

R Rate

Newcastle (May 15th) 0.8
 Newcastle (5th June) 0.89 / 0.9 Aug '20
 Nov '20 N East 1.1 – 1.3
 North East (March 21) 0.6 - 0.9
 May '21 0.7 – 0.1
 November 21 0.9 – 1.1

RISK ASSESSMENT: Broadwood Primary School, Newcastle**Activity:** School fully open and responding to new guidance**Location:** All areas in school and journey to school**Assessment conducted by:** S.B T and WM and Governors**Date Completed:** 14th July 2020 Reviewed March 2021, May 21, Nov 21

First Aid Box Location:
**KS1 Meeting Room (to be
 set up as a First Aid room)**

Likelihood						Likelihood	x	Consequence/Severity/Injury		
	5	10	15	20	25	1 = Rare		1 =		
	4	8	12	16	20	2 = Unlikely		2 =		
	3	6	9	12	15	3 = Possible		3 =		
	2	4	6	8	10	4 = Probable		4 =		
	1	2	3	4	5	5 = Almost certain		5 = Fatality		
	Consequence/Severity/Injury					1-6 = LOW risk 8-15 = MEDIUM risk16-25 HIGH risk				

Supporting documentation: Health and Safety Policy

First Aid policy

Child Protection and Safeguarding policy

Behaviour policy

DFE guidance related to Covid 19

Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

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

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

Essential Measures include:

- A requirement that people who are ill stay at home
- Regular Lateral Flow testing for staff
- Well ventilated environments
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement from NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- staff maintaining distance from pupils and other staff as much as possible

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Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
<p>Traveling to and from school. Possible risk of infection from</p> <ul style="list-style-type: none"> • Use of public transport • Walking with friends 	<p>Students Staff Local Community</p> <p>Due to increasing numbers with a whole school return in September</p>	Medium	<p>This is largely out of the control of staff. Staff can:</p> <ul style="list-style-type: none"> • Remind children about the importance of hygiene; especially Year 6 who may be walking to and from school alone. • Advise Guardians of good practice (handwashing before-after/wearing of masks etc) via web page and letters home/newsletters/texts • Encourage students to walk rather than use public transport on shorter journeys. This should be a health choice rather than a scare tactic. • Advise parents about current guidance regarding mask use on public transport so that an informed decision can be made by parents/carers. • Staggered start and end times to the school day to facilitate social distancing. • Some HIARC children travelling to school by taxi and will be collected by the HIARC staff. Those travelling independently to be collected at school entrance by a member of the HIARC team. Parents not to enter site. • Letter to all parent/carers so that they understand protocols and times of attendance. 	Low
<p>Infection being brought on site by persons entering the building</p>	<p>All building users</p>	Medium	<ul style="list-style-type: none"> • Sanitisation stations with appropriate signage set up at all entrances. • All persons wash hands for a minimum of 20 seconds using soap and water. This should be done on entering the building. • Where possible, office staff stay behind their screen in the office when talking to visitors. • No visitors to be admitted beyond the Office Reception area without the prior authorisation of the Head teacher or her representative. • Repairs/Maintenance are to be conducted outside of student hours wherever possible. • Contractors should be on site through prior arrangement, and have Risk Assessed their activities in relation to the Covid - 19 virus. Site Manger to check 	

			<p>this is in place prior to work in school. Records kept in school office.</p> <ul style="list-style-type: none"> • Deliveries are to be left in the external Office Reception space (near the main entrance) by delivery drivers. Delivery drivers should not enter the building. Deliveries are not to be signed for. Deliveries left for 72 hours. • Kitchen deliveries to be delivered directly to the Kitchen entrance. • Sanitising hands on collection of parcels. • Parents to be informed that they should not send children to school if they are displaying symptoms. https://www.nhs.uk/conditions/coronavirus-covid-19/ (symptoms) • DOJ to be appointed person to liaise with the local health protection team if necessary and identify close contact in the event of any confirmed cases. • It is recommended one parent should attend school at the beginning or end of the school day to drop off or collect their child • All staff will be informed of a positive test. They also have access to a secure document which informs them of which children have been sent home or are self - isolating. • In the case of a positive test, school will complete a SPOC referral. • Parents to be made aware that they cannot gather at the entrance of the school gates. • School leaders to minimize the number of visitors to the school site. Visitors will be expected to comply with school arrangements for managing and minimizing risks, taking care to maintain distance for other staff and pupils. To take LFT when necessary on arrival. Visitors will be asked when they did their last LFT. • Visitors will be expected to read an agreement for following the RA which relates to their role. • Students are to use equipment provided by the school. However, limited, essential equipment can be brought to school eg, packed lunch boxes, books, hats and gloves, mobile phones can be brought in a bag. • Children to wear school uniform. 	
<p>General: Risk of viral cross contamination.</p> <p>(Spread of virus due to airborne particles and</p>	All building users	Medium	<ul style="list-style-type: none"> • All building users wash hands when entering the building and frequently throughout the day. During lunchtime this will be facilitated by lunchtime supervisors. Appropriate signage to be visible in wash and key areas. Taps which do not turn off automatically should be turned off using a tissue or paper towel. • Adults to wear masks in communal areas when meeting visitors, in meetings 	

residues of bodily fluids on surfaces).			<p>or larger gatherings. Masks to be worn in the yard after school as parents will be coming on site to collect their children</p> <ul style="list-style-type: none"> • Sign in app or QR code can be used. Visitors to sign on paper sheet. • Due to staggered entry times, children will enter schools by different access routes entering from 8:40 – 9:00, Y1 will enter back door, Y2 will enter end door Y3 Middle door Y4 1st door Y5/6 MC, AB End door PF middle door • EYs children will arrive at school for 9:00 start and met by the early years staff at the office gate and escorted through school to their classroom. • On entering the building students should go directly to the classroom and wash their hands on entry. • Classrooms modified so face to face contact is avoided where possible. • Soap and paper towels available next to all sinks. Alcohol hand sanitizers to be made available in all teaching areas where washing facilities are not available. • Sanitisation stations set up, with appropriate signage, at entry points to the building, play areas, dining halls. Children to sanitise when they enter the building after play, as well as wash hands on entering the classroom. • Signage to be displayed around the building advising of hand cleaning procedures and correct hand washing techniques. Signage to be updated and rotated frequently to avoid complacency. Clear signage of room capacity on display. • CO2 detectors in all classrooms now. • Internal doors should remain open wherever possible so as to avoid the use of push plates and door handles. <ul style="list-style-type: none"> ○ -Corridor fire breaks to be held open using electronic closers • Classroom doors and windows to remain open, this will also assist with ventilation, those classrooms with windows at higher level to be opened at all times to secure ventilation alongside heating system. Window to be opened 	
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			<p>fully when children are out of the classrooms.</p> <ul style="list-style-type: none"> • Frequently touched surfaces to be sanitised periodically with a suitable cleaner such as Clinell Universal Wipes, Clinell Universal Spray, Vita Anti-Viral Wet Wipes, or other suitable product as available. (Computer keyboards, remote controls photocopiers etc.) • More frequent cleaning of rooms and shared areas that are used by different groups (for example the science room and any intervention rooms). • Hands should be sanitized before and after use when using technology. All user's equipment should be labeled for easy identification • Multiple boxes of tissues to be made available in all areas to limit potential student movement. 'Catch it, bin it, kill it' approach is important. Schools should ensure youngest children or those with complex needs are helped to get this right, all children to understand this is how the school now operates. E-bug coronavirus(covid-19) website has a bank of resources available • Additional waste bins to be made available in teaching areas so as to reduce the necessity of students to move around the teaching area. Pedal bins with lids to be used especially for tissues. • Staff to advise Admin team when additional tissues/sanitising products are required. • Children will be provided with water in classrooms (large bottles and cups). These will need to be refilled daily and cups washed daily. • Students to wash hands/sanitise when entering the building, entering the classroom, before break, after break and before and after lunch. If children go outside, on their return into the classroom they must wash their hands. • Year 6 children may bring in mobile phones if walking home alone. These are allowed to be brought to school however will be kept in an individual plastic wallet and in the care of the teacher. The child will collect the phone from the wallet at the end of the day. • Sanitisation wipes to be available for student /staff keyboard cleaning. Wipes 	
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			<p>should be safe to use on hands.</p> <ul style="list-style-type: none"> • Staggered toilet/lunch/break to maintain social distancing. Teacher and LSA ensure timings are followed so that social distancing is facilitated around school. • Students becoming ill to be held in the meeting room whilst arrangements for collection are being made with the Parent/Carer. Isolation areas should have minimal furnishings and natural ventilation. Soft furnishings should not be employed in these areas. PPE must be worn by staff caring for the child awaiting collection if a distance of 2m cannot be maintained. If the child needs to go the bathroom it must be cleaned and disinfected using standard cleaning products before being used by anyone else • Any member of staff who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self isolate unless they develop symptoms themselves (in which case they would arrange a test) or if the symptomatic person tests positive or they have been requested to do so by NHS Test and Trace. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water (or hand san) after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to avoid the risk of passing the infection on. • If a child presents with covid symptoms they are to be taken immediately to the entrance or seat outside. They will be sent home and advised to take a PCR test. • Any waste generated in an isolation area from students with flu-like symptoms to be double bagged, labeled with the student's name and stored, in accordance with guidelines for fourteen days. • Additional cleaning of door handles and touch points to be conducted by Site Manager if Cleaning Operative numbers become greatly diminished. • Stocks of essential items to be monitored by Site Manager and School 	
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			<p>Business Manager (Toilet rolls, soap, sanitisers etc.). Concerns to be discussed with the Head Teacher.</p> <ul style="list-style-type: none"> Staff to change and wash clothes on their return home may be a desirable precaution. <ul style="list-style-type: none"> PPE to be made available for staff if requested. Training video made available for staff to be encouraged to access. https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks 	
Dining Hall: Risk of viral cross contamination	All building users	Medium	<ul style="list-style-type: none"> Sanitisation stations to be set up for lunch period with appropriate signage. Hygiene to be encouraged by staff on duty. All upper windows to be opened to secure ventilation within the areas. Classes go to dining room with all year groups having their own area for lunches and packed lunches. Catering and lunch time supervisors wear masks. Tables to be positioned to maintain social distancing and the older children facing forward. Students to be directed by duty staff to their seating area. Maximum occupancy of dining hall to be assessed. Lunches to be staggered to avoid student numbers exceeding maximum occupancy. Seating and benching will be cleaned at the end of each sitting. Student dismissal from the dining hall should be staggered so as to avoid congestion in corridors. A one-way system is to be adopted where children leave by the main school entrance and go to their designated play areas. Thomas Bewick will be using the dining hall therefore the tables will be thoroughly cleaned between sittings. 	
Emergency evacuations	Staff, visitors and children (due to multiple groups of children	Medium	<ul style="list-style-type: none"> In the event of emergency, we follow emergency evacuation procedures as priority is getting out of the building calmly regardless of social distancing. All fire doors can stay open to ventilate classrooms if people are in the classroom. LSA's are responsible for closing doors of the classrooms are vacant. Children will line up as usual in the yard. 	

	coming into contact for a short space of time)		<ul style="list-style-type: none"> Following an evacuation, cleaning will take place of bannisters and door handles. 	
Physical activities: Risk of viral cross contamination	Students	Medium	<ul style="list-style-type: none"> Physical activities should take place outside as much as possible. If indoors, ventilate and distance between pupils. Regular cleaning. Activities such as active miles and making break times active. 	
Toilets: Risk of viral cross contamination.	Students	Medium	<ul style="list-style-type: none"> Children are generally not to use the toilets outside of their designated toilet times however for individual children in afternoon session they are able to use a designated toilet/sink for their year group. Y2 children are able to access the toilets at all times in the day using their own toilet. Periodic cleaning of toilets and associated sinks/taps to take place throughout the course of the day. 	
Classroom/class: Risk of viral cross contamination	Staff and students	Medium	<ul style="list-style-type: none"> Any resources used must be cleaned meticulously (sport, art, science) Sanitisation facilities and tissues are to be available in all areas. Regular cleaning of desks, equipment, bins by LSA's and cleaning staff All classrooms have disinfectant spray available If children do not adhere to the rules there will be a consequence to this Additional classroom bins to be provided. (Pedal bins with lids to be preferred) Only the class teacher will handle the radio aid; a charger will be provided by HIARC. No other person will handle it. 	
Educational visits	Staff and students	High	<ul style="list-style-type: none"> Individual RA will be created. If mixed phases travelling together, leave a space. Recommend all staff wear masks travelling to and from the venue All children to go toilet before they leave school and wash hands. If children need toilets, staff to wear masks and both staff and children to wash hands thoroughly. 	Low
Mini bus use	Staff and students	High	<ul style="list-style-type: none"> If minibus is used, the driver's window should remain open throughout the journey. Hands should be washed by all parties before and at the end of a journey. (Hand gel available of necessary) Additional cleaning of the mini bus. 	Low

Student dismissal		Medium	<ul style="list-style-type: none"> • Student dismissal should be staggered so as to avoid congestion in corridors and groups forming outside of school or on Broadwood Road. • Parent/carers collecting who are collecting students should be deterred from congregating at the entrance to school gates and a new carousel procedure will be in place at the end of the day. • Staff to wear masks and parents encouraged to wear masks. 	Low
Building contamination following student occupancy: Preparing for the following day	All building users	Medium	<ul style="list-style-type: none"> • Provision of tissue and sanitisation supplies to be checked and restocked as required. • Bins to be emptied • Cleaning to give special consideration to hard surfaces such as table tops, push plates, door handles, light switches and banisters etc. • All equipment used to be cleaned at the end of the day, including toys and resources in EYs. Books in EYs/KS1 that have been in the classroom to be wiped down and replaced with a fresh set of books on a Rota basis. • See separate guidance for early years 	Low
Shortages of essential supplies due to mass buying following Government announcement.	All building users	Medium	<ul style="list-style-type: none"> • Maintain stock of supplies needed. • Purchase orders for replacement items to be placed earlier <ul style="list-style-type: none"> ◦ than normal to allow for delayed deliveries. 	Low
The use of small rooms and confined spaces	All building users	Medium	<ul style="list-style-type: none"> • The use of smaller rooms and those with inadequate ventilation should be avoided. • If they are used, for example the small group room in FS and the KS1 meetings room, windows must be opened to ensure the area is ventilated. • Office spaces should not have desks positioned so that users face each other. Where this is unavoidable screening should <ul style="list-style-type: none"> ◦ be put in place. 	Low
Administration of first aid	First aid staff Injured/Ill Person	Medium	<ul style="list-style-type: none"> • Only qualified staff are to administer first aid • First aid staff should wash hands prior to and after administering first aid. • Where social distancing cannot be maintained the use of PPE should be employed. Available PPE: <ul style="list-style-type: none"> ◦ Disposable gloves ◦ Aprons 	

			<ul style="list-style-type: none"> ○ Goggles ○ Face shields • Any waste generated, including disposable PPE, whilst administering first aid should be double bagged and binned. • Non disposable PPE should be specific to the user. Equipment will be identified with the person's name using a permanent marker. • First aid box stocks to be maintained by School Business Manager 	
Administration of medication	Med staff Individual students	Medium	<ul style="list-style-type: none"> • To be reviewed once student groups have been confirmed. If present, numbers of students requiring medication may be small as they may fit into the higher risk category. • Intimate care needs p4 (original guidance) – if children have intimate care needs communication would need to take place between parent and school as to how this would be managed. Individual risk assessment put in place. 	
Challenging behaviour	All building users	Medium	<ul style="list-style-type: none"> • Known traits and considerations to be identified in the students 'Learning Passport' (SEND). • Behaviour policy revised and will reviewed once all children return. • Support provided where needed (See SDP Covid19 section) • Individual RAs to be completed for identified children prior to them coming into school. • Where physical restraint /occurred or has been unavoidable, all parties should wash thoroughly after the event. 	Low
Cross contamination – adult to adult.	All building users	Medium	<ul style="list-style-type: none"> • 3 maximum in PPA room 	Low
Confirmed case of Covid-19 on site	All building users	High	<ul style="list-style-type: none"> • If anyone in school becomes unwell (new persistent cough/high temp/change in taste and smell, they must be sent home and take a PCR • Any member of staff who has helped someone with symptoms any pupils who have been in close contact with, do not need to go home to isolate unless they develop symptoms. If the symptomatic person then tests positive or you have been to do so by test and trace you would take a PCR • Deep clean of all areas used by the individual to be arranged with NCC. Areas should be locked and taken out of use until this is completed. 	Low
High levels of student anxiety	Students Parent Carers		<ul style="list-style-type: none"> • Students to be made aware in advance that school will not be operating under its normal format. • Concerns to be raised with pastoral staff/ safeguarding team/SENDco so 	

			<p>that bespoke support can be provided.</p> <ul style="list-style-type: none"> • Staff should be mindful when using PPE that their appearance may make students feel uneasy. • Vulnerable students who are at a higher risk to be identified and given special consideration. • (Refer to SDP Covid 19 section for more detail) 	
High levels of staff anxiety	Staff		<ul style="list-style-type: none"> • SLT to seek staff voice, following new guidance and then respond. • Staff to advise SLT of any concerns they may have. All concerns will be dealt with on a confidential basis. • Vulnerable staff who are at a higher risk to be identified and given special consideration. • Staff to be made aware of support networks available to them by SLT e.g. Public Health England. • Bereavement counseling to be provided on a bespoke basis. 	
Risks to school staff	Staff	Medium	<ul style="list-style-type: none"> • Risk assessments to be conducted by Broadwood Primary School on an individual basis • If there are any employees who are expecting a baby, inform SLT immediately and highlight any possible concerns throughout. SLT will be responsible for checking the workplace risk assessment to see if any new risks have arisen. An assessment may help identify any additional action that needs to be taken to mitigate risks. 	
Fire hazard resulting from ethanol based hand sanitiser on site.	All building users	Low	<ul style="list-style-type: none"> • Stock to be stored in a metal locker in an area with restricted access. The locker should be labeled to advise of potential fire risk. Area should be kept cool and ventilated. • Dispensers in classrooms to be stored away from heat sources, sources of ignition and out of direct sunlight. • All staff to be advised of potential fire risk and precautionary measures. • Classroom dispensers to be managed by the teacher in charge 	Low
Local Lockdown p7	All building users		<ul style="list-style-type: none"> • In cases of local lockdown or restrictions are in place, face coverings should be worn by adults in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors. • Exemptions may apply eg lip reading • Staff should have their own face covering 	

Management of Early Years	Staff/pupils	medium	<ul style="list-style-type: none"> • Specific guidance relates to practice in Early Years (and some provision in other year groups in school) which staff must have regard to. Early Years is not a risk free environment. • Sand can be used by children, however it is not considered to be a clean play toy and children should wash hands after use. • All items used in the environment must be cleaned at the end of each session (indoors and outdoors). • Have regard to all surfaces and the possible transfer of the virus into eyes, nose or mouths. Can items/objects/surfaces be easily cleaned and sanitized. Do not use items that cannot be easily kept clean. • It is considered good practice to change over resources. 	
Monitoring			<ul style="list-style-type: none"> • Regular monitoring of procedures and protocols by SLT • That systems are being adhered to • That resources are available • Evaluation of systems and protocols • Whole staff responsibility to ensure that everyone is safe 	

Review date: on going although there have been discussions and small changes before this

Reviewed by: SBT/MM