

Coronavirus/Covid-19 Risk Assessment for Persons Attending NRC Primary, NRC Secondary, NRC Medical School Settings

effective from Autumn Term (September) 2020 onwards (version 1 controls continue to apply until the end of Summer Term 2020)

School name:	New River College (Primary, Secondary and Medical)		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Teaching staff ▪ Pupils ▪ Catering staff ▪ Cleaners 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General education/childcare provision during COVID-19 pandemic ▪ General site occupancy and site movement ▪ Personal hygiene ▪ Cleaning and sanitisation ▪ Serving school meals ▪ Interactions with maintenance contractors, not including the actual maintenance and compliance activities 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching and play materials (indoor and outdoor) ▪ Cleaning materials and equipment ▪ Dining hall equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
Name of person completing this risk assessment:	Mark Gilleran	Date of completion:	08/03/2021
Risk assessment approved by:	FGB	Date of approval:	08/03/2021
Date risk assessment to be reviewed by:	19/04/2021	Risk assessment no:	V11

Record of risk assessment reviews

Date of review:	17/07/2020 V2	Reviewed by:	Mark Gilleran	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Updated following Government and Islington guidance
	27/08/2020 V3		Brian Bench (H&S Gov) / Mark Gilleran		<ul style="list-style-type: none"> ▪ Guidance on masks for Secondary sites ▪ Delete H&S Dept comments ▪
	09/09/20 V4		Mark Gilleran		<ul style="list-style-type: none"> ▪ Updated following Islington H&S evaluation ▪ Updated following guidance on cleaning and disposal of waste.

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					<ul style="list-style-type: none"> ▪ Update to guidance increasing from 7 to 10 days for pupils/staff to self-isolate from start of symptoms ▪ Added lead person/s responsible for each section ▪ Change in PPE to nitril gloves (instead of latex) and medical face masks instead of FFP2 maks
	18/09/20		Mark Gilleran		<ul style="list-style-type: none"> ▪ Update as to change in reporting potential Covid19 infections
	21/10/20 V6		Mark Gilleran		<ul style="list-style-type: none"> ▪ Update to DfE guidance on face coverings to be worn in all communal areas and where social distancing cannot be maintained ▪ Update to Hospital Classroom operations following Whittington Hospital NHS Trust IPC guidelines
	05/11/2020	V7	Mark Gilleran		<ul style="list-style-type: none"> ▪ Staff and pupils who receive notification from NHS re critically extremely vulnerable to work from home
	04/01/2021	V8	Mark Gilleran		<ul style="list-style-type: none"> ▪ Self-Isolation due to positive or contact reduced from 14 to 10 days ▪ All NRC pupils seen as vulnerable, therefore all NRC sites fully open from 04/01/2021 ▪ Weekly asymptomatic mass testing on all NRC sites for staff who agree to be tested ▪ Weekly asymptomatic testing for all NRC Secondary age pupils with parent/carer permission ▪ Hospital classroom area used as emergency storage. Education moved to online and/or work packs
	11/01/2021	V9	Mark Gilleran		<ul style="list-style-type: none"> ▪ Introduction of twice weekly whole school asymptomatic testing for staff across all sites and pupils aged 11-16 years
	21/01/2021	V10	Mark Gilleran		<ul style="list-style-type: none"> ▪ Immediate withdrawal of daily LTF testing following DfE guidance ▪ Offer of vaccination for all NRC staff

	08/03/2021	V11	Mark Gilleran	<ul style="list-style-type: none"> ▪ Staff to commence home testing with LFT from 11/12 March ▪ Agree with Public Health for NRC pupils aged 11-16 years to continue being tested on site twice per week ▪ Distribute packs of home tests to parents/carers of Primary age pupils – for families to use with adults instead of pupils ▪ All staff and pupils to return to school across all NRC sites apart from those required to Shield ▪ Hospital Classroom to reopen from Monday 8th March for use by patients ▪ Masks to be worn by all staff in classrooms and all areas where can't socially distance ▪ Secondary age pupils encouraged to wear masks in communal areas and classrooms ▪ Outreach Team to use Track and Trace results via text/email to show Schools their negative outcome in previous 24 hours.
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Before completing the Risk Assessment it is recommended that school leaders including those responsible for governance have read the information outlined below, including A and B, which include information referenced in the controls shown in the assessment.

IMPORTANT NOTE: in addition to completing this risk assessment and ensuring all controls are in place, schools must complete Appendix A: Premises Guidance and Checklist. This should be signed and returned by no later than 26 August 2020.

Background

This risk assessment will consider the risks to pupils, staff and others impacted by the infection of a member of the school community attending school (e.g. pupils, staff, contractors, visitors and household members of pupils and staff) while the coronavirus leading to Covid-19 infection is in circulation in the general community in the UK. It is based on government guidance, which indicates that it cannot be a 'one-size-fits-all' approach and school leaders are best suited to identify the system of controls that will let them effectively minimise the risk while delivering the curriculum.

Note: this risk assessment only addresses hazards directly related to physical exposure to Coronavirus/Covid-19. The school should separately consider non-physical hazards e.g. stress to staff and hazards not directly related to exposure to the virus, e.g. working at home, catering, including food preparation and building management arrangements.

Hazard - Coronavirus (SARS-CoV2), which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Risk Consequence - The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve, and will not require further NHS treatment. While Covid-19 illness can be fatal, this likelihood disproportionately impacts adults and specifically those with pre-existing conditions who should follow the relevant government guidance.

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19)
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19)
- severity of disease in adults – a small proportion of adults suffer a very serious or fatal illness, if infected. The likelihood of serious or fatal consequences is much greater for older people and those with underlying health conditions e.g. the clinically vulnerable and extremely clinical vulnerable for whom personal risk assessments should be completed (see also risk reference 1A below).

Likelihood is based on the likelihood of transmission, which may lead to one or multiple fatalities.

If personal hygiene, school cleaning measures, and social distancing measures (in accordance with government guidance) are followed and all very high risk/very vulnerable (previously shielded, until shielding was suspended) persons and high risk/vulnerable persons (see NHS lists) work to a personal risk assessment that identifies how they can optimise their social distancing, likelihood of transmission leading to a fatality will be low for persons who are not clinically vulnerable and medium for clinically extremely vulnerable/clinically vulnerable persons. Where strict social distancing cannot be achieved for clinically extremely vulnerable persons, alternative controls should be considered in their personal risk assessment in addition to those shown in this risk assessment in order to prevent their risk becoming high.

This risk assessment is based on the "Guidance for full opening - schools", published 2 July 2020 and available at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Schools with specialist provision, hospital classroom

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Both follow the same basic system of controls to prevent transmission of infection occurring and respond to infection, if it occurs with the guidance on hospital classrooms ensuring the hospital Infection Control Procedures are implemented and followed.

A) Essential general control measures – applicable to all pupils, staff and others, in all schools, at all times

Procedures in place, including reminders to all adults and children via regular classroom briefings, specific learning and poster displays to ensure:

- Pupils and staff stay at home if,
 - unwell with coronavirus (COVID-19) symptoms, *or*
 - in a household where somebody else is symptomatic, *or*
 - if instructed to do so by the NHS Test and Trace system or by a Public Health England, Camden and Islington Public Health or other health protection team officer, *or*
 - where quarantine applies following travel abroad
- Pupils, staff and their households understand their obligation to be tested if displaying symptoms and follow NHS guidance.
- Frequent washing of hands with soap and water for 20 seconds and dry thoroughly using the correct hand washing technique. This includes on arrival at the setting, before and after eating, after breaks, after changing rooms and after sneezing or coughing
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

- Not touch their mouth, eyes and nose.
- Follow the school's procedures for removing any face coverings used on the way to school safely (not touching the front) and either putting them in a plastic bag, if reusable, or disposing in a bin (if disposable), then washing hands.
- Implement normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
- Follow the school's procedures to minimise physical contact between individuals and maintain social distancing.

B) School Infection Prevention Measures

All schools **must** have processes and facilities in place,

1. To minimise contact with persons unwell with coronavirus symptoms or who have somebody in their household with symptoms, including
 - a. Procedures to ensure staff and pupils in these situations do not attend school
 - b. Procedures to isolate and send home any pupil or staff who develop symptoms while at school
 - c. Procedures to support pupils and staff with engaging with NHS Test and Trace.
 - d. Procedures to contact the local health protection team if anybody who has attended school (staff, pupil, visitor or contractor) has tested positive and then follow Public Health's advice.
2. To enable thorough hand cleansing at appropriate times
 - a. Well maintained, regularly cleaned, hand washing facilities e.g. running water, soap and either electric dryers or disposable hand towels or (where running water not available) hand sanitiser stations stocked with suitable sanitiser available at appropriate locations.
 - b. Pupils and staff educated to cleanse their hands at appropriate times and age appropriate supervision and assistance provided for children where needed.
 - c. Regular reminders of the required behaviours and staff leading by example.
3. Promote good respiratory hygiene by,
 - a. Ensuring tissues and bins with lids are available.
 - b. Bins regularly emptied and tissues re-stocked at appropriate intervals.
 - c. Appropriate education of "catch it, bin it, kill it" approach and support for pupils who need assistance e.g. EYFS and pupils with additional needs.
 - d. Arrangements to safely remove face coverings on arrival at school.
4. Enhanced cleaning – use the methods to be published in Public Health England's revised guidance on general cleaning in non-healthcare settings (expected by end of Summer Term 2020)
 - a. Identify rooms and facilities/areas used by different groups/cohorts e.g. toilets, workshops, laboratories, specialist teaching rooms (art, music, etc.) dining halls, play areas, secondary school classrooms
 - b. Identify frequently touched surfaces (e.g. door handles, toilets, wash hand basins) that require enhanced "frequently touched surfaces" cleaning.

- c. Schedule frequent and enhanced cleaning for frequently touched areas and areas used by different groups/cohorts, ensuring suitable competent staff and supplies of standard cleaning products and materials are available
 - d. Where cleaning is not practical (e.g. books), arrangements should be put in place to store items out of reach/out of use, so that they are left unused and untouched for 48 hours for most materials and 72 hours for plastics.
5. Minimise contact between individuals and maintain social distancing wherever possible
- a. Identify appropriate cohorts or bubbles of consistent groups to minimise the contact between individuals, but still maintain the ability to teach a broad and balanced curriculum. Consider the nature of the curriculum and the arrangement of the school's facilities (cohorts may be an EYFS age group, a single class, group of classes, year group or another consistent group, depending on the ages of the pupils and the curriculum requirements – **the smallest consistent group practical while maintaining the curriculum should be selected**).
 - i. Information/education of staff, pupils, parents/guardians/carers and others in the school community to explain how the cohorts/bubbles work and why they must be maintained.
 - b. Set up facilities to maintain social distancing as far as practical (it is acknowledged that EYFS pupils are not expected to fully socially distance) e.g. pupils' desks facing forward and spaced as far apart as practical
 - i. In secondary schools, where cohorts will be very large (due to the need to change teaching sets for different subjects), social distancing will need to be actively encouraged and managed by the supervising staff.
 - ii. Staggered breaks and lunch times (where this is not already in place).
 - iii. Minimise and manage corridor movements and circulations. This may involve one-way systems, corridors being marked with arrows to separate two-way flow, or a "traffic light" flow management system
 - c. Set up staff facilities to enable 2 metre social distancing wherever possible, both in the classroom and non-teaching areas such as offices and welfare facilities/staff rooms.
 - i. In EYFS, it is acknowledged that social distancing will not be possible with and among the pupils, so staff should interact with one cohort wherever possible. Any specialist staff working across more than one class/cohort should review their work practices to minimise direct contact with pupils.
 - ii. In secondary schools (KS3 onwards), where all staff teach multiple classes over several year groups, the social distancing arrangements should be particularly carefully reviewed and managed to ensure they are effective.
 - d. Set up arrangements for pupils arriving and leaving school that keep cohorts/bubbles apart as far as practical, but also prevent gathering of parents and pupils at the school gates and minimise rush hour use of public transport.
 - i. Consider the school's site and demography to decide how this can be best achieved. Options to consider can include,
 - Staggered start and finish times (unless this leads to parents gathering outside the gates with siblings, which is not desirable). Staggering may assist in reducing congestion on public transport, however it will not work where pupils use school buses.
 - Off-peak start and finishing times for secondary pupils who must use public transport (they should be encouraged to walk or cycle, where practical).

- Using different entrances, so that cohorts arrive at different points and do not mix
- ii. Ensure pupils using school buses sit in their cohorts/bubbles – where appropriate liaise with Accessible Community Transport about bus arrangements.

Ref	Activity/Area	KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK If you cannot implement all controls below, you must consider if you can safely undertake the activity Where likelihood of transmission remains High, you must consider if it is acceptable to proceed.	Likelihood of transmission with all key controls in place	COMMENTS If you cannot implement all controls	OWNER / LEAD OFFICER
1	Pupils, household members or staff symptomatic	<p>Parents/carers, pupils, staff, contractors and other visitors informed that nobody who is symptomatic or in a household where somebody else is symptomatic may attend school or enter the premises - they must all follow the government's self-isolation, testing and tracing guidelines.</p> <p>Letter sent to all parents/carers 17/07/2020 detailing guidelines and expectations.</p> <p>RA shared with staff 12/03/2021.</p> <p>RA shared with parents/carers by 4th September.</p> <p>RA on NRC website.</p> <p>RA shared with contractors including Engie, Caterlinks, Islington Council, NHS Whittington Trust.</p> <p>Remind parents/carers/staff/pupils/visitors etc e.g. by notices at entrance, that nobody in such a household may attend school and that they must be tested and follow the NHS Test and Trace process</p> <p>Signs to be displayed on external boundary and main entrance</p> <p>See also Ref 15 below for a suspected case of Covid-19 on site.</p> <p>Self-isolation period reduced from 14 to 10 days as of 18/12/2020.</p>	Medium		MGi / HoC
1.1	Pupil or staff member contacted by NHS Test and Trace as a contact	<p>Self-isolate in accordance with NHS Test and Trace instructions (<i>if persons follow these instructions, the likelihood of transmission to others is minimised</i>)</p> <p>Letter sent to all parents/carers 17/07/2020 detailing guidelines and expectations.</p> <p>Self-isolation period reduced from 14 to 10 days as of 18/12/2020.</p>	Low		MGi

1 A	Staff - Clinically extremely vulnerable (previously shielded) and clinically vulnerable staff working at the school/setting	<p>As of the 5th November until 4th December staff that have been contacted by Public Health / GP stating they are clinically extremely vulnerable to work from home.</p> <p>Staff that have been contacted by Public Health / GP stating they are clinically extremely vulnerable to work from home from 04/01/2021.</p> <p>Additional staff contacted approx. end of February 2021 who are required to shield. Their individual RA to be updated based on the revised requirement. All staff who are required to shield and not allowed to travel to work.</p> <p>Staff and pupils offered weekly LTF tests (see section 27 Asymptomatic tests). All staff have been provided with 14 LTF tests including staff shielding or currently off work week off 8th March.</p> <p>A personal risk assessment should be completed for each staff member. Where the nature of their job means that they cannot work from home (the situation that will apply to most teaching and many support roles in a school which is fully open). Shielding (extremely clinical vulnerable persons) can come to the workplace from 1 August 2020, however their risk assessment must address minimising their risk of exposure while undertaking their job role.</p> <ol style="list-style-type: none"> i) Review work methods to optimise social distancing, where practicable. ii) Observe personal hygiene best practice. iii) Where the member of staff works with very young children e.g. nursery or reception, consider whether there are options for working with a slightly older age group where social distancing is more practical. <p>The guidance for extremely clinically vulnerable/shielding persons is available at https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 and for clinically vulnerable persons is https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>All NRC staff have completed their individual risk assessment. In addition to the Islington RA NRC used the following additional risk assessments to support this process;</p> <ul style="list-style-type: none"> • BAME Educator RA • NHS Whittington Hospital Staff RA • Royal Society of Obstetricians RA <p>In depth discussions have taken place with staff who</p>	Medium		NS / MGi
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		<p>have moderate to high risk medical conditions and we are supporting them. The Business Manager will be contacting staff, who have requested this, from week off 24th August to support their return to school and address any anxieties.</p> <p>We will have further discussions with staff who are shielding if they have received a letter from the NHS re continuing to shield.</p> <p>Where the risk to staff is high, staff will be deployed to other roles (see NRC Medical Whittington Hospital Ward Classroom ref 23 below).</p> <p>All NRC sites are continuing to maintain 2 meter social distancing in main corridors and classrooms.</p> <p>All staff to update their individual risk assessment for review by NRC Business Manager commencing week 4th January 2021.</p>			

1 B	<p>Pupils who are clinically extremely vulnerable (previously shielded) or clinically vulnerable</p>	<p>As of the 4th January 2021 pupils that have been contacted by Public Health / GP stating they are clinically extremely vulnerable to work from home. Additional pupils may have been placed on CEV list contacted approx. end of February 2021 who are required to shield.</p> <p>These pupils can return to school, in line with the government guidance. They should be assisted to socially distance where applicable.</p> <p>If a local rate of disease rises, clinically extremely vulnerable children may be advised to temporarily shield again, hence be temporarily absent from school.</p> <p>These children should take advice from their specialist health professional and, where applicable, the school should support the child in following this advice.</p> <p>Families can be referred to the school nursing team, who will individually be able to discuss their concerns and risks.</p> <p>NRC Secondary does not have any pupils who are clinically extremely vulnerable. Several pupils live with parent/carer who are clinically extremely vulnerable. We are working with the family to put in place additional safeguards for them i.e. getting changed when leaving school.</p> <p>NRC Primary does not have any pupils who are clinically extremely vulnerable. Several pupils live with parent/carer who are clinically extremely vulnerable. We are working with the family to put in place additional safeguards for them i.e. getting changed when leaving school.</p> <p>NRC Medical (The Lodge) does not have any pupils who are clinically extremely vulnerable attending the ER site. Several pupils live with parent/carer who are clinically extremely vulnerable. We are working with the family to put in place additional safeguards for them i.e. getting changed when leaving school.</p> <p>NRC Medical does educate through home tuition pupils who are extremely clinically vulnerable and an individual pupil risk assessment is undertaken prior to any learning in the home. For staff supporting these pupils they will not be able to use public transport including mini cabs, use PPE, wash hands on entry and regularly throughout the session, undertake learning in ventilated room and maintain social distancing where possible or ensure regular breaks where not possible.</p> <p>All NRC sites are continuing to maintain 2 metre social distancing in main corridors and classrooms.</p>	Medium		HoC
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1	Household members of pupils and staff who are clinically extremely vulnerable (previously shielded) or clinically vulnerable	<p>The staff and pupils living in households with extremely clinically vulnerable persons should attend school as normal.</p> <p>Staff and pupils offered twice weekly LTF tests (see section 27 Asymptomatic tests).</p> <p>The pupils and staff should follow the government about personal hygiene measures and social distancing as far as practical, both at school and in the home environment.</p> <p>Pupils and staff members should be supported by the school to follow personal hygiene and social distancing best practices.</p> <p>Families can be referred to the school nursing team, who will individually be able to discuss their concerns and risks.</p> <p>Through the staff individual RAs we have had discussions with staff re procedures to follow to support them in reducing risk of infection i.e. change of clothes prior to leaving school site / travel by car, bicycle etc where applicable or PPE provided to support staff using public transport / wash hands appropriately on exit to school.</p> <p>All NRC sites are continuing to maintain 2 metre social distancing in main corridors and classrooms.</p>	Low		MGi
2	Classroom/general activities	<p>Consistent groups of pupils and related staff identified, to minimise the numbers of people each individual interacts with (see B5 above)</p> <p>NRC Secondary – due to numbers of pupils and the SEMH needs of pupils, NRC Secondary are one bubble cohort. Where possible pupils remain in their base classrooms and teachers move to them. Where this is not possible, teachers will ensure tables and chairs used by pupils are meticulously cleaned using detergent and towels whilst wearing PPE gloves and binned appropriately.</p> <p>NRC Primary – there are three mini bubble cohorts – KS1 / Y4 / Y5&6. Due to complexity of pupils in their inability to maintain social distancing, NRC Primary as all NRC sites is one bubble group.</p> <p>NRC Medical - due to numbers of pupils and the SEMH needs of pupils, NRC Medical (The Lodge) are one bubble cohort.</p> <p>NRC Medical (Hospital Ward) – see below separate reference below.</p>	Medium		HoC

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		<p>On all NRC sites, we are maintaining as good practice and due to adequate space social distancing of 2 metres. All NRC classrooms have a maximum potential of 6-8 pupils and so where this is the case social distancing is not able to meet 2 metres, but 1 metre maintained with appropriate desk spacing facing forward.</p> <p>Where cohorts/consistent groups are bigger than one class, if a member of the cohort is diagnosed with Covid-19, the entire cohort may be advised by Public Health to self-isolate (in addition to the class of the pupil) – see B1d above.</p> <p>In secondary schools and some primary school roles, staff cannot remain with a single cohort, because they have specialist/subject teaching roles. These staff should be briefed to be particularly careful to optimise their social distancing, minimise their close contact with others and use other controls where they need to be close.</p> <p>Classrooms organised to optimise social distancing between pupils and staff – where appropriate, pupils should all face forward e.g. in traditional “all class” teaching. Where possible, pupils should remain at the same desk. Where this is not possible (e.g. in secondary schools where pupils are in different sets for different subjects, rather than taught in classes), desks should have enhanced cleaning (see B4 above ref cleaning).</p> <p>Where possible, staff should not spend extended periods in very close proximity to pupils – see B5c above</p> <p>Pupils and staff should have their own personal frequently used equipment e.g. pens and pencils. All pupils provided with their own set of resources. Books, games and other resources can be shared within the cohort and should be cleaned regularly, where appropriate. Where equipment is shared between cohorts, meticulous cleaning is needed between cohorts. As an alternative, or where cleaning is not practical, items can be left unused for a period – see B4d above reference rotation of items)</p> <p>Books and other shared resources can be taken home when it contributes to a child’s education and development. Appropriate cleaning and rotation (see B4d) should apply to these resources.</p> <p>Parents to be requested to not allow their children to</p>			

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		<p>bring toys, or any other non-essential items to school.</p> <p>Arrangements for frequent handwashing, including additional support where needed by pupils (see B2), good respiratory hygiene (B3) and classroom cleaning (B4) in place</p> <p>Removing ill/symptomatic persons from classroom (see B1b and ref 15 below).</p> <p>Review timetable to consider the following:</p> <ul style="list-style-type: none"> • use the timetable and selection of classrooms or other learning environment to reduce movement around the school building, where practical • do not having physical assemblies involving classes outside of the cohort, use virtual assemblies • See ref 10, 19, 20, 21 and 22 below about specific risks associated with certain aspects of specific curriculum activities (e.g. dance, drama, music, contact sports, visits) <p>Staff will mark pupils work during lesson giving verbal feedback and keeping records of any assessment separately. This to be followed up by marking in books 72 hours following lesson.</p> <p>Offices</p> <p>All desks face away from other desks so no staff sitting face to face.</p> <p>The main office at LR has 5 PCs side by side. NRC are procuring dividers to reduce risk of cross infection.</p> <p>All other areas are indicated to numbers by the PC and desk availability in each area.</p>			
3	<p><i>This section has now been combined with 2 above, to cover all age groups</i></p>				

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4	Use of toilets	<p>Enhanced cleaning of toilet facilities (see B4 above).</p> <p>NRC Primary - Identified toilets for each of the three cohorts</p> <p>NRC Secondary – single cohort</p> <p>NRC Medical – single cohort</p> <p>Where there is a toilet facility in or near a classroom/cohort; that cohort should use it as far as practicable (to minimise contact with others).</p> <p>All staff and pupils instructed and supported to wash hands correctly after using toilet (see B2 above).</p>	Medium		MGI / Premises Managers / Engineer

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5	One-on-one teaching and personal care for infants and children with additional needs	<p>PPE only needed for pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way - see https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe.</p> <p>As of the 8th March 2021 guidance has been updated to state for secondary age pupils and all NRC staff and in all communal areas i.e. corridors, and classrooms and all areas where they cant socially distance masks are to be worn. Some of our pupils will not be able to manage the wearing of masks or use them appropriately so some will not wear masks. All secondary age pupils to be encouraged to wear masks.</p> <p>Where PPE is required, staff should be instructed in when it is needed and how to don and doff it correctly. Staff training scheduled for September 23 Twilight Inset.</p> <p>Masks and other PPE must be put on, removed and disposed of in a safe way. There are pedal bins on order and we are awaiting their delivery (7th September). Ensure all used PPE is disposed in a pedal bin.</p> <p>Minimise close contact time without negative impact on personal care. Where close contact is necessary, stand behind or beside the pupil, where practicable, rather than face-to-face</p> <p>Where a pupil is displaying symptoms they should be removed from classroom and the appropriate procedures followed (see B1b and ref 15 below).</p> <p>All NRC sites are continuing to maintain 2 metre social distancing in main corridors and classrooms.</p>	Medium		HoC
6	<i>This section has now been combined with 5 above</i>				

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7	<p>Playground activities</p> <p><i>Outdoor transmission likelihood believed to be much lower than indoors.</i></p>	<p>NRC Primary: Staggered breaks and lunch times to ensure pupils and staff cohorts do not mix in the playground (if two or more cohorts are playing at the same time, each cohort should be in a separate area of the playground and using different equipment).</p> <p>NRC Secondary: Staggered lunch times due to numbers and appropriate space (single cohort)</p> <p>NRC Medical (The Lodge): Single cohort and small numbers so one sitting.</p> <p>NRC Primary: Play equipment should be cleaned regularly. Where a school wishes to rotate cohorts between different areas of the playground, they should clean equipment between each group (see B4 above). Each cohort has their own set of play equipment clearly labelled and stored for their use only.</p> <p>NRC Secondary: Single cohort. Play equipment should be cleaned regularly. (see B4 above)</p> <p>NRC Medical: Single Cohort. Play equipment should be cleaned regularly. (see B4 above)</p> <p>Hand washing before and after each break and/or use of play equipment.</p> <p>Social distancing enforced as far as practical for pupils.</p> <p>All staff (teaching, premises, catering etc.) must try to maintain social distancing where possible to safeguard themselves and set an example to the pupils.</p> <p>Close contact sports/activities (e.g. football, rugby, dancing) should not be played until the guidance allows (see 10[sports] and 20[dance, drama, etc.] below).</p>	Low		HoC

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8	Corridors/movements to other rooms, etc.	<p>All staff to wear masks in communal areas. Pupils asked to wear masks but not mandatory due to their SEMH needs. NRC provide all masks as required.</p> <p>Corridors movements should be managed to prevent congestion – see B5biii above.</p> <p>NRC Secondary. Where pupils need to move there is the policy to keep to the left as indicated by floor direction stickers. Staff have access to two way radio to communicate when route clear of other cohorts. The rear stairs to be used for ascending the stairs and the main front stairs for descending.</p> <p>NRC Primary timetable ensures pupils remain in base classroom with teachers for the majority of the day. Where pupils need to move, firstly they try to use the external entrance/exits to classrooms avoiding need to use the main corridor but where they need to use the corridor there is the policy to keep to the left as indicated by floor direction stickers. Staff have access to two way radio to communicate when route clear of other cohorts.</p> <p>NRC Medical (The Lodge) timetable where possible ensures pupils remain in base classroom and teachers move to them. Due to small numbers of pupils (less than 10) they are escorted from area to area.</p> <p>Interaction between cohorts and staff should be avoided where possible, or limited to as short a period as possible (e.g. crossing briefly in corridors or playgrounds).</p> <p>NRC Secondary has a one way system on entry and turn left past toilet to wash hands, follow through dining hall past changing room to hang up jackets and using the rear stairwell for access upwards to all first and second floor. First and second floors have two way system, walking in the left to access all classrooms and the main front staircase used for descending to all floors and exiting the building.</p> <p>NRC Primary have a one way system into the school using the classroom external doors to gain entry exit to school. Pupils wash hands in classroom sinks.</p> <p>NRC Medical has one way system in using the Lodge side door entrance, by toilet for washing hands and into the school staying on the left to walk around the school.</p>	Low		HoC

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9	Lunch	<p>NRC Primary: Lunch to be served to bubble / cohort, who should not meet/interact with any other cohort. If any other cohorts are in the dining hall, they must be socially distanced. Sit pupils in as socially distanced manner as far as is practicable.</p> <p>Tables are high touch surfaces and must be cleaned between each cohort usage (see B4) and there should be no shared items (e.g. water jugs, condiments) on tables.</p> <p>NRC Secondary: Lunch to be served to single cohort – staggered time to cater for social distancing and numbers of pupils. Sit pupils in as socially distanced manner as far as is practicable.</p> <p>Tables are high touch surfaces and must be cleaned between each cohort usage (see B4) and there should be no shared items (e.g. water jugs, condiments) on tables.</p> <p>NRC Medical (The Lodge): Lunch to be served to single cohort. Sit pupils in as socially distanced manner as far as is practicable.</p> <p>Tables are high touch surfaces and must be cleaned between each cohort usage (see B4) and there should be no shared items (e.g. water jugs, condiments) on tables.</p> <p>School kitchens must operate in line with the government guidance for food businesses on coronavirus/COVID-19 - https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>	Low		HoC

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10	Physical activities (replacing Sports Hall/Gym)	<p>Outdoor sports and physical education should be prioritised, where possible.</p> <p>Large sports halls/gyms can be used where outdoor facilities are not available (outdoor activities are lower risk than indoor activities).</p> <p>Where indoor spaces are used,</p> <ul style="list-style-type: none"> • Maximum distancing between pupils must be applied, as breathing during exercise releases droplets from the mouth and nose. • Meticulous hand and respiratory hygiene must be practised (see B2 and B3 above). • Meticulous cleaning of indoor sports facilities between groups is required (see B4 above). <p>No contact sports matches until government guidance changes.</p> <p>All sports should be played within cohorts (so no inter-school matches or house matches, unless also within the cohort) unless groups of up to six AND outdoors AND socially distanced at greater than 2 metres AND no physical contact (e.g. tennis).</p> <p>NRC Primary: Implemented AFPE guidelines. Have equipment for each cohort to avoid need to share any such equipment between cohorts. PE only takes place in external areas and as the building is shared with the ILS and they use the Sports Hall, this cannot be used by NRC pupils.</p> <p>NRC Secondary: Implemented AFPE guidelines. Have equipment for each class to avoid need to share any such equipment between classes minimising risk of infection. Where equipment is shared this is meticulously cleaned after each class use. The Gym is to remain closed until further notice.</p> <p>NRC Medical: Implemented AFPE guidelines. One cohort.</p> <p>See the Association of Physical Education’s guidance https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</p>	Medium		MGI / BR / RSC

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11	Arrival/departure	<p>Pupil arrival and departure arrangements to be managed to minimise interactions between other cohorts and other persons (other parents, visitors, etc.) – see B5d above.</p> <p>No parents/carers/visitors to enter school and must be encouraged not congregate outside the school entrance / exit. Signs are used to indicate maintaining social distancing.</p> <p>Letters to all parents/carers detailing maintaining social distancing outside main external entrance.</p> <p>NRC Primary: Staggered start and finish times. Y1 0855-1425 / Y4 0900-1430 / Y5&6 0905-1435. Staff use two way radio to communicate pupils movement externally to classrooms. No parents/carers allowed onto school site.</p> <p>NRC Secondary – social distancing markings outside main entrance. Pupils arrive from 0845 to 0930.</p> <p>NRC Medical (The Lodge) - social distancing markings outside main entrance. Pupils arrive from 0845 to 0930.</p>	Low		HoC

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12	Maintenance and contractor visits	<p>Due to the school being in Tier 4, and the new variant of Covid19 contractors must follow these additional protocols:</p> <p>1) No contractors on site at any time between 0800 and 1500 Monday to Friday term time. NRC Business Manager to be informed.</p> <p>2) Only critical essential works can take place during the hours of 0800 and 1500 but must be agreed by Executive Headteacher or Business Manager</p> <p>3) All contractors to confirm prior to being on site they have no symptoms; none of their household has symptoms; they have not had a positive test in the last 14 days; they or member of their household are not awaiting the results of a test; they or member of their household has not been abroad in the last 14 days; they have not been told to self-isolate through Track and Trace or their own employer. This will need to be verbal at the door and then backed up as part of the signing in protocols you have in place</p> <p>4) When on site contractors are to wear masks, use hand gel and wash hands prior to moving round the building</p> <p>5) Engie staff to ensure they are socially distancing themselves from these contractors at all times. This is to protect the NRC bubble.</p> <p>Contractors to be advised of school's social distancing and hygiene arrangements on or before arrival. Their telephone number will be recorded with the other visitor/contractor details, in case NHS Test and Trace need to contact them.</p> <p>Contractors not to mix with any cohort of pupils with their staff, and their arrival time to be pre-agreed.</p> <p>Consider emergency works procedure; classroom activities may need to cease and relocate to an alternative space.</p> <p>Consider holding an alternative, clean classroom space, where possible or using the sports hall or similar for emergency work.</p> <p>Contractors must provide RAMS for all activities on site bearing in mind Covid-19 risk. The school should induct contractors in their COVID-secure arrangements.</p> <p>Where possible, all non-urgent visits will take place outside of school hours.</p>	Low		MGI / Engie / Premises Managers

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13	Meetings with staff, parents etc	<p>Wherever possible, all meetings to be conducted by telephone, video conferencing etc.</p> <p>Essential other meetings to be conducted with social distancing and hygiene in place. NRC Primary – use ICT suite. NRC Secondary use small meeting room. NRC Medical (The Lodge) use the chill out room.</p> <p>Where visitors attend site, their telephone number will be recorded with the other visitor details, in case NHS Test and Trace need to contact them.</p> <p>Admin staff on all sites to maintain a Covid19 visitor/incident record in case NHS Test and Trace need to contact them</p>	Low		HoC
14	First Aid/Ill Health (other than Covid-19 symptoms)	<p>Further guidance issued to first aiders on providing general first aid, CPR and resuscitation – see https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>Consider holding an alternative, clean classroom space if there is illness in the classroom, which must be cleaned or isolated.</p>	Medium		HoC / JL
15	Suspected case on site	<p>Establish protocol and train all staff on swift and safe response to suspected cases on site. Staff trained at Inset on 2 September.</p> <p>Communicate protocol clearly to parents and carers. Letter sent to parents.</p> <p>Designate waiting room/s for symptomatic child/children waiting to be collected. NRC Primary to use ICT Suite (accessed via external egress from classrooms). NRC Secondary to use Medical Room (accessed via external egress via main stairwell and via the Therapy Garden). NRC Medical (The Lodge) to use the chillout area accessed via external egress from classrooms and through the Lodge Garden)</p> <p>Acquire PPE¹ for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system. All NRC designated room/s have a PPE pack which includes face mask, apron, nitril gloves, eye protectors and face shield. Staff will have training on donning and doffing PPE appropriately. All areas are near external doors to ensure staff member remains</p>	Medium		NS / MGi / HoC

¹ Obtain through local PPE chains, or if difficult to obtain, approach local resilience forum.

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		<p>external where possible or near the exit to allow for additional ventilation. All staff to remain where possible 2-metre social distancing. Where possible pupil given mask to help reduce any cross infection. Parents contacted to collect pupil. On their arrival they are advised to call the office to inform us of their arrival, and pupil brought to them.</p> <p>NRC Secondary exit will be via the Therapy Garden, through the rear car park and out via the vehicle entrance/exit onto Westbourne Road.</p> <p>NRC Primary exit through playground and main entrance/exit.</p> <p>NRC Medical (The Lodge) exit via the Lodge external area and via vehicle entrance /exit.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Considerations for protocol:</p> <p><u>Reducing COVID-19 risk</u></p> <ul style="list-style-type: none"> • Ensure that parents and carers are aware of COVID-19 symptoms: <ul style="list-style-type: none"> ○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal • Ensure that parents and carers are aware they should not send children to the school or EY setting if they are unwell with COVID-19 symptoms or if someone living in their household is unwell with COVID-19 symptoms. If the child is unwell they 			

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		<p>should self-isolate for 10 days & get a test. Household members should also self-isolate for 14 days. If someone in the household is unwell, the child should self-isolate for 14 days.</p> <ul style="list-style-type: none"> • Ensure all children are reminded daily to inform their teacher if they feel poorly <p><u>Preparation for possible COVID-19 illness</u></p> <ul style="list-style-type: none"> • Establish clear communication protocol in school, for quickly notifying key staff and parent/carer • Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training • Ensure Business Continuity Plans are up to date and consider how to manage/what to do if a large number of staff are required to self-isolate. <p>Flow chart will be placed in staff rooms and identified areas for staff to follow. Senior staff to be contacted immediately and they oversee the process.</p> <p><u>Responding to possible COVID-19 illness</u></p> <ul style="list-style-type: none"> • Child/ staff member with symptoms should go home as soon as possible and get tested for COVID-19 as soon as possible, and at the latest within the first 5 days of symptoms starting. <ul style="list-style-type: none"> ○ Tests for the general public can be booked online at www.nhs.uk/ask-for-a-coronavirus-test (or by calling 119) ○ Tests for essential workers are prioritised and can be booked at: https://www.gov.uk/apply-coronavirus-test-essential-workers ○ For help with testing: https://www.nhs.uk/contact-us/get-help-with-asking-for-a-coronavirus-test/ • While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others • PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with 			

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		<p>complex needs) and requires direct personal care on site:</p> <ul style="list-style-type: none"> ○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained ○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) <ul style="list-style-type: none"> ● Parents/ carer/ symptomatic staff provided with self-isolation advice, and information about NHS Test and Trace – schools can access further information and resources on NHS Test and Trace https://www.islington.gov.uk/social-care-and-health/support-and-guidance-during-covid-19/useful-guidance-and-resources-covid-19/test-and-trace-for-local-organisations for Islington ● Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings ● Clean the affected area with normal household disinfectant ● Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive. ● If the school needs support with a possible case or has an enquiry contact the local Public Health Team for support – email CIPHAdmin@islington.gov.uk ● Headteacher to follow up if test result is not received. ● If the test result is: <ul style="list-style-type: none"> ○ Negative: unwell person can return to the setting if they feel well enough and their fellow household members can end their self-isolation. ○ Positive: unwell person must complete 10 day self-isolation and log onto NHS Test and Trace to share their recent close contacts. ● The setting should notify PHE London Coronavirus Response Cell (LCRC 0300 303 			

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		<p>0450) of all confirmed cases in the setting. Template letters and other communications materials for parents and staff members will be shared by LCRC and the local Public Health Team.</p> <ul style="list-style-type: none"> • PHE LCRC will undertake a risk assessment and usually will advise that the class or year group who have been exposed should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless a household member becomes symptomatic. • As part of the NHS Test and Trace service, if other cases are detected within the cohort or wider setting, PHE LCRC will conduct a rapid investigation and advise schools. Closure of the whole setting will not generally be necessary. 			

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16	Cleaning	<p>Cleaning should be done in line with guidance in https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p> <p>The following guidance issued by Public Health sets out the procedure of cleaning and waste disposal following positive Covid19 test https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area</p> <p>Any waste must initially be stored for 72 hours, double bagged before being placed for general waste disposal.</p> <p>Cleaning to be done while pupils not in classrooms. Detergent and paper towels available for staff to use to wipe down areas. Premises staff undertaking additional cleaning of frequently touched surfaces i.e doors handles etc.</p> <p>PPE for cleaning in line with COSHH/cleaning risk assessment, including of metal/hard surfaces and toilet facilities. Normal cleaning materials (e.g. detergents and bleach) to be used except when a case of Covid-19 is suspected – then follow https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Instruction provided on how to use PPE correctly including hand hygiene.</p> <p>Frequently touched surfaces being cleaned more often than normal.</p> <p>Cleaning staff should collect full waste bags at the end of the school day to avoid entering a classroom when carrying out cleaning in the classroom.</p> <p>Bins should have lids and foot pedals (these are being procured if not in all areas as of yet)</p> <p>Separate cleaning activities risk assessment must be completed by competent person and communicated to cleaning staff prior to cleaning activities.</p> <p>Cleaning for the LTF tests is to be undertaken by trained staff as set out by DfE.</p>	Medium		MGI / Engle / Premises Managers

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17	Staff welfare facilities	Consider maximum occupancy of the staff room bearing in mind social distancing guidelines. Staff to socially distance at all times and clean down all equipment before and after use. Do not share cups, crockery and cutlery.	Medium		HoC
18	Travel to/from school a) by foot, bike or private car	All persons (staff and pupils) to avoid public transport, where possible walking and other forms of travel should be encouraged. All NRC staff who use public transport are provided with PPE. Where walking not possible for staff, arrangements to be made for them to park on-site, where possible.	Low		HoC / Staff
	b) by public transport	If public transport use is unavoidable, consideration to be given to arrangements to minimise, where practical, rush hour use of public transport by staff and pupils. Face coverings to be worn on public transport, in line with government guidance. School to put suitable procedures /arrangements in place to support the hygienic removal of face coverings on arrival at school (see B3d above)	Medium		HoC / Staff
19	Curriculum activities creating high velocity droplets from mouth/nose e.g. Singing Playing woodwind (oboe, clarinet, flute, recorder, etc.) or brass (trumpet, trombone, etc.) instruments Drama	Physical distancing (e.g. 2 metres to be applied). Small groups – maximum 8 pupils on all NRC sites. Pupils to be back-to-back or side-to-side (NOT facing). No sharing of woodwind or brass instruments and regular cleaning of instruments, particularly mouthpieces. Well ventilated rooms or outside. <i>The DfE are expected to shortly publish further guidance detailed relating to music.</i>	Medium		HoC

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20	<p>Curriculum activities requiring close proximity or touching of other persons, e.g. Dance Drama Close contact sport e.g. where person to person tackling occurs (rugby, football).</p>	<p>Consistent pupil groups (e.g. teams within the cohorts) maintained.</p> <p>2 metre social distancing to be maintained (drama/dance curriculum will need to be managed around this).</p> <p>Equipment to be cleaned regularly.</p> <p>Personal hygiene (handwashing) to be maintained.</p> <p>No plays and concerts allowed until government guidance changes.</p> <p><i>See Reference 10 above for sports and physical education activities, including matches.</i></p>	Medium		HoC
21	<p>School activities involving multiple cohorts e.g. Wraparound activities (breakfast and after-school clubs, etc.) House activities, clubs/societies Plays and concerts Sports matches</p>	<p>Keep in cohorts, where practical. Where not practical, keep in consistent small groups for wraparound care, optimise social distancing and ensure any equipment is regularly cleaned.</p> <p>Where practical e.g. visits by speakers to a society, rooms to be set up to enable social distancing (say using a large school hall, rather than a classroom).</p> <p><i>See reference 10 above for sports matches</i></p>	Medium		HoC

Coronavirus/Covid-19 Risk Assessment Template for Persons Attending a Primary or Secondary School Setting

Ref	Activity/Area	<p>KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK</p> <p>If you cannot implement all controls below, you must consider if you can safely undertake the activity</p> <p>Where likelihood of transmission remains High, you must consider if it is acceptable to proceed.</p>	Likelihood of transmission with all key controls in place	COMMENTS If you cannot implement all controls	OWNER / LEAD OFFICER
22	Educational visits (domestic, non-residential)	<p>No trips to take place. Only off site education where there are adequate risk assessments to take place so pupils remain engaged with their curriculum.</p>	Low		NS / HoC

<p>2 3</p>	<p>NRC Medical (Hospital Classroom): Hospital Transmission</p>	<p>The Hospital Classroom to reopen from 8th March 2021. Staff to implement schedule as agreed in October – see below Process To Teach.</p> <p>The guidance states where possible the Hospital Classroom is to be open by September. To do this we must risk assess this differently to the above, as the above is based on community transmission, but the hospital classroom RA will be based on the risk of hospital transmission.</p> <p>The NHS Whittington Hospital Trust states any staff member with a medical condition that is rated as moderate to high risk be redeployed to other low risk areas outside of ward areas. As the hospital classroom is based on the ward no staff who have a moderate to severe medical condition will be deployed to work in this area. All staff at NRC Medical who have worked on the Ward Classroom will be individually risk assessed based on IPC and the Whittington Hospital NHS Trust staff risk assessments.</p> <p>NRC, Whittington Hospital NHS Trust, Public Health and Islington H&S Department are meeting regularly to review the operation of the Hospital Classroom ensuring staff and pupil safeguard and well being. The Hospital Classroom will not be open until mid-September at the earliest. This section of the RA will be updated prior to opening and including all up to date procedures. NRC Staff on the Hospital Ward will be given training on this RA and its stipulations prior to the Classroom opening.</p> <p>The following documents have been used in this risk assessment</p> <ol style="list-style-type: none"> 1) Standard operating procedure for restarting services in relation to COVID19: key principles and considerations (Whittington Hospital NHS Trust IPC document) 2) DfE Guidance on protocols for Hospital Classrooms 3) Guidance on Supporting Vulnerable Staff and those with Underlying Health Conditions Through Covid-19 Risk Assessment 4) Demographic Responsive Staff Risk Assessment Framework <p>The IPC states the following guidelines; Transmission: Due to the nature of the hospital there is a higher probability of transmission of Covid19 in all areas of the hospital.</p>	<p>High</p>	<p>The Hospital Classroom will not be reopened until all safeguards are agreed and put in place. NRC are liaising closely with Whittington Hospital NHS Trust, Public Health and Islington H&S Department to ensure all protocols and procedures are in place and risk assessed.</p> <p>Briefing on 02/11/20 for all NRC staff including Royal Free staff.</p> <ul style="list-style-type: none"> • Briefing by Ward Matron on working safely on the lfor Ward • Training on donning and doffing of PPE to be used <p>Staff to follow all guidelines as Appendix 8</p> <p>Staff to follow any identified requirements following their individual risk assessment.</p> <p>Staff to follow Appendix 1 re symptoms of respiratory infection and follow advice from the line manager and Matron prior to returning to work.</p>	<p>Medium</p> <p>NS / Ward matron</p>
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	<p>All patients are assumed to Covid19 positive and so staff must follow IPC guidelines:</p> <p>Staff working on the Ward will only work on the Ward to reduce the numbers of staff accessing the childrens ward.</p> <p>Only staff who are have undertaken their individual risk assessment and meets the minor or moderate rating are to work in the hospital classroom on the Ward.</p> <p>Face masks to be worn at all times</p> <p>Staff to use alcohol gel on entry / exit to ward</p> <p>Staff/pupils/hospital staff to use the classroom sink to wash hands on entry/exit and frequently – following WHO 5 moments of hand hygiene.</p> <p>Staff will be updated as to pupils medial conditions including the outcomes of any Covid19 test. Where a child is tested positive no staff will engage with the pupil.</p> <p>No pupil who is in isolation will receive any education face to face due to the high risk to their health.</p> <p><u>Staff sickness</u></p> <p>Staff to follow Appendix 1 guidelines Early identification of symptoms of respiratory infection and inform their line manager and the Matron if they have any of the symptoms identified. They are to remain at home until a RA is carried out by line manager / Matron.</p> <p><u>Process to teach:</u></p> <p>Classroom to have maximum number of pupils (3) at any one time to ensure social distancing.</p> <p>The timetable will incorporate 45 minute lessons. Then 15 minutes for cleaning prior to the next two pupils arriving. This will ensure all pupils gain education.</p> <p>Staff can see pupils at the bedside but for only 10-15 minute intervals, ensuring they use hand washing facilities, and wear a mask following IPC guidelines at all times. Pupils who cannot access the classroom provided with work via worksheets etc. Any equipment used by a child will need to be meticulously cleaned or left in the daily contamination box for 72 hours prior to using again.</p> <p>No resources to be shared.</p> <p><u>Cleaning:</u></p> <p>The Whittington NHS Hospital Trust to provide procedure on ensuring the classroom is frequently cleaned between cohorts of pupils accessing the classroom. The cleaning will follow the IPC guidelines.</p>		<p>Staff to follow all guidelines and protocols put in place by the Whittington Hopsital Trust and under direction of the Matron and senior Ward staff.</p> <p>Only PPE and cleaning products provided and/or authorised by the Whittington Hospital NHS Trust to be used. Staff to follow guidelines on hand hygiene, donning and doffing of PPE.</p> <p>PPE to be worn at all times in the Classroom.</p> <p>Staff to be given advice on how to clean / wipe chairs and tables during lessons and what products to be used.</p>	
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	<p>Safe Management of Clinical equipment</p> <ul style="list-style-type: none"> • Single-use items to be used where possible. • Reusable non-invasive care equipment to be decontaminated between each use. • Fans that re-circulate the air should not to be used. <p>Decontamination of environment</p> <ul style="list-style-type: none"> • The appropriate colour coded cleaning equipment (e.g. mop heads, cloths) will be replaced upon completion of cleaning one designated area i.e. bed bay or corridor, or when visibly soiled or dry (see Cleaning Policy). • Daily decontamination of clinical areas using a combined detergent / disinfectant solution at a dilution of 1,000 parts per million (ppm) available chlorine (av.cl.). • Frequently touched surfaces such as door / toilet handles and locker tops, tables and chairs, over bed tables and bed rails, toilets and clinical handwash basins should be cleaned three times a day. • Staff to use assigned cleaning materials to wipe any surfaces and chairs a pupils touched following a lesson and prior to next cohort of lessons. <p>Waste and Linen</p> <ul style="list-style-type: none"> • All waste contaminated with blood or body fluids to be disposed of as infectious waste (yellow bag). • Linen is managed as infectious if heavily contaminated with blood or body fluid. <p>Infection Prevention and Control</p> <ul style="list-style-type: none"> • Ensure waste and linen are taken directly to the designated hold area. • Removing waste and linen from clinical areas do not require gloves and aprons but hand should be cleaned after handling the outside of the bag <p>Visitors</p> <ul style="list-style-type: none"> • No visitors including parents to access the Classroom • Restricting visitors to essential visitors only is in line across the North Central London network. National guidance has lifted such restrictions therefore the NCL will review weekly based on current prevalence of COVID19. <p>Staff Uniform</p>			
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	<ul style="list-style-type: none"> • Staff should change in and out of uniform at work • Uniforms should be taken home in a disposable bag and laundered: <ul style="list-style-type: none"> ○ Separately from other household linen ○ At the maximum temperature the fabric can tolerate <p>Social distancing at work</p> <ul style="list-style-type: none"> • Staff must practice social distancing on the hospital site whenever possible. • Review ward practice to minimise close contact between groups of staff over prolonged periods e.g. • Avoid congregating at the central nurses station. • Stagger break times to avoid groups of staff attending the canteen. • Open windows to encourage air movement and displacement of aerosolised droplets • Staff who develop symptoms of respiratory infection (see appendix 1) should contact their manager and complete an online referral for a COVID-19 test. • Staff outside of work are urged not to use hospital masks. These must be reserved for frontline healthcare workers and instead make their own face coverings at home. <p>Face masks in non-clinical areas (Implemented following Government directive on 15/06/2020)</p> <ul style="list-style-type: none"> • All staff in clinical and non-clinical roles must wear face masks at all times, including both public and staff only areas where PPE is not already required. • Visitors and patients coming to hospital for planned day case procedures and outpatient care will also need to wear face coverings whilst in communal (e.g corridors) and waiting areas and when entering or leaving the hospital • Staff entering non-patient care areas (e.g. offices) can choose to remove their surgical mask if they work in an office alone. • Face masks do not need to be worn in shared offices or other areas that have been designated 'COVID-secure" workplaces. To be defined as COVID-secure the area must have undergone a documented workplace assessment to ensure that arrangements for appropriate physical distancing, hand hygiene, and frequent surface and equipment hygiene are in place. 			
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	<ul style="list-style-type: none"> • Surgical masks will be issued to staff, patients, visitors at points of entry to the hospital (unless one is already being worn). • Masks should be discarded when they are removed from the face/nose (e.g. for eating or drinking) and if soiled, damaged, or hard to breathe through. • Appropriate surgical masks (Type I), appropriate waste bins, and hand hygiene facilities must be made available at the point of entry to the hospital, and at the entry/exit point for each patient-care (e.g. ward) and non-patient care area (e.g. offices). <p>Opening the Hospital Classroom</p> <ul style="list-style-type: none"> • NRC Staff to follow and implement Appendix 8: Strategies for managing the risk of COVID19 in workplaces (see below) • NRC Staff will only teach in the Hospital Classroom initially and to be reviewed once on site to provide work packs and / or remote learning • NRC Staff only to access the Hospital Classroom. • On entry staff are to follow hygiene procedures and PPE. Staff are to note they will be included in any required hand checks etc to ensure they are following guidelines. • A maximum of three pupils and two staff to be in the classroom at any one time. • Lessons to be scheduled on a rota of lessons being 45 minutes long. • Between each lesson there is a 15 minute interval to allow staff to clean any surfaces touched by pupils. • Staff to ensure they clean their hands regularly and after working with one pupil and prior to working with another. • Staff to ensure any resources used are to be used by individual pupils only. Once a pupil leaves any items they used to be placed in a holding box and left for 72 hours prior to cleaning and re-using. • Any large resources used to be cleaned effectively following use by approved cleaning products as provided by the Hospital. • No resources to be removed out of the Classroom. • Where paper is used by pupils, staff to use stamps etc to mark and to take photos of work for assessment and evaluation purposes. • On arrival the teacher receives a list of all children aged 5-16 years classified as Cold 			
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	<ul style="list-style-type: none"> • The lesson rota is finalised and children notified of lesson times (guidance on how this is to be done) • The rota to be displayed at the corridor outside the entrance to the Classroom. • Staff to take limited breaks to avoid walking through the Hospital. • Staff to change into other clothes at the end of the day as guidelines. • Staff to use the telephone and other IT resources to communicate with Hospital staff and NRC staff. • There is no limit to the group size when you are meeting or gathering for work purposes, however, large face to face meetings must only take place by exception and where there is no other alternative. All social distancing, PPE and room capacity rules must be strictly enforced. • You are advised not to meet in groups at lunch or on your breaks as this is a particular source of transmission. <p>Appendix 1: Early identification of symptoms of respiratory infection</p> <p>Any of the following signs or symptoms should be considered as potentially indicative of COVID-19 infection:</p> <ul style="list-style-type: none"> •Fever $\geq 37.8^{\circ}\text{C}$ •New onset persistent cough (with/without sputum) •Hoarseness •Nasal discharge or congestion •Shortness of breath •Wheezing •Sneezing •New onset of loss of taste/smell (anosmia) •Headache <p>Appendix 8</p> <p>Appendix 8: Strategies for managing the risk of COVID19 in workplaces</p> <p>1. Entrances and exits</p> <ul style="list-style-type: none"> • Stagger arrival and departure times so that people do not use entry and exit points at the same time – rota lessons for maximum 3 pupils at a time. 			
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	<ul style="list-style-type: none"> • Provide handwashing facilities so people can wash their hands when they arrive at and leave the Classroom (provide hand sanitiser where this is not possible). <p>2. Social distancing</p> <ul style="list-style-type: none"> • Try to maintain 2 metres apart. If this is not possible, then keep the number of people in each work area as low as possible. Three pupils plus two staff – this is dependant on all being mobile. If pupil using a movement aid i.e. wheel chair this may need to be adapted or two pupils where pupils cannot follow social distancing guidelines • Reposition desks to avoid staff facing each other • Have people working side-by-side rather than face-to-face • Use screens to separate workstations or reception areas • Encourage social distancing by using: <ul style="list-style-type: none"> ○ floor tape or paint to mark work areas ○ signage to remind people to keep a 2 m distance • Limit movement of people when rotating between jobs and allow only essential trips within buildings and between sites <p>3. Breaks and canteens</p> <ul style="list-style-type: none"> • Stagger breaktimes so that people are not using break rooms, canteens or rest areas at the same time. • Use outside areas for breaks and encourage staff to stay on-site during working hours to help workers with social distancing on their breaks. <p>4. Hand hygiene facilities</p> <ul style="list-style-type: none"> • Ensure soap and water or alcohol handrub is readily available in the workspace and communal areas • Use signage to promote frequent hand hygiene <p>5. Face covering and masks</p> <ul style="list-style-type: none"> • Provide face masks where social distancing measures are not possible • Ensure waste disposal facilities are available for masks to be discarded safely and hand decontaminated after removal <p>6. Managing staff sickness</p> <ul style="list-style-type: none"> • Staff should be advised to contact Sharon Kelly and the Ward Matron if they develop signs of COVID or respiratory infection. • Where appropriate a COVID-19 test should be arranged prior to their return to work 			
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24	Staff accessing other schools, premises	<p>As of 8th March 2021 the Outreach Team will return to supporting pupils in Schools provided the School RA is viewed and approved. All Outreach Team staff to undertake home LTF which are registered prior to visiting a school. They will use the Track and Trace response to email/phone as evidence to that school of their negative test within 24 hours.</p> <p>Staff at NRC, specifically the Outreach Team but also DSLs will work on a variety of external premises.</p> <p>Prior to any such visit the first guideline is do we need to visit in person, i.e. can I use other means such as video conferencing. Where such other means as video conferencing can be used, this should always be used.</p> <p>Prior to any visits they will be required to gain the most up to date RA for that school or other premises prior to accessing that school or premises. The Outreach Coordinator, Head of Centre and Business Manager will need to review the RA and ensure protocols in place to ensure the safeguard of staff when visiting.</p> <p>PPE protocol of the School will need to be adhered to. Where social distancing cannot be maintained and there is a requirement to work 1:1 or in small groups with pupils it may be necessary to wear PPE i.e. face shield or mask. This will be reviewed on an individual basis.</p> <p>If a member of NRC staff has a clinical medical condition then this will be assessed as the RA. This will also take into account any members of their household who may have a clinical medical condition.</p> <p>All NRC staff will be provided with a range of PPE including masks, gloves and hand gels. They will need to ensure they wash their hands frequently when on site and at least on entry/exit to the school where feasible. If not available then use alcohol hand gel.</p> <p>NRC staff will leave their details at the visiting school as well as ensure they keep their diary up to date at all times in case there is a positive test at a school/premises they visited and the NHS Track and Trace require this information.</p>	Low		MGI / TW / HoC

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25	Staff undertaking home tuition	<p>All staff undertaking home learning to undertake daily LTF testing.</p> <p>Some pupils, mostly pupils with critically vulnerable medical conditions are offered home tuition. This is supported by a member of staff accessing the home.</p> <p>For home tuition to take place a individual risk assessment prior to any learning.</p> <p>Staff will need to follow strict hygiene procedures, hand wash with soap and water on entry, mask and gloves if required. Medical advice form the School Nursing Service will be sought as part of the risk assessment.</p> <p>The room where the tuition is to take place will need to be adequately ventilated. Lessons will need to be short with regular breaks to allow for staff and pupil to gain some fresh air and undertake frequent hand hygiene.</p> <p>Staff will undertake donning and doffing of PPE training. Staff will remove all PPE they use and place in a double bag and disposed off outside of the pupils home.</p> <p>Staff to not use public transport prior to arriving at the pupils home to reduce the risk of infection.</p>	Medium		MGi / HoC
26	Use of Team Teach holds for pupils not managing their SEMH	<p>Staff are trained to use de-escalation techniques at all times. This should be the only necessary strategy to support pupils not managing.</p> <p>Team Teach holds are only to be used where there is a risk to a pupil injuring themselves or others. Pupils are to be removed to external areas where possible. Where possible only single person holds to be used to reduce the numbers of staff involved in the incident.</p> <p>All staff who are required to use Team Teach holds are to wash their hands following any incident. This is to be logged on as the normal procedure and also to be added to the Covid19 spreadsheet for use by the Track and Trace Service if required.</p>	Medium		JL

<p>2 7</p>	<p>Asymptomatic testing of NRC staff, pupils and other agencies and on site contractors</p>	<p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings</p> <p>This guidance supplements the guidance in the Testing handbook for schools and colleges, recognising that there are distinct issues for settings in the special school, specialist college and AP sectors. It is part of guidance and resources for schools and colleges to support preparations for coronavirus (COVID-19) testing in education settings.</p> <p>Rapidly identifying and containing any asymptomatic cases, which comprise up to a third of all cases, will help avoid individuals carrying the infection unknowingly spreading it. This is all the more so in the settings covered by this guidance, where education often involves close proximity between children or young people and staff and social distancing can be harder to observe.</p> <p>Testing is voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person. There's further guidance in the informed consent to testing section.</p> <p>No one will be prevented from receiving face-to-face education if for any reason they are not tested.</p> <p>Testing is similarly voluntary for members of staff.</p> <p>Staff overseeing the tests and processing the tests must undertake the relevant training provided by DfE and Public Health. Training is specific to roles. PPE training mandatory for all supporting implementation and facilitation of testing. Team Leader on all sites is Mark Gilleran, Business Manager. Other Team Leader are Sharon Kelly (Medical) and Clyde Brennan (Primary).</p> <p>A suitable area to be identified on all NRC sites</p> <ul style="list-style-type: none"> • NRC Secondary – Medical Room / CAMHS room • NRC Medical – Lodge Classroom • NRC Primary – Dining Hall <p>Staff to be tested from 6th January 2021. Pupils at Medical and Secondary will be tested from 8th January.</p> <p>Included in weekly tests are all Engie staff, Caterlinks staff, Safer Schools Officers and any agency staff in any position to ensure whole school testing.</p> <p>Where a pupil or staff test positive using the LTF they</p>	<p>Low</p>		<p>MGi</p>
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		<p>are advised to leave immediately and go home to undertake a PCR test to verify the LTF test and follow the self isolation (section 1 and 2). If PCR test is positive day zero is day of the positive LFT test result and requirement to self isolate for 10 days.</p> <p>All contacts of the positive test are advised to self isolate for 10 days. If they develop symptoms they are to take a PCR test.</p> <p>Due to the new variant of Covid19 and the ability of NRC pupils with SEMH to maintain protocols all staff offered testing twice per week as of week of 11th January.</p>			
		<p>Appendix A: Premises Guidance and Checklist completed 24/08/2020.</p>			MGI