

Risk Assessment Form (RA1)

Department: Education **School:** Bedlington West end Primary School Service:

Activity: Schools opening during COVID19 pandemic

Version 7.4: Updated 07 January 2022 (subject to further change before if government guidance is updated - updates made will be added to the document history table at the bottom of the document)

This risk assessment incorporates the content of the <u>Schools COVID-19 operational guidance</u>, as well as additional further protective measures which Headteachers may wish to retain as part of the risk assessment process. This document should be read in conjunction with the H&S Briefing – 2 September 2021 which provides further information, including duties under health and safety legislation. This risk assessment must be amended to record the specific arrangements in place within your school. Academies are welcome to use this risk assessment, however, references to certain arrangements/procedures may differ. The school specific risk assessment should be kept under review. Schools should retain copies of all previous versions of their risk assessment.

People at Risk:	Additional Information: guidance on completion: risk assessment form			
Staff, pupils, visitors, volunteers, parents, contractors	Guidance for full opening: special schools and other specialist settings,			
NCC Health and Safety Bulletin				
	Existing service/task specific risk assessments and guidance provided by the government/Public			
	Health England and internally at NCC.			
	Further additional information/links to documentation is available at the bottom of the document.			
	Queries relating to COVID-19 – complete the NCC Public Health Team Web enquiry form			

Review Date: 15-02-22 Name of Person Completing Form: Jane Bushell Job Title: Headteacher Date: 15-01-22

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Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Initial Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Prevalence of COVID-19 variants of concern in the community (Omicron variant)	Higher risk of transmission.	Н	All relevant risk assessments and arrangements have been reviewed and updated in light of temporary local and national rules surrounding the Omicron variant. Office workers who are able to work from home are supported to do so. Those staff who are unable to work from home attend school as usual. Face coverings are worn by staff, adult visitors and pupils in year 7 and above in communal areas [review face coverings risk assessment] Schools are not required to use the NHS COVID Pass, unless they are holding a specific event which meets the attendance thresholds (e.g a concert, party etc). Where applicable, the school will follow guidance on mandatory certification for such events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds [such events are currently not advised under local advice provided by the NCC Public Health Team. It is unlikely that many events taking place in school would meet the threshold for checks but schools should be aware of this requirement]. See: Carrying out mandatory COVID-19 status checks at your venue or event From 11 January, the requirement for a confirmatory PCR test to be carried out following a positive lateral flow device (LFD) test result are to be temporarily suspended. Anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test. Further information can be found here [note: to be updated by central government before 11 January]	L	[Please see e-courier article dated 7 December 2021] [Headteacher subscribse to the daily DfE email bulletins if they have not already done so.]

Inadequate testing / maintenance and fire safety arrangements during the covid19 pandemic. Opening after reduced occupancy	Equipment / system failure leading to enhanced physical or biological risks to people	М	Essential maintenance/testing as detailed below will continue to be undertaken during periods of reduced occupancy [ensure the necessary checks have taken place for any parts of the building being reopened]. Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment are maintained as normal. Fire doors are always operational and fire evacuation procedures have been reviewed	L	Fire risk assessment has been reviewed and the associated modifications / additional measures implemented to maintain an effective fire strategy (e.g. escape routes, doors held open etc). Any changes to the fire risk assessment have been communicated to all staff.
Inadequate safety management documentation (policies, risk assessments etc)	Increased risk of contracting Coronavirus through lack of planning. Equipment / system failure leading to enhanced physical or biological risks to people.	M	The arrangements in the Covid19 risk assessment are monitored (detail specific arrangement for this) and kept under review. Governors, staff and unions have been consulted on the development of this risk assessment and union checklists taken into account. Issues raised by all relevant parties are considered and included in the risk assessment and any protocols or policies as appropriate. Staff are able to raise issues in staff meetings, informally in discussion with the SLT and formally via email or written submission. Staff are prompted weekly via email to raise any issues or concerns. Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff. Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements. Procedures have been documented for: • Individuals becoming Covid symptomatic on site or the school becoming aware of someone	L	Advice will be provided directly from the NCC public health team. The Northumberland Local Outbreak Prevention Plan is also available on the County Council webpage.

			symptomatic who has recently attended the school • A school *Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community. [see model plan]		
Outbreak of Covid- 19 in local area or school resulting in the need to step up protective measures		Н	A school *Outbreak Management Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community. [see model plan]. Further advice is sought from the NCC Public Health Team once numbers increase as per the threshold figures determined in the plan. [*All education settings should have an outbreak management plans which outlines how it would operate if any of the measures described in the Contingency Framework Guidance are implemented.]	L	The Northumberland Local Outbreak Prevention Plan will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from the NCC public health team/health protection team. [certain protective measures may need to be reintroduced in response to an outbreak]. Contact the NCC Public Health Team for advice and reporting all positive test results, via the webform. They will respond as soon as possible, where required. Before and during this process it is recommended that schools with potential outbreaks review their outbreak control plan and use this checklist to review current arrangements and additional measures that could be implemented.
Inadequate ventilation.	Increase in risk of transmission of Covid19.	Н	As each school is different in terms of size, layout and type of ventilation systems, they are to record their own arrangements for ventilating specific areas/spaces here. Where these are more complex, you may wish	L	HSE video on Covid19 and ventilation: https://www.youtube.com/watch?v=h kK LZeUGXM

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Unable to achieve a comfortable (or legal minimum) temperature within the building. Occupants become cold - poor concentration levels impact on learning.

to record these arrangements in a separate risk assessment and share this with staff.

Classrooms will be ventilated by opening windows as per guidance below; i.e. enough to provide constant background ventilation whilst occupied and more fully at break and lunchtimes. Internal classroom doors will be kept open whilst rooms are occupied. Windows will be kept open in shared areas, such as the staffroom whilst occupied and more fully opened when unoccupied.

Ventilation in the large hall and the new building will be via the air conditioning system and additional use of open windows, doors if this does not negate the effectiveness of the air conditioning system.

Other shared areas, such as staffrooms, resource areas and the small hall will be ventilated by opening windows and doors as per the guidance below.

Due regard is to be given to the information on how best to maintain ventilation in the <u>H&S FAQ document</u>, *<u>HSE information</u>, <u>CIBSE - Ventilation Guidance</u> and the latest <u>government guidance for schools</u>.

General principles when using natural ventilation include opening windows. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully when unoccupied to purge the air in the space (e.g. between classes, during break and lunch). Rooms should, where possible, be fully ventilated for at least 15 minutes prior to and following use.

Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors

[*Where Co2 monitors have been issued by DfE as a tool for identifying poorly ventilated areas for improvement, these are only used in accordance with instruction and training provided – see also HSE information provided earlier. Click here for access to the ventilation document sharing platform which includes a 'how to use guide']

Occupied rooms with no ventilation - their use should be avoided.

Consider installation of window fans to provide natural ventilation.

Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms.

The school uniform policy has been relaxed to allow additional, suitable indoor clothing to be worn. Parents have been informed.

[Wall mounted fan convector coil heating systems - All schools have been contacted directly by the NCC Property Services team to identify buildings with this type of system - an inspection of these systems has been carried out and further maintenance undertaken where needed. See FAQ for further details or contact Property Services or your

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Contact with others	Exposure to live	Н	may also be used (as long as they are not fire doors and where safe to do so) Opening high level windows in preference to low level to reduce draughts Rearranging furniture where possible to avoid direct drafts. Mechanical ventilation/heating systems are maintained in accordance with the manufacturers recommendations. [For mechanical ventilation and extraction system please refer to documentation above]. Measures are reviewed when events are planned that involve visitors being on site (e.g. school plays).	М	heating maintenance company for further advice.] Notices and information on Covid
who may have Coronavirus Inadvertent transmission to others	virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.		Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 is followed, with protective measures being escalated if there is an outbreak within the school. Anyone travelling from a foreign country must comply with government guidance on self isolation: Travel abroad and coronavirus (COVID-19) - GOV.UK (www.gov.uk) Good hand hygiene is encouraged amongst staff and pupils. Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. Washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser Good respiratory hygiene is encouraged. Promote the 'catch it, bin it, kill it' approach. Disposable tissues are		rules/protective measures are displayed in school. The e-Bug Coronavirus website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use. See: COVID-19: quidance on shielding and protecting people

provided along with bins for used tissues and other waste. This waste is bagged and disposed of.

Appropriate cleaning regimes are in place, including regular cleaning of areas and equipment [for example, twice per day – you should have documented cleaning schedules in place], with a particular focus on frequently touched surfaces.

Occupied spaces are well ventilated (see separate section below)

Staff maintain social distancing where possible.

Face coverings are worn by staff/visitors in accordance with the school's face covering risk assessment and any individual risk assessment [this control should be considered during periods of high transmission of COVID-19, with more stringent use during outbreaks in schools] Visitors are requested to undertake a LFD test prior to attending school.

Voluntary twice weekly lateral flow device (LFD) testing is carried out by staff to help identify asymptomatic cases. Anyone displaying any symptoms of coronavirus are not permitted on the premises

Most staff, and eligible pupils with underlying health problems, have now received both Covid19 vaccines. All individuals are encouraged to take up their vaccine, including any booster vaccination, where appropriate. This offers very good protection against the virus to reduce spread and also reduces the chance of a person becoming severely unwell.

Vulnerable Staff

(see <u>model CEV/CV individual risk assessment</u> for process/further guidance, including vaccination status)

<u>defined on medical grounds as</u> extremely vulnerable

Pregnant workers model risk
assessment (to be completed in
conjunction with the above CEV/CV
assessment for vulnerable staff).
[Schools should be aware that
pregnant women from 28 weeks'
gestation, or those with underlying
health conditions at any gestation,
may be at greater risk of severe
illness from coronavirus (COVID19).]

See also: Advice for Pregnant
Workers and COVID-19 vaccination:
a guide for women of childbearing
age, pregnant or breastfeeding
(Includes information on additional
risk factors for pregnant women,
such as age, BMI, third trimester,
BAME background)

BAME risk assessment

Head teachers/Senior managers are to ask staff to inform them immediately if their situation changes.

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An individual Risk Assessment is in place for staff who are 'clinically extremely vulnerable' (CEV), 'clinically vulnerable' (CV) and pregnant. A separate assessment is in place for those from a BAME background. These are regularly reviewed. Reviews will also take place if there is an outbreak within the school.

Unvaccinated vulnerable staff

Where the individual is vulnerable and unvaccinated, more robust control measures or reasonable adjustments to their role must be made. In relation to unvaccinated CEV staff or those who are 28 weeks pregnant or more, where the risk cannot be adequately reduced, these staff are supported to work from home, unless robust control measures or reasonable adjustment to their role can be implemented.

Advice is sought from the school's own HR/Occupational Health provider and the person consults their physician where appropriate.

Children

All children, young people and adults follow guidance prescribed by this risk assessment in the school setting.

Eligible children have now been offered a COVID-19 vaccination. Clinical studies have shown that young people under 18, including those originally considered to be CEV, are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List. Department for Health and Social Care provide further guidance in their FAQ document.

Staff to be consulted/trained on any resultant measures to be introduced as a result of any specific clinical advice for young people/children.

Northumberland EHCP planning Tool and Risk Assessment

Where children have an Individual Healthcare Plan, arrangements must be made to ensure that any adults supervising the child understand and are familiar with the plan and have

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			Those children who may be at a higher risk from COVID-19 and have been prescribed specific clinical advice, have been identified by the school. The specific advice is being followed and taken into account within an individual risk assessments/healthcare plans. The child's parents/carers and where necessary the relevant healthcare professional(s) have been consulted. Remote education is supported where necessary. Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include any specific advice that has been prescribed [see also: model risk assessment for CV/CEV pupils] Visitors/Contractors When making appointments, contractors/visitors are briefed not to attend school if displaying symptoms of COVID-19. The normal process for recording visitor details to the site is followed. Electronic sign-in devices or pens are regularly cleaned. Reception areas/waiting areas are marked to identify social distancing. Visitor contact information is retained for 21 days to support the NHS test and trace programme (Visitor Audit/Questionnaire). This should include details of all visiting staff.		received any training that is indicated to care for the child. Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.
Staff/Pupils displaying symptoms of coronavirus whilst	Others contracting virus	Н	Staff/pupils have been instructed they must not attend school if they are symptomatic/test positive. A protocol is in and has been shared with all staff who	М	Ensure home and emergency contacts are up to date. The school has a small supply of
at school			are clear on what action to take if someone becomes symptomatic whilst at school.		PCR home test kits which can be used in very exceptional cases

[*symptomatic persons are required to have a PCR test1

Contact with others who are symptomatic or who have tested positive

PHE guidance on action to take if a person becomes symptomatic on site is followed along with the PHE quidance on 'cleaning and waste'.

Head Teacher / School Lead / parent / carer is notified immediately and the staff member / pupil is sent home. avoiding public and school Transport where possible, and advised to take an urgent PCR test. If they are seriously ill 999 are contacted.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

PPE is only required by staff caring for the child while they await collection in the following circumstances: (see also Symptomatic children action list for schools and Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE))

- a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained
- if contact is necessary, then disposable gloves, apron and a face mask should be worn
- eye protection (e.g. visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.
- They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

(Coronavirus (COVID-19): test kits for schools and FE providers)

Positive staff cases of Covid-19 confirmed by a PCR test must be recorded via ANVIL, as they may be RIDDOR reportable (for schools in the H&S SLA and normally utilise ANVIL).

Close contacts of a confirmed case

NHS Test and Trace will carry out close contact tracing if the PCR test comes back positive All adults who are fully vaccinated, and children aged between 5 to 18 years and 6 months, identified as a close contact, will be advised by NHS Test and Trace to take an LFD test every day for 7 days. They are asked to report the results through the Online Reporting System and to the school.

Close contacts can continue to attend school during this period of testing, unless an LFD test comes back positive (or if they become symptomatic) where they must selfisolate and book a PCR test. Unvaccinated adults, and others who do not meet the criteria, must continue to self-isolate for 10 days.

Further details are included in the Operational Guidance for Schools.

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			Any members of staff who have helped someone with symptoms should be vigilant for symptoms and self-isolate and arrange a PCR test if they become symptomatic Staff / pupil or parents / carers are requested to inform the school as soon as they receive their test result (positive or negative). If the PCR test comes back positive, the individual should follow stay at home: guidance for households with possible or confirmed coronavirus (covid-19) infection. Where the staff member / pupil tests negative, they can return to their setting when they are medically fit to do so. [FROM 11 JANUARY, THE REQUIREMENT FOR A CONFIRMATORY PCR TEST TO BE CARRIED OUT FOLLOWING A POSITIVE LATERAL FLOW DEVICE (LFD) TEST ARE TO BE SUSPENDED. PLEASE SEE SECTION ON PAGE 2 FOR FURTHER INFORMATION.]		
teaching/classroom activities; early years, primary and	Contracting coronavirus - staff and pupils, passing onto vulnerable persons	Н	 The following measures are in place; Classrooms are well ventilated [see specific section on ventilation] A suitable cleaning schedule is in place for desks/chairs/equipment (minimum twice a day) Staff supervise hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices. Pupils are asked to report if they become unwell and staff informally monitor for presence of 	L	Review Schools: coronavirus operational guidance Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak Cohort bubbles access rooms via designated entrances to minimise crossing of bubbles.

symptoms. The school protocol for persons becoming symptomatic on site is followed [add link to document or refer to separate part of risk assessment]

No sharing of stationery (pens, pencils)

Groupings

Although bubble groups are no longer in place, where natural groupings are achievable, which limit mixing and don't impact on education, this is implemented [add details].

Early year/nursery – children are able to remain in a group in the same space with limited or no mixing with other year groups. A separate play area is provided. Parental drop off/pick up is done outdoors, where possible.

First/Primary – children are able to remain in a group in the same space with limited or no mixing with other year groups. [especially achievable for single form entry].

In Primary Schools, the same groups are taught in the same classrooms, to limit the amount of movement around the school and potential contact with other groups.[where this doesn't impact on learning]

Pre-school, Nursery and Reception remain in their own year group bubbles and spaces and do not mix with other year groups at this stage.

Year 1(40 pupils) work as one year group with some crossing between the two classes during lesson times. They have their own playtime. At lunchtime they will

Limited sharing of stationery etc.

KS1 and 2 pupils to have their own work station and resource pack in sealable plastic pouches. Some stationery items are shared if not regularly needed (e.g. scissors, glue sticks) and are wiped after use or changed on a 72 hour rota as EYFS equipment. Children have access to wipes on their tables for any central equipment. Children are taught not to put items in their mouths.

Early Years pupils may share small amounts of stationery equipment which are cleaned before and after use or are part of the four day rotation system (see separate EYFS risk assessment).

The majority of teaching and support staff are allocated to a cohort bubble (two if job share). Breaks and lunchtimes are timetabled to allow for all teaching and support staff to have appropriate breaks during the school day.

The PPA and support staff timetables limit, wherever possible, the number of classes/bubbles cover, support and lunchtime supervisory staff work in during the week to minimise the risk of exposure and cross contamination.

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mix with Year 2 pupils in the dinner hall and playground.

Year 2(30 pupils) work as one class bubble and will be taught in the same classroom. They will mix with Years 3 and 4 at break times on the playground and Year 1 at lunchtime in the dinner hall and playground.

Years 3 and 4 (90 pupils) will be taught as one bubble. There will be some setting across the classes, meaning that children will use different classrooms for some lessons, although this will be minimised wherever possible. They will have break times and lunchtimes together in the playground and dinner hall and will also mix with year 2 on the playground at lunchtimes.

Years 5 and 6 (74 pupils) will be taught as one bubble. There will be some setting across the classes, meaning that children will use different classrooms for some lessons, although this will be minimised wherever possible. They will have break times and lunchtimes together in the playground and dinner hall.

Sport and physical education:

- Activities proceed in accordance with the advice provided by relevant National Governing Body, sport providers and/or the sports facility
- Promote good hand hygiene practices and maintain a cleaning regime focusing on frequently touched surfaces.
- Ventilation is maximised in accordance with the arrangements stated above.
- Work with external coaches, clubs and organisations for curricular activities are subject to routine risk assessment to confirm that Covid-19 arrangements are safe and appropriate.

A supply of single use cups will be available for children who forget their water bottle.

Pupils bring in the minimum of equipment: a water bottle, packed lunch (if not having a school packed lunch) and a coat. Small bags are allowed for personal items but are not encouraged. PE kit is brought in at the start of each half term and left in school until the half term break. Upper Key stage 2 pupils may take theirs home more frequently to wash.

Pupils who walk to and from school unaccompanied by an adult may bring a mobile phone, which will be stored in the classroom during the day. A system of 'wipe and drop' will be in place. Parents must sign an agreement to their child bringing a phone to school.

Pupils in EYFS may bring in a bag containing a change of clothing in case of toileting accidents during the school day.

Breakfast club is provided for a small cohort of pupils (no more than 12)

Breakfast club is held daily in a dedicated room.

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Note; venues may have capacity limits that are to be followed.	All hard surfaces and touch points are cleaned before and after the club.
	Children and adults wash their hands before and after the club. all school hand, respiratory and ventilation protocols are followed.
	Food is served by staff. Children do not share crockery or cutlery.
	We work closely with Trinity out of school association to ensure as far as possible, children are kept in consistent groups. Where this is not possible children from West End are kept in separate bubbles from pupils from other schools using the service.
	Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak
	Science - practical work is in line with CLEAPSS <u>Guide to doing practical</u> work during the COVID-19 pandemic. Risk assessments are in place.
	On advice from the Public Health Team, bubble groups may need to be reintroduced as an additional

					protective measure if there is an outbreak in school. Previous arrangements for bubble groups will be reinstated [record detail of groupings in outbreak plan or add to this risk assessment].
					Refer to: • guidance on grassroot sports for public and sport providers, safe provision and Sport England Guidance • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and Step 4 Covid advice
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,	Contracting coronavirus - staff pupils, visitors, parents/carers	Н	Enhanced cleaning takes places within these areas in line with the cleaning schedule (including shared equipment/furniture/frequently touched points). Assemblies take place via Google meet. Lunches will be taken in year group or phase cohorts, with each phase allocated half an hour in the hall and half an hour on the yard. Tables will be spaced to allow for social distancing wherever possible and ventilation will be implemented as above. A one way system will be in place for cross over times. In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:	М	PE timetables ensure no more than two bubbles use the playground at any time in designated zones. Staff are aware of which equipment each bubble will use for each PE lesson to minimise repeated use of equipment in one day. Pupils wash their hands before and after PE lessons. Any shared PE equipment is cleaned after use by each group or stored for 72 hours. Each bubble has a designated entrance and exit to minimise contact with other bubbles. Each bubble has

			Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible. Where this isn't possible and practical activities are required to take place in classrooms shared between bubble groups (e.g. Music tuition), frequently touched areas, desks, chairs, shared instruments (keyboards) etc and any shared equipment are cleaned between bubble group use (or left for 48 hours, 72 hours for plastics). Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible. Staff have reviewed lesson plans and risk assessments are in place for use of practical areas and for activities taking place e.g. PE, music, domestic science, art etc		a designated cloakroom or coat storage area. Each bubble has designated toilets, although these may be shared with one other bubble. Toilets are cleaned during the day as well as after school Arrangements are in place to ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time
Staff use of communal areas/working with different groups. Use of supply teachers and temporary workers	Contracting coronavirus - staff pupils, visitors, parents/carers	Н	Staff breaks are organised to avoid congestion in staff rooms. Additional space is available in the staff resource room in the main block and old apple Class in the EY block. Limits have been placed on numbers of adults able to enter smaller shared spaces, e.g. staffroom, school office. This is supported by signage and removal/spacing out of furniture. More frequent cleaning of shared spaces should also occur. Shared crockery/cutlery has been removed and staff use their own equipment. Measures are applied within shared offices and staff room(s) to maintain social distancing (2m or 1m plus a risk mitigation)*	L	Staff meetings will be held in the large hall to maximise social distancing. Staff may choose to wear face coverings if they are concerned about social distancing in these circumstances. Staff can also attend these meetings virtually if numbers in the hall are large and if individual staff prefer. Peripatetic music teachers will be allowed in school. They will adhere to the school's Covid 19 protocols. A record of the times and dates they

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Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible.

Staff maintain 2m distance (or 1m plus a risk mitigation) from pupils where possible (especially with other adults and older children). Face to face contact within 1m of anyone is minimised.

Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, continuing to take care to maintain distance from other staff and pupils (where possible). All temporary staff are made aware of the content of the Covid risk assessment and any other relevant information as soon as possible after the booking is confirmed.

are in school and the children they worked with will be kept.

They will only be allowed to work with pupils from single cohort bubbles at any time.

School sports partnership staff will be allowed to work in school in line with our usual practice, i.e. 1 member of staff will work with one cohort bubble one afternoon per week. When guidance allows, she will run one after school club with children from a single bubble and one lunchtime club with children from a single bubble. See Sport and Physical recreation – above.

Staff from Music partnership north will continue to deliver the First Access programme weekly with Year 3. Year 3 pupils will each have their own named instrument. Miniband will be reinstated and will use the music room. Children from different bubbles will be socially distanced.

*Review and apply the guidance for working safely in offices if applicable (e.g. receptions and shared offices)

Offices and contact centres -Working safely during coronavirus (COVID-19) - Guidance

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Outdoor education and off-site visits	Contracting coronavirus - staff, pupils, public	Н	Offsite activity and educational visits are being conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations as they relate to each of the home nations. In England this means the following may proceed subject to full and thorough risk assessment ensuring public health advice is followed. • From the start of the 2021/2022 academic year establishments may go on international visits*. • Day visits and residential visits within the UK may proceed Full and thorough risk assessment is achieved by application of: • Evolve Generic Risk Assessments** along with; • the production of an Event Specific Plan to ensure full a thorough risk assessment. Those conducting International Visits ensure that a visit specific "International Travel COVID-19 Plan" is produced and submitted for approval prior to travel. Visit approvals are applied in line with the NCC Code of Practice for Offsite & Educational Visits. Correct application of protocols applied by Evolve ensures adherence to government advice for health and safety guidance on educational visits.	L	Onsite activities do not require the submission of an Evolve form but, like all activities involving significant risk, they must be subject to a suitable and sufficient risk assessment. * Those conducting international visits are advised to give careful consideration to the risk of disruption to education resulting from isolation and testing requirements and also ensuring adequate financial protection in place. ** Including but not limited to "the Evolve Coronavirus (COVID-19) Generic Risk Assessment. Evolve Generic Risk Assessments take into account the requirements outlined by "Schools COVID-19 operational guidance. Updated 02 December 2021" and prescribes broad arrangements as to how these may be applied.
			Educational Visit Coordinator & Heads receive policy guidance updates and actively check for updates on the Evolve system for updates to the above.		As per pre-existing practice, establishments are to review these assessments to ensure the stated
		Where the establishment is a non-NCC Establishment (e.g. an academy) the EVC or Head checks to ensure appropriate insurance, arrangements are in place.		arrangements are applied where applicable and reasonable to do so.	

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					Visit specific arrangements that are either not specified by or are prompted by the generic risk assessments are to be set out in Event Specific Plan.
Play activities	Contracting coronavirus - staff and pupils	Н	Existing school play risk assessment has been reviewed and shared with staff. Toys and play equipment are included in the cleaning schedule. For large outdoor play equipment, which is difficult to clean, good hand hygiene is adopted before and after breaktime. The use of equipment which can't be cleaned easily is avoided or minimised where possible.	L	The playground is coned off so that no more than two different phase bubbles can play outside at the same time within their own area - rotated so they have access to different areas and activities As the children playing are all from the same phase bubble they will not need to socially distance, however, we will keep this matter under review and make changes to timetabling of breaks if required. Classroom toys, including soft toys, are cleaned daily or rotated over 72 hours.
Provision of school meals service	Contracting coronavirus - staff, pupils		The school kitchen is fully open and normal legal requirements will apply. Kitchen operations comply with the guidance for food businesses on coronavirus (COVID-19). Catering staff are aware of the content of this risk assessment and the measures required for use of communal staff areas have been implemented e.g., for toilets/staff room/changing rooms. [see also section on use of communal areas]		Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, such as additional cleaning, wearing face masks when serving children)
Parents/carers picking	Contracting coronavirus - staff, pupils, public	Н	Parents are not permitted into the school building to hand over children [including nursery/early years if this can be done outdoors]. During periods of high	L	Only one parent/carer will be encouraged to attend for drop off and

un/collocting nunils	transmission, parents are requested to wear face	nick up and will be advised to arrive
up/collecting pupils from school	transmission, parents are requested to wear face coverings during busy times whilst on school premises.	pick up and will be advised to arrive and leave promptly.
nom school	coverings during basy times whilst on school premises.	and leave promptly.
	Supervising staff maintain social distancing with	Parents will be required to maintain
	parents and have access to a face mask.	social distancing from staff members
		on the playground at drop off and
	School digital communications channels are used to engage and advise parents on protective steps being	collection and to stay outside the building when visiting the office
	taken and associated requirements, such as not	unless invited in by staff. Staff may
	attending if they or their child is symptomatic.	choose to wear a face covering at
		this time.
		Parents of new nursery children may
		enter the building if their child needs
		support but must wear a face
		covering, unless exempt.
		Children in other year groups who
		are struggling to separate will be
		asked to wait with their parent until the other children have entered, they
		will be encouraged to enter by staff.
		As a last resort parents will be
		allowed to enter the school with their
		child and remain in the cloakroom
		until the child is ready to enter the classroom.
		Parents who arrive late at the start of
		the day must bring their child to the
		playground entrance and buzz in. A member of office staff will meet them
		at the gate and escort the child to
		their bubble.
		Parents who arrive late to collect
		their child will be asked to wait at the

					playground gate and a member of staff will bring their child to meet them. Children will be kept in their bubble classroom until parents arrive.
					Parents will be asked to inform school if they know they are going to be late at either the start or end of the day or if they need to collect or drop off their child for an appointment during the school day, so these arrangements can be safely adhered to.
					Staff meeting parents indoors must ensure that all social distancing, ventilation and hygiene protocols are adhered to. Parents will be expected to wear a face covering for any meetings indoors. Staff should also wear a face covering when meeting with parents indoors.
					Any event in school to which parents are invited will be risk assessed before taking place. Parents attending performances in school must wear a face covering unless exempt.
Use of School Transport (external provision only)	Contracting coronavirus - staff, pupils, transport provider	Н	Steps taken to ensure anyone who becomes symptomatic does not use School Transport. The school encourages pupils to walk or cycle to school where possible.	М	Children under the age of 3 should not wear face coverings. Children aged from 3-10 can wear face coverings if they are able to handle it as directed, but they are not required to.

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Providers have taken steps to adapt vehicle use in accordance with NCC School Transport Risk Assessment for Coronavirus.

A review has been undertaken by the school of dedicated transport use and consideration has been given to:

- Maintaining groupings where possible so pupils sit within the year groups. [this measure will help in reducing the risk of transmission and assist if bubble groups needs to be reintroduced if there is an outbreak – see outbreak management plan].
- The use of hand sanitiser before boarding and after disembarking is encouraged via messages to parents.
- supporting use of face coverings for pupils in Year 7 and above on transport, where they are likely to come into contact with people outside of their group or who they do not normally meet. The school should support the school transport team/transport providers to resolve any noncompliance issues with the wearing of face coverings
- ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open

The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements

Where staff are required to assist with accessing transport and fitting of seat belts/restraints, where possible only those normally working directly with the pupil provide such support.

Home to school transport is in line with current guidance: <u>Dedicated</u>
<u>Transport to schools and colleges</u>
COVID-19 operational guidance

Staff will wear face coverings on transport

Any parents assisting on trips will be expected to follow all safety protocols, including wearing a face covering on transport.

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Staff travelling to and from work.	Contracting coronavirus, spread of virus	Н	Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers. In particular: Wear a face covering when using public transport, travelling in a taxi or a private vehicle with others. wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser	M	Review Guidance: How to wear and make a cloth face covering Coronavirus (COVID-19): UK transport and travel advice
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils	M	Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school. Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers. All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners. Staff working with pupils who spit uncontrollably are given more opportunities to wash their hands than other staff. Pupils who regularly who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' are	L	For further information visit: NCC Local SEND Offering 0-25 yrs. All risk assessments, behaviour crisis plans and EHCPs include valid COVID-19 controls. Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).

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			also given more opportunities to wash their hands where appropriate.		
Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	Н	Most staff and CEV pupils have now been double vaccinated. Social distancing is implemented where possible. Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented. Any queries are directed to the school nurse. Staff know how to safely put on and take off PPE. PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.	L	PPE requests/shortages in PPE are raised with the Schools Organisation and Resources Team. No additional PPE is generally needed other than that already identified via risk assessment. Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure (AGP) - advice is provided by the school nurse and a risk assessment produced. Specific detailed guidance and requirements when performing AGPs is included is: Safe Working in education, childcare and children's social care Staff providing personal care, e.g. toileting incidents, first aid, should wear appropriate PPE, i.e. face covering, gloves, apron
Use of hand sanitiser	Ingestion of hand sanitiser. Alcohol vapours ignited resulting in burns to hands	M	Always wash hands with soap and hot/warm water wherever possible. Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and COSHH risk assessment are in place for its use. When using alcohol-based hand sanitisers make sure all liquid is evaporated before smoking, touching any	L	Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.

			electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition. Skin friendly skin cleaning wipes can be used as an alternative		
Insufficient cleaning/exposure to virus on objects/surfaces	Contracting coronavirus	Н	Increased cleaning to take place using standard cleaning products (minimum twice a day). Additional cleaning hours/resources have been arranged with the priority being for frequently touched areas. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken. In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. Staff wash hands if handling pupils' homework/books. Classrooms are cleaned in line with cleaning schedule. Bins for tissues are emptied throughout the day. Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for dealing with this scenario is implemented, which incorporates the PHE guidance on 'cleaning and waste' (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. Staff know how to put on and take off PPE correctly: PHE - Putting on PPE; PHE - Taking off PPE See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.	L	A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas. Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product. Bleach should be avoided, and a suitable alternative product(s) used. If schools are advised to use a bleach-based product, only bleach sprays should be used. Its use must be strictly controlled, and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff. See sample COSHH risk assessment
Lateral flow device Covid testing	Transmission of Covid 19 virus	Н	The national guidance issued in relation to the COVID- 19 testing programmes in schools has been	М	[see NCC model risk assessments: Covid19 Home Testing – School Staff/Pupils

carried out incorrectly.			implemented: Link to Covid testing documentation/training [delete as appropriate]		Covid19 - Testing on School Sites
Weekly staff/pupil home testing. Testing pupils			A separate school specific risk assessment is in place to cover this activity. It has been shared with staff and is available on Google drive.		These are based on the DfE/PHE How to Guides/SOPs but should be tailored to record specific arrangements in place at your school]
returning to school [year 7 plus]			Temporary and teacher training staff will be offered testing in the same way as wider school staff.		If someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing on-site through ATS or at home once they have completed their isolation period for their prior infection.
Inadequate first aid provision	Serious injury or death First aider contracting coronavirus or spreading virus to others.	Н	A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken. First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information.	L	See HSE guidance <u>First aid during</u> the coronavirus (COVID-19) outbreak Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:
			First aiders assist at a safe distance from the casualty where possible and minimise the time they share a breathing zone. Where the casualty is able to, they are directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.		Early years foundation stage: coronavirus disapplications - GOV.UK [see section on paediatric first aid and requalification]
			Where available, and appropriate, fluid resistant face mask, gloves, disposable plastic apron and disposable eye protection is used which should be		

			kept in or next to first aid kits. (see <u>FAQ document</u> on dealing with minor accidents) [this is in line with HSE guidance] CPR In respect of more serious cases where CPR may be required, the specific advice contained in the <u>Resuscitation Council UK</u> guidance should be followed particularly in relation to rescue breaths. As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control. Further information is also contained in the Government publication: <u>Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</u>		
Lack of communication with staff / parents / others	Confusion / misinformation resulting in breakdown of arrangements.	Н	Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback. Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g., Google Hangouts.	L	Parents have access to the Covid19 Quick Guide checker - this is available on the school's webpage and has been brought to the attention of parents. (this includes advice when returning from another Country) There is a dedicated Covid 19 tab on the school website which is updated

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			Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe. [consider methods of communication, making information available on school webpage to provide assurance to parents] The arrangements in place for children are shared with them in an age-appropriate way.		regularly and has a frequently asked questions section. Parents receive text and email updates and information via Facebook. An Equalities Impact assessment has been developed and shared with staff and governors
Home working & use of Display Screen Equipment (DSE)	Musculoskeletal problems arising from incorrect postures	М	NCC <u>bulletin</u> on homeworking and DSE use is made available to staff. This follows HSE <u>guidance on homeworking</u> , including the principles of good DSE use is followed. NCC <u>DSE policy</u> is available to staff.	L	
Uncertainty due to the unprecedented nature of the pandemic Maintaining staff wellbeing and mental health	Stress and anxiety arising through uncertainty, lack of control and reduced contact	M	Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts. Shared distribution of workload, e.g. rota for staff in school and those homeworking. Regular communications are in place between staff and Managers. Staff also have access to all shared information/documentation. Governing Body are involved with decision making in relation to measures in place where appropriate.	L	Stress management policy has been reviewed and shared with all staff. All staff have access to a mental health and well-being plan linked to appropriate resources and support networks All staff have been encouraged to complete Mindfulness and well-being course Education and Skills – Staff Wellbeing padlet Supporting Emotional and Mental Health - Information for Schools.

					-
					Telephone support & counselling Wellbeing guide for staff working in schools and trusts
Pupil uncertainty surrounding attendance/return to school/self isolation	Stress and anxiety impacting themselves and staff	M	Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. [consider publishing risk assessment on school webpage]. Parents have the opportunity to discuss concerns with school staff. Provision of pastoral and extra-curricular activities available to all pupils designed to: • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) plan) are required to learn from home due to restricted attendance due to an outbreak, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access education support.	L	Kooth – support for young people from 11-25 The government has launched the Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school. Supporting Emotional and Mental Health - Information for Schools. PHE offer access to a free online Psychological First Aid course that teaching staff can access. The course provides practical and emotional support to children and young people affected by

[see government guidance for further information and apply as appropriate - record details here].	emergencies or crisis situations, such as COVID.
apply de appropriate receiu detaile rierej.	Pupil health and well-being will be focus of School Development Plan 2021/2.
	Regular welfare calls to parents/pupils during any isolation period to identify any children/parents who may be anxious or have mental health issues
	PSHE curriculum to address any issues which arise. Support from Inclusion Mentor if required.
	Staff have access to NCC padlet resources to support pupils, mental health
	Teaching staff have completed Friends resilience training
	Discuss with parents if concerns arise
	Refer to specialist services if required

Useful Links:

- Government/Public Health England Advice: https://www.gov.uk/coronavirus / Coronavirus (COVID-19): guidance for schools and other educational settings
- HSE Advice: https://www.hse.gov.uk/news/coronavirus.htm
- NCC Guidance: http://staff/Communications/Coronavirus-information.aspx
- Northumberland Education: http://northumberlandeducation.co.uk/coronavirus/
- DFE Advice: DfE.coronavirushelpline@education.gov.uk
- NCC PPE Risk Assessment; NCC Staff Risk assessment
- NCC Health and Safety Team webpage
- Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control
- NCC Control of Infection Policy
- Public Health Q&A for Teachers and Parents
- NCC Corporate Health and Safety Advice FAQs for School Head Teachers
- Corporate H&S Briefing Note 10/7/2020
- Northumberland Covid19 Dashboard
- Q&A Videos from PHE for School Staff
- Local Restrictions tiers What you need to know
- NCC Evolve System
- Health and safety on educational visits

Document History

Item	Nature of change	Date of Update
Whole document	References to Public Health England (PHE) have been replaced with UK Health Security Agency (UKHSA).	07/01/2022
Additional information	NCC Public Health Team Web enquiry form link added. COVID-19 cases within schools no longer need to be reported to the Public Health Team, however, queries can continue to be directed to them via the web form.	07/01/2022

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Prevalence of COVID-19 variant of concern in the community (Omicron variant)	Face coverings are now advised to be worn by pupils in Year 7 and above in classrooms. From 11 January 2022, a temporary suspension of confirmatory PCR testing for those testing positive via a lateral flow test.	07/01/2022
Contact with others who may have Coronavirus	Text deletion	07/01/2022
Staff/Pupils displaying symptoms of coronavirus whilst at school	Note change in guidance around isolation period for those testing positive for COVID-19: Pupils and staff with COVID-19 can end their isolation period early if they have 2 consecutive negative lateral flow tests, the first test to be taken no earlier than day 5 and the second on day 6 (there should be at least 24 hours between tests) They can stop self-isolation and return to school from day 6 if both tests are negative and they do not have a high temperature. Anyone not testing must still complete their full 10 day isolation period.	07/01/2022
Lateral flow testing	If someone has tested positive for COVID-19 within the last 90 days, they are now strongly encouraged to take part in LFD testing on-site through ATS or at home once they have completed their isolation period for their prior infection.	07/01/2022
Prevalence of COVID-19 variant of concern in the community (Omicron variant)	Additional guidance updated for omicron variant, including working from home if possible, wearing of face coverings, NHS Covid pass scheme for large events (unlikely to impact on schools).	16/12/2021
Inadequate ventilation.	Review measures when hosting events.	16/12/2021
Contact with others who may have Coronavirus	Visitors are requested to take an LFD before attending school site.	16/12/2021

Staff/Pupils displaying symptoms of coronavirus whilst at school	Update on close contact requirements – LFD daily tests are now strongly recommended.	16/12/2021
Staff/Pupils displaying symptoms of coronavirus whilst at school	Update to reflect change in self isolation requirements for close contact of suspected or confirmed cases of the Omnicron variant.	07/12/2021
Outdoor education and off-site visits	Planning requirements for those conducting International Travel.	07/12/2021
Outbreak of Covid-19 in local area or school resulting in the need to step up protective measures	Link added to NCC Public Health outbreak checklist.	13/10/2021
<u>Inadequate ventilation</u>	Link added to DFE ventilation document sharing platform.	13/10/2021
Contact with others who may have Coronavirus	Link added to updated pregnant worker risk assessment.	13/10/2021
On-site vaccination programmes carried out by School Age Immunisation Service (SAIS) team	New section	13/10/2021
N/A	Updated version 7 for schools returning in September 2021	27/08/2021
N/A	Previous version (v6.3) of school Covid risk assessment All previous versions of school Covid risk assessment	N/A