



Reference Number:	Risk Assessment Record				
Assessed by: Jo Allen	 Signature:			Position: Headteacher	
Activity: Northern Counties School full opening September 2020 (to be read in conjunction with Foundation wide C19 RA on www.percyhedleyorg.uk)	Date: 16.5.20	Review Dates:	06.07.20 29.8.20 18.09.20 3.1.21	27.1.21	

Task/s	Persons at Risk	Named Hazard/s	Controls in Place	Risk Rating L x S = R			Additional Controls Required	Risk Level (H,M,L)
Prevention: 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
Prevention: Clean hands more thoroughly than usual	Staff and students	Covid 19 transmission	Staff to sanitise hands on entry to the school – sanitiser available at all points of entry and at other strategic points. Reception staff request all visitors to site to use hand gel on arrival. 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

Prevention: 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. Handwashing facilities or sanitiser available in all rooms.	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” There are 4 bubbles on the site: Deaf and Armstrong PLMD Hillcrest pre 14 Hillcrest post 14 Staff teams will be set and maintained within “bubbles” as much as absences allow.	2	5	10	Bubbles clarified in full staff meeting 25/1/21	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 however other control measures should be considered such as face coverings with vision panels or ensuring 2 metres distance can be maintained during communication (specific control	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 however this must be agreed with Line Manager following Occ. Health referral.	Medium

			<p>measures to be recorded in a risk assessment for the individual). A stock of clear face coverings are available for use.</p> <p>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.</p>					
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	<p>No visits to admin.</p> <p>Meetings with colleagues outside of the bubble to take place over teams/phone/.</p> <p>Communication as much as possible via electronic means to avoid sharing paper documentation.</p> <p>All resources required to remain in the bubble to avoid staff movement to collect equipment – to purchase additional equipment if necessary.</p> <p>Staff to collect meals at lunchtimes which will be eaten in class bases. Same member of staff throughout the week to go to kitchen for collection etc.</p> <p>Students will remain in class bases whenever possible,</p>	2	5	10		Medium

			including for break and lunch times.					
Break times	Students Staff	Covid-19 transmission	<p>Students will take breaks within base room or allocated outdoor area.</p> <p>Staff should not congregate in large groups – should use the outside as much as possible. Each staff bubble have their own assigned break area.</p> <p>Staff room and dining room will be marked out with seats and tables that are socially distanced – do not move furniture signs to enforce this.</p> <p>Maximum occupancy stated on each staff room and the dining room door.</p> <p>Physical markings on floors for furniture layout, (signage to inform staff not to move furniture)</p> <p>Shared microwaves, kettles etc. should be wiped down after use. Staff should not make each other drinks.</p> <p>If possible crockery/cutlery to be specific to the individual (or disposable) and washed thoroughly after use.</p> <p>All surfaces to be cleaned after use – plentiful supply of wipes and sprays/paper towels available,</p> <p>Soft seating taken out of action</p>	2	5	10	<p>Social distancing signage.</p> <p>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</p> <p>2m grid marked out on the floor of each staff room.</p> <p>SLT to monitor Social Distancing and advise staff as required.</p>	Medium

Drop off / pick up routines	Students Staff	Covid-19 transmission	<p>Students should remain in taxis until collected by school staff.</p> <p>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.</p>	2	5	10	<p>HI staff and pupils use through assembly hall doors</p> <p>Armstrong staff and pupils use Moor View entrance</p> <p>Hillcrest use nearest door to classroom</p> <p>PMLD use reception</p>	Medium
Classrooms	Students Staff	Covid-19 transmission	<p>All unnecessary items to be stored away.</p> <p>Resources with intricate parts to be stored away.</p> <p>Soft furnishings to be removed as much as possible.</p> <p>Touch points cleaned regularly (resources available).</p> <p>Seating plan to support with track and trace where this is possible (this will not be possible for many students).</p>	2	5	10	<p>Some students require certain items for comfort.</p> <p>Any items from home to stay in school bags.</p> <p>Students to have a zip lock bag with their own stationery in these to be stored at the end of the day.</p>	Medium
Use of minibuses	Students Staff	Covid-19 transmission	<p>Should only be used for students and service users who need to regulate for behaviour.</p> <p>Bus to be cleaned after each use, in particular frequently touched items such as door handles, seat belts, clamping systems, steering wheel etc.</p> <p>All buses fogged monthly by Transport Manager.</p>	1	5	5	<p>Each minibus must have an agreed seating plan that promotes social distancing before any trips approved by leadership team on site</p>	Low
Bathrooms	Students Staff	Covid-19 transmission	<p>Student “bubbles” will be allocated bathrooms. After use toilet seats and surfaces should be wiped down. Toilet seats should be closed before they are flushed.</p> <p>PPE usually worn for personal care should be worn.</p>	1	5	5	<p>Staff from each bubble have allocated toilets for staff use, to be cleaned by user after each use.</p>	Low


			<p>After personal care PPE should be disposed of appropriately.</p> <p>NHS Hand hygiene posters displayed in all bathrooms.</p>					
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	<p>Student register = SIMS</p> <p>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.</p>	1	5	5	<p>Cleaning wipes and hand sanitizer available on reception. On arrival all staff reminded to wash their hands.</p> <p>Reception staff to sign in any essential visitor to reduce the requirement to share pens.</p> <p>Badges and lanyards to be wiped after use.</p> <p>2m markers sprayed externally in areas where staff will queue to enter the building and peak times.</p>	Low
Cleaning	Students Staff	Covid-19 transmission	<p>Cleaning products available in all classrooms for regular wiping down of surfaces and all frequently touched items such as door handles, light switches, etc.</p> <p>Wipe dispensers purchased for installation in areas where it is not appropriate to have cleaning products in easy access.</p>	2	5	10	<p>This is alongside increased cleaning as part of cleaning staff tasks each evening</p> <p>Items to be cleaned after every session.</p> <p>Cleaning schedules in place for audit purposes.</p> <p>Infection control audits to be completed monthly.</p> <p>Additional cleaning of frequently touch surfaces throughout the school day.</p>	Medium

Offices	Students Staff	Covid-19 transmission	<p>Staff working in offices will always observe social distance rule.</p> <p>Only one person at a time permitted in the walk-in cupboards – signage to be put in place to reinforce this.</p> <p>Desks positioned so they are not facing each other.</p> <p>Screens/desk dividers used where possible,</p> <p>Touch points cleaned regularly throughout the day and recorded on the cleaning schedule.</p>	1	5	5	<p>Where possible doors to be held open with suitable devices (door guards etc).</p> <p>Devices to be tested to allow doors to be opened with feet.</p> <p>Windows should be opened to allow good air flow.</p> <p>Air conditioning to be switched off where there is a case of a symptomatic individual.</p> <p>Offices have been rearranged to enable distancing.</p> <p>Staff encouraged to wear face masks in communal areas when moving around.</p>	Low
First Aid	Students Service Users Staff	Covid-19 transmission	See separate C19 First Aid Risk assessment.	1	5	5	S:\Central Policies Folder\Health & Safety Templates (All staff)\Risk assessment templates\COVID 19\risk assessment first aid C19 August 2020.pdf	Low
Isolation room	Students staff	Covid 19 transmission	<p>A specific room has been allocated for an isolation room, this is well ventilated with a sink outside.</p> <p>Designated areas allocated in the event the person in isolation (or the person supporting them) needs to access the WC.</p> <p>Arrangements in place to clean any areas where there has been a suspected or confirmed case.</p>	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	All AGPs must be performed in a designated area away from other students with the door closed and windows open.	2	5	10		Medium

			<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>All staff involved in the AGP are trained in both the procedures and use of PPE; donning and doffed guidance in place.</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>					
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
Prevention: 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 AEGs, including visors when working with pupils known to spit</p>	2	5	10	<p>Staff encouraged to wear face covering/masks when moving around the building.</p> <p>Pupils who are known to spit: HM, KM, CA, HC – separate</p>	Medium

							risk assessments in place for these pupils	
Prevention: 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
Prevention: ventilation	Staff and students	Covid 19 transmission	All rooms should be regularly ventilated.	2	5	10	Window restrictors fitted to Hillcrest external windows.	Medium
Prevention: storage of coats and bags	Staff and students	Covid 19 transmission	All coats and bags to be stored in isolation from other people's possessions (ie in boxes, bags or lockers)	2	5	10		Medium
Response to infection: 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
Response to infection: 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 public.health.guidance@newcastle.gov.uk	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
Response to infection: Contain any outbreak by	Staff and students	Covid 19 transmission	Ongoing foundation log in relation to sickness/absences covid-19 related completed on sharepoint	2	5	10	Liaise with relevant bodies if outbreak occurs.	Medium

following local health protection team advice			https://percyhedleyfoundation.sharepoint.com/sites/PHFConnect					
Other issues: Shared resources School minibuses Offices Swimming pool use Visiting shops and using public transport	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 (all risk assessments available on the Central policies area of the network) 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. Any offsite visits documented in a separate risk assessment . Usual risk assessments apply, parent permission sought via Google form	2	5	10	All surfaces to be wiped down after use. Items for admin to dropped off / collected from reception	Medium

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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