



Be the best you can be

Name of Person Completing Form: Andy Roberts - Job Title: Executive Principal		School: The Ashington Learning Partnership	
Activity: VERSION 3 - PARENT VERSION OF FULL RISK ASSESMENT  Key document: <a href="#">Guidance for full opening: schools</a>		Sites: <ul style="list-style-type: none"> <li>• Bothal Upper Site – High Market</li> <li>• Bothal Lower Site – Wansbeck Rd</li> <li>• Central Upper – Third Avenue</li> <li>• Central Lower – Milburn Road</li> </ul>	People at Risk: Staff, pupils, visitors, volunteers, parents, contractors
This risk assessment is shared with parents so that they understand the protocols in place to ensure that the risk of COVID-19 infection is minimised across our organisation. Regular updates of the full risk assessment are undertaken by the Executive Principal/Head of School with staff and unions involvement.			

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Trust sites re-opening following partial or full closure and lack of statutory testing/maintenance	Equipment / system failure leading to enhanced physical or biological risks to people	M	Bothal Upper and Central Lower have been open and operating prior to the Autumn term. Bothal Lower and Central Upper did not open. 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 have taken place and maintained as normal during the Summer break.	L	Where checks / paperwork /maintenance is lacking; steps taken to address this prior to reopening - items taken out of use (where possible), or guidance obtained from a competent person (manufacturer, service engineer, NCC Property Services).  Site specific fire risk assessment have 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 in the staff users' guide.
<b>Inadequate safety management documentation (policies, risk assessments etc)</b>	<b>Increased risk of contracting Coronavirus through lack of planning.</b>	M	The arrangements in the Covid19 risk assessment are monitored by the Executive Principal and kept under review. This takes place during a weekly meeting with the HOS. Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff. These include: behaviour, positive handling and first aid. Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on the risk assessment. The full ALP risk assessment will be monitored weekly by the Executive Principal and HOS with updates and checks noted in revised colours with corresponding date to account for changes in guidance or where improvements can be made in the organisation as a result of new learning.	L	
<b>Contact with others who may have Coronavirus</b>  <b>Inadvertent transmission to others</b>	<b>Exposure to live virus resulting in contracting Coronavirus.</b>  <b>Exacerbation of existing medical conditions.</b>	H	Staffing levels are reviewed by Asst Heads of school and reported <b>to HOS to ensure adequate levels are in place at all times.</b>  <b>Children</b> <a href="#">Children in clinically vulnerable and clinically highly vulnerable health categories (as defined by PHE guidance)</a> Most pupils in the "Clinically Extremely Vulnerable" who have been shielding are now able to return to school (with a small number of exceptions identified by the child's consultant/GP) along with those children classed as "Clinically Vulnerable". An individual risk assessment has been carried out in consultation with the child's parents and the relevant healthcare professional(s). Advice from health professionals/GP involved in the child's care is essential in these circumstances. Individual Healthcare Plans are checked to ensure they are up to date and include advice from the relevant health professional and must be in line	M	See: <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> The potential risks from COVID-19 to children and young people who have an EHCP/additional educational support needs must be assessed in light of individual circumstances including any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required. Assessments are in writing and existing assessments may be updated. Staff to be consulted/trained on any resultant measures to be introduced. Training records held and plans reviewed by SENDCOs/HOS.

		<p>with <a href="#">PHE guidance</a>. SENDCOs hold records of review and sign off is agreed with HOS.</p> <p><b>All Visitors/Contractors</b>  These are limited to essential visits only during the school day, with contractor activities taking place outside of normal school hours. Contractors will not be allowed access without prior appointment-and only for essential activities. All contractor appointments are agreed in advance with Business Manager. All educational visitors must be agreed prior by HOS. <a href="#">Following local lockdown restrictions for the North East commencing 18th September all visitors are suspended for three weeks.</a></p> <p>Visitor contact information is retained for 21 days to support the NHS test and trace programme</p> <p>General measures which been applied within school</p> <ul style="list-style-type: none"> <li>● grouping children together - specific class timetables shared</li> <li>● avoiding contact between groups - Bubbles maintained during break and lunchtimes</li> <li>● arranging classrooms with forward facing desks - detailed in classroom environment policy</li> <li>● staff maintaining distance from pupils and other staff as much as possible</li> </ul> <p>Staff communicate to children regarding social distancing / personal hygiene etc. This is practised through deliberate practice.  A detailed overview is shared with staff in the staff users' guide.</p> <p>Government guidance on <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> is followed. Key issues include:  Anyone displaying any symptoms of coronavirus are not permitted on the premises.</p>	<p>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 received any training that is indicated to care for the child.</p> <p>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</p> <p>When making appointments, contractors/<a href="#">visitors</a> are briefed on the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.</p> <p>Notices and information displayed in school site  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.</p>
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			when they arrive at school. The wearer will be asked to bring a plastic bag to school to put the face covering into in order to take it home – the wearer must clean their hands once they have removed the face covering.		
<b>All teaching/classroom activities; early years, primary and secondary</b> (see also section on 'Shared Learning Spaces/practical teaching below)	<b>Contracting coronavirus - staff and pupils, passing onto vulnerable persons</b>	H	<p><b>Cohort (bubble) Groups</b></p> <p>The Trust has cohorted groups so that staff and pupils generally only mix with others in a consistent group and keep away from other people/groups as much as possible. Contact with other groups is brief and transitory only. Group sizes are kept as small as possible, taking into account delivery of the curriculum, and are detailed below</p> <ul style="list-style-type: none"> <li>○ EYFS: Children are taught in class bubbles with access to zoned learning areas in the environment</li> <li>○ Key Stage 1 &amp; 2 - Full class sized cohorts - 'class groups' are kept in the same room with the same 'class group' as much as possible. Mixing of 'class groups' is minimised as much as possible.</li> <li>○ (A record is kept of staff/pupils within each group and any close contact between different groups in the event of an outbreak of Covid19).</li> <li>○ All adults in contact with year groups recorded - Record of contact all teaching groups including social workers etc</li> </ul> <p>ALP Specific plan -</p> <ul style="list-style-type: none"> <li>● Class bubbles maintained across school with teaching assistants allocated to groups to support SEND needs and interventions</li> </ul>	L	<p>Access rooms directly from outside where possible.</p> <p>No sharing of stationery etc. Pupils and staff provided with own pencil case</p>

			<ul style="list-style-type: none"> <li>● Specialist teaching suspended and will remain under review as this would require across trust working</li> <li>● Classes will maintain class group at breaks and lunchtimes with lunches taken in classrooms</li> <li>● Outdoor provision - Year groups will access the yard at allocated time and use the one-way system to access their allocated class bubble space. The yard will be split into three or four sections to allow bubbles to be maintained</li> </ul> <p>Social Distancing As the school is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible. For older children and staff this is more achievable and should be more robustly implemented. The general arrangements below have been put in place to mitigate the risk where distancing cannot always be achieved.</p> <p>General arrangements</p> <ul style="list-style-type: none"> <li>● Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell.</li> <li>● Teaching plan for delivering this communicated to all staff</li> <li>● Staff explicitly supervise health and 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.</li> <li>● Staff informally monitor for presence of symptoms.</li> </ul>		
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			<ul style="list-style-type: none"><li>• Regular cleaning initiated with a designated cleaning protocol/rota and additional cleaning staff</li><li>• Where possible the same teaching staff work with the same groups</li><li>• Where possible the same desks are used by the same pupils each day and desks are front facing, with pupils sat side by side rather than face to face. Circular tables have been taken out of use.</li><li>• Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents.</li><li>• Toilets are designated to year groups where possible with middle toilets out of use. Staff are allocated to designated toilets during break and lunchtime to manage pupil numbers.</li><li>• Equipment use has been revised and measures to prevent simultaneous (as well as cleaning) use and reduce consecutive use have been introduced.</li><li>• Where possible areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and safeguarding) to limit use of door handles. Not to the detriment of safeguarding – this is communicated to all staff</li></ul>		
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<p><b>Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities</b></p>	<p><b>Contracting coronavirus - staff, pupils, public</b></p>	<p>H</p>	<p>In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:</p> <ul style="list-style-type: none"> <li>• Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible.</li> <li>• Where this isn't possible and practical activities are required to take place in classrooms shared between bubble groups (e.g. D&amp;T, Science, etc), frequently touched areas, desks, chairs etc and any shared equipment are cleaned between bubble group use (or left for 48 hours, 72 hours for plastics). - Cleaned on a cycle with a lesson in between for cleaning and this highlighted on cleaning rota - Door sealed with cleaned labelled</li> <li>• Those teaching practical subjects maintain social distancing and remain at the front of the class where possible.</li> </ul> <p>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, science, art etc</p>	<p>L</p>	<p>PE timetabled in classes outdoors, in the event of poor weather children will engage in yoga mindfulness sessions within their class</p> <p>Music protocol and communicated to staff - ALP radio station established to deliver music/assembly provision initially within lessons within specialist rooms to be reviewed in the Autumn term.</p> <p>Practical sessions in science to be completed by teacher demonstrations/zoom or by children where equipment can be thoroughly cleaned after individual use.</p>
<p><b>Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces</b></p>	<p><b>Contracting coronavirus - staff pupils, visitors, parents/carers</b></p>	<p>H</p>	<p>External lettings suspended for the autumn term at all sites to reduce contact with members of public and ensure that strict social distancing guidelines can be managed by school.</p> <p>Class changeover/break times are staggered to reduce the level of circulation throughout school. (One-way circulation routes are in place where possible or place a divider down the middle of the corridor if the width allows).<b>Children will line up in their class bubbles to return to their class rather than lining up in their pick up or drop off lines to avoid cross contamination</b></p> <p>Halls, dining areas and internal and external sports facilities can be shared as long as different cohorted groups do not mix (and especially do not play sports or games together) and adequate cleaning between group use takes place.</p>	<p>L</p>	<p>Signing and communications in place</p> <p>Senior staff supervise areas as appropriate</p>

			<p>Sporting activities are planned in bubbles, with year group PE suspended. Planning follows guidance with no HIIT activities indoors. Activities are planned so that they are socially distanced and individualised.</p> <p>Assemblies are arranged to take place with individual groups in their allocated classroom spaces rather than bringing all children from different classes together into one hall or large space. Assemblies are facilitated via an internal virtual radio station.</p> <p>Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Different cohort groups are kept apart with lunches taken in classrooms.</p> <p>Table seating plans for those in the same class/cohort group are arranged so children are seated as far apart as possible or where this isn't possible are seated side by side. Lunches in classrooms with class bubbles utilising a bubble space on the yard - with one year group at a time accessing the outdoor space within class bubbles (yard divided) Classroom environment policy revised so that children sit at desks facing the front unless in EYFS/Y1.</p> <p>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. Where possible year groups have designated toilets allocated. Where this is not possible and toilets need to be shared, doors are labeled so that children know which toilet to use for their year group.</p>		
Staff use of communal areas/working with different groups.	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Staff breaks are staggered to avoid congestion in staff rooms. Shared crockery/cutlery has been removed and staff use their own equipment. Staff - provide staff with a personal lidded mug and all tea/coffee facilities now disposable sachets/spoons</p>	L	<p><a href="#">Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</a></p>

			<p>Measures are applied within shared offices and staff room(s) to implement social distancing including moving chairs/desk - cleaning protocol for any shared desks and hand sanitizer next to any shared resources E.g printers</p> <p>Photocopying rooms - number of adults able to access each area labelled on the door. Hand sanitizer available next to each machine.</p> <p>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.</p>		
<b>Outdoor education on-site and off-site visits</b>	<b>Contracting coronavirus - staff, pupils, public</b>	H	<p>Educational Visit Coordinator &amp; Executive Principal receives policy guidance updates and actively checks for updates on the Evolve system.</p> <p>All visits are agreed by Executive Principal. External visits are currently suspended.</p>	L	On site activities: Submission of an Evolve form is not required, however where risks are significant or are not already covered with another risk assessment the activity must be subject to a written risk assessment.
<b>Play activities</b>	<b>Contracting coronavirus - staff and pupils</b>	H	<p>Existing school play risk assessment has been reviewed against government advice and shared with staff.</p> <p>Break times are staggered (including lunch), so that children are not moving around the school at the same time and bubbles are maintained. staff are allocated points to stand to supervise provision.</p> <p>Multiple cohorted groups do not use play equipment simultaneously. It is only used by separate groups, more frequently cleaned and checked between use of groups. Yard boxes are in place for each class with cleaning in between. For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of use.</p> <p>Soft furnishings, soft toys and toys that are hard to clean have been removed from classrooms.</p>	L	

Provision of school meals service	Contracting coronavirus - staff, pupils		<p>The school kitchen will be fully open from the start of the autumn term and normal legal requirements will apply. Kitchen operations comply with the guidance for schools and businesses.</p> <p>Picnic mats will be used in EYFS to zone areas as they can be easily disposed of.</p>		Risk assessments have been reviewed and updated where required
Parents/carers picking up/collecting pupils from school	Contracting coronavirus - staff, pupils, public	H	<p>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained. See site specific plans</p> <p>Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival.</p> <p>Drop off/collection times are staggered.</p> <p>Staff briefed on the arrangements to be applied.</p> <p>Children, young people, parents/carers are advised:</p> <ul style="list-style-type: none"> <li>• Not to enter the building if displaying any symptoms of coronavirus (COVID-19).</li> <li>• Only to attend one at a time</li> <li>• Of the designated pick up and drop off protocols (time, location, process) to minimise contact.</li> <li>• Not to gather at entrances, gates or doors unless have pre-arranged appointments.</li> <li>• From September 21st - All parents will be required to wear a mask on school premises to aid existing social distancing measures at drop off and pick up times</li> </ul> <p>Trust digital communications channels used to engage and advise parents on protective steps being taken and associated requirements – Facebook, website, twitter</p>	L	
Use of School Transport (external provision only)	Contracting coronavirus - staff, pupils, transport provider	H	<p>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</p> <p>The school encourages pupils to walk or cycle to school where possible. For some families, driving children to school may be a preferable option and will be accommodated where safe to do so.</p>	M	

			<p><i>The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements and to plan the staggering of start and finishing times.</i></p>		
<p><b>Children who are non-compliant / displaying challenging behaviour</b></p>	<p><b>Contracting coronavirus - staff, pupils,</b></p>	M	<p>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.</p> <p>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.</p> <p>Revised behaviour support policy in place building upon attachment theory and thrive training undertaken by all staff during lockdown. A temporary appendix is in place to reflect COVID and the ALP's stance on bullying related COVID issues, positive handling and deregulation vs behaviour.</p> <p>Those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, Thrive plan, workable de-escalation techniques, trained staff) are in place and there is certainty that they will be effective.</p> <p>Plan in place for children who may require positive handling Personalised Thrive Plans in place</p> <p>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.</p>	L	<p>All risk assessments, behaviour crisis plans and EHCPs are updated (as applicable) in line with the current COVID-19 situation.</p>

<b>Personal care activities</b>	<b>Contracting coronavirus or passing onto vulnerable or shielded children</b>	H	<p>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.</p> <p>Any queries are directed to the school nurse.</p> <p>Staff know how to safely put on and take off PPE. PHE guidance on <a href="#">Putting on PPE</a>; and <a href="#">Taking off PPE</a> is followed by all staff undertaking personal care. This is signposted at each PPE station</p>	L	<p>No additional PPE is generally needed other than that already identified via risk assessment.</p> <p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure - advice is provided by the school nurse and risk assessment produced..</p>
<b>Use of hand sanitiser</b>	<b>Alcohol content</b>	M	<p>Always wash hands with soap and hot/warm water wherever possible.</p> <p>Where hand sanitizer is used, it contains a minimum of 60% alcohol. children are taught about using hand sanitizer safely.</p> <p>Skin friendly skin cleaning wipes can be used as an alternative [these should still contain alcohol to be considered as effective as sanitiser]</p>	L	
<b>Insufficient cleaning/exposure to virus on objects/surfaces</b>	<b>Contracting coronavirus</b>	H	<p>Increased cleaning to take place using standard cleaning products; additional cleaning hours/resources have been arranged with the priority being for frequently touched areas/communal areas and shared teaching spaces. Cleaning staff are briefed on the amended cleaning schedule, and records kept of cleaning undertaken.</p> <p>In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment etc</p>	L	<p>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.</p> <p>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.</p>

			<p>Steps are taken to limit resources that are taken home by staff and pupils. Marking policies have been reviewed - the ALP has a minimal approach to marking but additional measures such as gloves and the use of hand sanitizers are in place. The ALP has suspended peer marking and verbal feedback from peers. Staff will not take books home.</p> <p>A review has been undertaken to remove soft furnishings, soft toys and toys/equipment that are hard to clean (such as those with intricate parts). This is noted on the revised classroom environment policy and is checked by SLT.</p> <p>Classrooms are cleaned daily. Where classrooms are shared (practical lessons), the room and equipment is cleaned between different group use. Bins for tissues are emptied throughout the day. Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements.</p> <p>Staff know how to put on and take off PPE correctly: PHE - <a href="#">Putting on PPE</a>; PHE - <a href="#">Taking off PPE</a></p>		
<b>Staff displaying symptoms of coronavirus</b>	<b>Others contracting virus.</b>	H	<p>Executive Principal/Head of School is notified immediately and the staff member is sent home. PHE guidance on self isolation and testing is followed.</p> <p>Parents will be informed should a positive test be received via a letter from the Executive Principal and direct contact with those identified as close contact.</p>	M	<p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>Staff requested to urgently access the <a href="#">national test and trace programme</a> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in</p>

					the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support.
<b>Pupils displaying symptoms of coronavirus whilst at school</b>	<b>Others contracting virus.</b>	H	<p>Executive Principal/Head of School and parent/ carer is notified immediately and the pupil is sent home. School Transport is avoided. PHE guidance on self isolation and testing process is followed.</p> <p>If in school, the child will wait in a designated isolation room prior to collection. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</p> <p>All test outcomes are tracked and logged by school with confirmation of a return date agreed following a negative outcome (and no symptomatic members of a household) or completion of designated isolation period. Frequent contact with families will be made during isolation as part of our safeguarding and welfare arrangements.</p> <p>Parents will be informed should a positive test be received via a letter from the Executive Principal and direct contact with those identified as close contact.</p>	M	<p>Ensure emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>Parent/carer is requested to urgently arrange a test for their child via the <a href="#">national test and trace programme</a> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19. A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, parents/carers should be asked to notify the school as soon as they receive the test result (positive or negative).</p> <p><a href="#">Letter from PHE and NHS test and Trace to school and college leaders</a></p>



<p><b>Outbreak of Covid-19 in local area or school resulting in partial of full closure of school/resumption of lock down</b></p>		<p>H</p>	<p>Parents will be informed and next steps clearly outlined for access to: testing is applicable, home learning, wellbeing support and FSM vouchers. The SENDCo and safeguarding leads will contact individual families to support.</p>	<p>L</p>	<p>The school have a plan in place to deal with partial or full closure of the school.</p>
<p><b>First aid provision</b></p>	<p><b>First aider contracting coronavirus or spreading virus to others.</b></p>	<p>H</p>	<p>A review of the first aid needs assessment has taken place .  First aiders rendering treatment continue to keep accurate records of who they have treated.</p> <p>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.</p> <p>Where available, and appropriate, fluid resistant face mask, gloves, disposable plastic apron and disposable eye protection is used and kept next to first aid kits should a child be unable to undertake first aid treatment without adult support.</p>	<p>L</p>	

