with test and trace process	Staff and students	Covid 19 transmission	All information about all staff held centrally. Information about which bubble staff are in held.	2	5	10	Staff who move between bubbles to keep a record of task/activities in which bubble.  All visitors details to be held centrally. This data to be kept for a period of 21 days.	Medium
<b>Response to infection:</b> Manage confirmed case of coronavirus amongst the school community.	Staff and students	Covid 19 transmission	PHE to be contact in the event of a confirmed case to provide guidance 03003038596.  A confirmed case within a bubble would lead to the bubble being closed for 14 days.  Any additional info/directions from local health team would be followed.  Following mailbox available for queries following a positive case <a href="mailto:public.health.guidance@newcastle.gov.uk">public.health.guidance@newcastle.gov.uk</a>	2	5	10	Ensure information is shared promptly and effectively by appropriate means. Task group to have wording agreed and prepared from timely and effective response.	Medium
<b>Response to infection:</b> Contain any outbreak by following local health protection team advice	Staff and students	Covid 19 transmission	Ongoing foundation log in relation to sickness/absences covid-19 related. Coordinated by HS manager.	2	5	10	Liaise with relevant bodies if outbreak occurs.	Medium
<b>Other issues:</b> Shared resources  School minibuses	Staff and students	Covid 19 transmission	Resources to be cleaned between uses. Shared rooms to be used by individual bubbles on different days. Separate Transport risk assessment in place.	2	5	10	All surfaces to be wiped down after use.	Medium

<p>Offices</p> <p>Swimming pool use Visiting shops and using public transport</p>			<p>All unnecessary items to be stored away. To be directed towards larger classes for use Reduced numbers of staff in therapy offices. No access to main admin office.</p> <p>Any offsite visits documented in a separate risk assessment .</p> <p>Usual risk assessments apply, parent permission sought via Google form</p>				<p>Items for admin to dropped off / collected from reception</p>	
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Reference Number:

Risk Assessment Record



LIKELIHOOD
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

SEVERITY (CONSEQUENCE)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (Lost time injury, illness, damage, lost business)
4. High (Major injury / damage, Lost time business interruption, disablement)
5. Very High (Fatality / Business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

SUMMARY		SUGGESTED TIMEFRAME
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so