

# Full School Opening September 2020- Infection Control COVID-19 General Risk Assessment Form

**All schools are advised to note the issues and suggested control measures in this document and then add detail specific to their school.**

<b>Name and Address of the School –</b> Crook Primary School, Croft Avenue, Crook, Co. Durham DL15 8QG		
<b>Current Number of Staff Employed- 50</b>	<b>Name of Person Completing the Risk Assessment- Tracey Elliott</b>	<b>Date of assessment – 03/11/2020</b>
<b>Current Number of Pupils on Role- 406</b>	<b>Review Dates- 2 weekly, date of next review 12<sup>th</sup> October</b>	
<b>Consultation</b> -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of staff members and Parent/Carers concerns.		
<b>Communication</b> -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.  The school have more than 50+ members and staff and to comply with the current <u>Guidance for full opening: schools</u> in the Autumn Term 2020 and to ensure compliance with the <u>Health and Safety Executive (HSE)</u> a copy of this risk assessment has been placed on the school website.		

Persons covered by this assessment – <b>The School Community</b>	
<p>COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.  <b>The virus is thought to spread mainly from person-to-person.</b></p> <ul style="list-style-type: none"> <li>• Between people who are in close contact with one another (within about 6 feet).</li> <li>• Through respiratory droplets produced when an infected person coughs, sneezes, or talks.</li> <li>• These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.</li> <li>• COVID-19 may be spread by people who are not showing symptoms.</li> </ul>	

	<b>Likelihood</b>
--	-------------------

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	1/58

RISK RATING		<b>Probable</b> Occurs repeatedly, to be expected or could affect large number of people	<b>Possible</b> Could occur sometime or effect a few people	<b>Remote</b> Unlikely to occur or not many people to be affected
<b>Impact</b>	<b>Major</b> Major injury, permanent disability or ill-health	High	High	Medium
	<b>Severe</b> Injury requiring medical treatment	High	Medium	Low
	<b>Minor</b> First aid treatment	Medium	Low	Low

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

The school are following the guidance [Guidance for full opening: schools](#) and where applicable guidance for [Early Years](#).

Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments;

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible-Schools put in place measures that suit their circumstances.

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	2/58

7) Where necessary, wear appropriate personal protective equipment (PPE)-Where need identified.

**Response to any infection**

8) Engage with the [NHS Test and Trace](#) process-Where need identified.

9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community-Schools have been provided with guidance from DCC

10) Contain any outbreak by following local health protection team advice-Where need identified.

Durham County Council (DCC) have produced two documents to support schools in their decision making in relation to COVID-19; [Child/staff develops symptoms in school/setting](#) (Appendix 1) and [Schools/Education settings COVID-19 reporting process](#) (Appendix 2).DCC HR colleagues have produced a flow diagram for schools to follow-[Employee testing and isolation requirements](#).

Where need identified Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice.

Schools are following Public Health England guidance for [COVID-19: cleaning of non-healthcare settings guidance](#). DCC have produced a cleaning checklist for schools to utilize.

Durham has recently been placed on a local lockdown and the school have considered the guidance produced for the North East in relation to this risk assessment.

For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team -[hsteam@durham.gov.uk](mailto:hsteam@durham.gov.uk) and 03000 263430.The Health and Safety Team have placed all relevant documents in a [COVID-19 file](#) on their Extranet page.

All relevant guidance contained in this document is subject to updates as required.

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<b>1.Staff and Pupils and the wider school community</b>					

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	3/58

<p><b>COVID-19 transmission within households</b></p>	<p><b>M</b></p>	<ul style="list-style-type: none"> <li>- Registers are taken each day of pupils' present.</li> <li>- Staff arrive on site prior to the start of the school day and report to the identified member of the SLT.</li> <li>- Pupils are met each day at the identified entrance for their class by a staff member. Staff maintain social distancing.</li> <li>- Parents will not be permitted into the school building beyond the inner doors at the main entrance. Only 1 parent at a time will be allowed in the main entrance area. Signs asking visitors to wear masks in this area are displayed.</li> <li>_ Pupils who arrive late to school will be allowed to enter by the main entrance.</li>   <li>- Sickness absence procedures in place for Staff and Pupils.</li> <li>- Pupils are kept in consistent bubbles/groups within their year groups, where possible.</li> <li>- Durham County Council (DCC) are working with partner agencies, trade unions and updating schools with relevant information.</li> <li>- Public Health England (PHE) have stated that routinely taking the temperature of pupils is <b>not</b> recommended as this is an unreliable method for identifying coronavirus (COVID-19).</li> <li>- Staff are aware to report to their SLT if they present with symptoms of COVID-19/Test positive.</li> <li>- <b>The school will follow the DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting (Appendix 1)</a> and <a href="#">Schools/Education settings COVID-19 reporting process (Appendix 2)</a>.</b></li> </ul>	<ul style="list-style-type: none"> <li>- Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence.</li>   <li>Parents are directed to remain behind a line on the playground and are asked not to approach staff but to telephone or email the school instead.</li>   <li>In the unlikely event that a child is too upset to enter school with their class, the parent should bring the child to the front entrance and encourage them in from there. In this instance, the parent must wear a mask.</li>   <li>- Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence.</li> <li>- Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have.</li> <li>- <b>Head teacher to remind parents/carers via newsletters/home school communication links that where pupils or a member of their household displays symptoms of the coronavirus, they are to follow and engage in the <u>NHST Test and Trace procedure</u>.</b></li> <li>- <b>Head teacher to remind staff if they or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for</a></b></li> </ul>	<p><b>L</b></p>	<p><b>Head teacher-On Going</b></p> <p><b>SLT/ Attendance Officer-As required</b></p> <p><b>Parents/ Carers and Staff-On going.</b></p> <p><b>Head teacher-On Going.</b></p>       <p><b>Head teacher-On going.</b></p>        <p><b>Head teacher-On going</b></p>        <p><b>Head teacher-On going</b></p>
---	-----------------	---	--	-----------------	---

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	4/58

		<ul style="list-style-type: none"> <li>- The school have advised staff and parents/carers that they will need to be ready and willing to;</li> <li>- <u>Book a test</u> if they are displaying symptoms.</li> <li>- Staff and pupils <b>DO NOT</b> come into the school if they have symptoms of COVID-19 and <b>WILL BE</b> sent home to self-isolate if they develop them in school.</li> </ul> <p>The school are aware that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Carers if using a home testing kit</p> <ul style="list-style-type: none"> <li>- <b>Self-isolate</b> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) for 14 days.</li> </ul>	<p><u><a href="#">households with possible coronavirus infection.</a></u></p> <ul style="list-style-type: none"> <li>- Headteachers are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail. Communication links will be monitored where possible.</li> <li>- Parents/Carers and Staff members are reminded that <u>testing</u> for COVID-19 is available to everyone presenting symptoms of COVID-19 ,whatever their age.<u>Testing is available through the NHS.</u></li> <li>- Pupils or Staff member displaying symptoms will be advised to self-isolate and will <b>not be</b> permitted into school and advised to book an <u>NHS Test</u></li> <li>- Members of the pupil/staff members household <b>also</b> need to self-isolate for 14 days and if they present with COVID-19 symptoms book an <u>NHS Test</u>.</li> </ul>		<p>Head teacher- On going</p> <p>Household</p>
--	--	---	--	--	--

## 2.Maintaining hand and respiratory hygiene on the school site

Hand and respiratory hygiene across the school	H	<ul style="list-style-type: none"> <li>- Staff wash their hands/apply hand sanitiser with pupils at the start and end of the school day.</li> <li>- Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities are not available due to the number of pupils at the start of the school day</li> <li>- Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members.</li> <li>- Where hand washing facilities are limited due to the number of pupils, hand sanitiser</li> </ul>	<p>Extra sinks added to the playground and hand sanitiser station set up in classrooms/corridors/halls.</p> <p>Bins with lids added to all areas, open bins not to be used.</p>	L	Staff-On going
					Staff-On going

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	5/58

		<p>stations have been located in identified areas around the school site</p> <ul style="list-style-type: none"> <li>- Pupils are supervised when accessing the hand sanitiser.</li> <li>- Handwashing and hand sanitiser posters located in the toilet areas and around the school site.</li> <li>- Tissues made available in each classroom.</li> <li>- Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> <li>- Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> <li>- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>- Lidded waste bins are in place to place used tissues in and are emptied at the end of each day.</li> <li>- Waste bins are emptied, and waste placed in the bin store at the end of the school day.</li> <li>- Hand sanitiser station located at the main entrance for visitor use.</li> <li>- All Visitors sanitise their hands on entering the school building.</li> <li>- Stringent cleaning schedules in place DCC cleaning checklist in place.</li> <li>- Toilet areas monitored throughout the school day to ensure that the supplies of hand soap and paper towels are maintained.</li> </ul>			
			Staff are aware to contact the school office if supplies are depleted.		
<b>Use of face coverings on the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Face coverings are not classified as <u>PPE</u> (personal protective equipment). Face coverings are instead largely intended to protect others, not the wearer, against the</li> </ul>	-Where staff wish to wear face coverings when in the classroom this is to be discussed with the Head teacher.	<b>L</b>	<b>Head teacher-On going</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	6/58

		<p>spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).</p> <p><b>-Primary Schools</b>-Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</p> <p>- The school holds a supply of face coverings and where need identified issued to pupils and visitors.</p>	<p>-Consideration needs to be given to staff and pupils under lying health conditions.</p> <p>-Agencies that support the school should discuss with the Head teacher the wearing of face coverings when on the school site prior to attending the school site. School is aware that outside agencies must comply with their own guidance/RA's when visiting school.</p> <p>Use of face coverings in the school environment;</p> <p>-The School should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process should be communicated clearly to pupils and staff.</p> <p>-Safe wearing of face coverings requires cleaning of hands before and after touching.</p> <p>-When not in use face coverings are to be stored away between uses where possible in a sealable plastic bag.</p> <p>-Pupils to be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands/apply hand sanitiser.</p>		<p><b>Staff-On going</b></p> <p><b>Head teacher-As required</b></p> <p><b>External agencies-As required</b></p> <p><b>Head teacher-Immediate</b></p>
--	--	--	---	--	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	7/58

### 3.Symptoms of COVID-19 in the school community

<p><b>Staff sickness absence</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>- Staff are aware of the procedure they are to follow if they are absent from work</li> <li>- SLT monitor staff sickness absence and ensure that cover is provided where need identified.</li> <li>- SLT ensure pupils are supervised throughout the school day and are monitored for the symptoms of the coronavirus throughout the school day.</li> <li>- Pupils are aware to report to a member of staff if they are feeling unwell during the school day.</li> <li>- <b>Where need identified the school will follow the DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting (Appendix 1)</a> and <a href="#">Schools/Education settings COVID-19 reporting process (Appendix 2)</a>.</b></li> </ul>	<ul style="list-style-type: none"> <li>-Trends identified and where need identified reported to DCC Public Health Team via COVID-19 <a href="#">Education settings reporting tool</a></li> <li>-Deep clean of areas of the school that affected staff are based and cleaning procedures reviewed.</li> </ul>	<p>L</p>	<p><b>Head teacher- On going</b></p>
<p><b>Pupil/Staff develops symptoms in school/setting</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>- Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are:</li> <li>- Staff are able to access a <a href="#">test via DCC</a> - Appendix 3.</li> <li>- <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>- <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>- <b>a loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> <li>-DCC are coordinating testing for staff members and their families <a href="#">Head teachers to</a></li> </ul>	<ul style="list-style-type: none"> <li>- Trends identified and where need identified reported to DCC Public Health Team via COVID-19 <a href="#">Education settings reporting tool</a></li> <li>- Parents/Carers collecting unwell pupils are reminded of the guidance to follow.</li> <li>- Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace.</li> <li>- Remote education to be made available to pupils not attending the school.</li> <li>- Head teachers to make staff members aware of the process to follow <a href="#">outside of school hours</a>. <b>Appendix 3.</b></li> <li>- Staff and pupil sickness absence monitored, and trends identified and where need identified bubble sizes reviewed.</li> </ul>	<p>L</p>	<p><b>Head teacher- On going</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	8/58



		<p><a href="#">refer to the guidance schools what to do flowchart</a></p> <ul style="list-style-type: none"> <li>- Send home the pupil/staff member and request staff member/parent/carer <a href="#">arrange testing</a>. The school understands the NHS Test and Trace process.</li> <li>-Advise parent/carer/staff member that household members self-isolate until results come back - pupil/staff 10 days, household 14 days.</li> <li>-Head teachers follow the <b>DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting (Appendix 1)</a> and <a href="#">Schools/Education settings COVID-19 reporting process (Appendix 2)</a>.</b></li> </ul>	<ul style="list-style-type: none"> <li>- The school has received 10 postal testing kits, where need identified testing kit issued at the Head teachers' discretion.</li> <li>- Additional testing kits can be re-ordered as required.</li> </ul>		<b>Head teacher- On going</b>
<b>Isolating Staff/Pupils during the school day</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Head teachers follow the <b>DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting (Appendix 1)</a></b></li> <li>- If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a secure room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation.</li> <li>- Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff.</li> <li>-Where supervision or comfort has to be provided PPE is to be worn <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</li> <li>- Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible.</li> <li>- Following access to the toilet area, the area is cleaned and disinfected using standard</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members to be assessed as to whether they are fit enough to drive themselves' home. If they are not fit to drive their next of kin are to be contacted.</li> <li>- If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a <b>test</b>) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test.</li> <li>- Staff are aware that they may be contacted by NHS Test and Trace.</li> <li>- Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser.</li> <li>- The area around the person with symptoms must be cleaned with normal household bleach after they have left the room to reduce the risk of passing the infection on to other people the guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.is to be followed.</li> </ul>	<b>M</b>	<p><b>SLT-As required</b></p> <p><b>Staff-As required</b></p> <p><b>Staff/Pupils as required</b></p> <p><b>Staff-As required</b></p> <p><b>Staff-As required</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	9/58

		<p>cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> <li>- Staff who have helped a Pupil/Staff member presenting COVID-19 symptom and any pupils who have been in close contact with them <b>DO NOT</b> need to go home to self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>- Waste is to be double bagged and stored securely for at least 48hrs away from normal waste.</li> </ul>		
<b>Pupil/Staff member with symptoms testing negative for COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Head teachers to follow the guidance detailed in Head teachers follow the <b>DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting</a> (Appendix 1)</b></li> <li>- Negative: Child/staff may return if the <a href="#">NHS criteria</a> has been met</li> <li>- Household can stop self-isolating follow <a href="#">NHS guidance on your test result</a></li> </ul>	<ul style="list-style-type: none"> <li>-The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test.</li> <li>- Headteachers are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail. Communication links need to be monitored outside of school hours where possible.</li> </ul>	<b>L</b>	<b>Head teacher-On going</b>

#### 4.Managing a staff member/ pupil positive case

<b>Staff/Pupil or family member tests positive for COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- - Head teachers report the confirmed case to the <a href="#">COVID-19 Education settings reporting tool</a>.</li> <li>-Head teachers follow the <b>DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting</a> (Appendix 1)</b></li> <li>-<a href="#">Schools/Education settings COVID-19 reporting process</a> (Appendix 2).</li> <li>- The Health Protection Agency team will contact schools directly if they become aware that someone who has tested positive for</li> </ul>	<ul style="list-style-type: none"> <li>- Schools should ask parents/carers and Staff to inform them immediately of the results of a test:</li> <li>- If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</li> <li>- The school has received 10 postal testing kits, where need identified testing kit issued at the Head teachers' discretion</li> </ul>	<b>L</b>	<b>Head teacher-On going</b>
---	----------	---	--	----------	------------------------------

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	10/58

		<p>coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <ul style="list-style-type: none"> <li>- If a Pupil or member of Staff <b>tests positive</b>, they are instructed to follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue <b>to self-isolate for at least 10</b> days from the onset of their symptoms and then return to school <b>only if</b> they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</li> <li>- The 10 -day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li> <li>- If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 14 days.</li> <li>- Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded. Where need identified the school will access the <a href="#">COVID-19 Education settings reporting tool</a></li> </ul>	<ul style="list-style-type: none"> <li>- Remote education to be made available to pupils not attending the school.</li> </ul>		
<p><b>Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- DCC have produced a flow diagram for all DCC schools to follow in the event of a <a href="#">confirmed case of COVID-19</a></li> <li>-The school will access the <a href="#">COVID-19 Education settings reporting tool</a> -Appendix</li> <li>- (COVID-19). Schools can also contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</li> </ul>	<ul style="list-style-type: none"> <li>- Headteachers are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail.</li> <li>- Communication links will be monitored outside of school hours where possible.</li> <li>- Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</li> </ul>		<p><b>Head teacher</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	11/58

		<ul style="list-style-type: none"> <li>- The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>- <b>The Health Protection Team</b> will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by <a href="#">NHS Test and Trace</a>.</li> <li>- Where need identified <b>The Health Protection Team</b> will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> </ul>	<p>Close contact means:</p> <ul style="list-style-type: none"> <li>- Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- Travelling in a small vehicle, like a car, with an infected person</li> </ul>		
<b>The Local Community placed on lockdown</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- The school will be guided by Durham County Council (DCC) in the event of a local lockdown.</li> <li>-DCC will follow guidance detailed in - <a href="#">COVID-19 contain framework: a guide for local decision-makers</a></li> <li>- The school are aware that a local lockdown is in place in Durham.</li> <li>- The Head teacher has read the local guidance available- <a href="#">North East of England: local restrictions</a> and has identified activities that the school carries out which are included in the guidance and has taken the appropriate action.</li> <li>-Where need identified the school will work with the Health Protection Team.</li> </ul>	<ul style="list-style-type: none"> <li>- Where need has been identified Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur.</li> <li>- Follow the guidance provided by the Health Protection Team.</li> </ul>	<b>L</b>	<b>Head teacher</b>
<b>5. Staff and Pupils accessing vehicles to travel to and from the school.</b>					
<b>Transport on and off the school site.</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Where need identified the school will liaise with DCC Integrated Transport Team.</li> </ul>	<ul style="list-style-type: none"> <li>- Where possible Parent/Carers to Transport pupils to and from school.</li> </ul>	<b>L</b>	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	12/58

		<ul style="list-style-type: none"> <li>- Where need identified pupils will be met by staff members who will be supporting them during the school day at the identified drop off/pick up points on the school site.</li> <li>- Social distancing, where possible will be maintained by staff members.</li> <li>- Where face to face support is needed, this is limited to 15 minutes.</li> <li>- Staff wash their hands/apply hand sanitiser when re-entering the building.</li> <li>- Where need identified transport, arrangements included in individual pupil risk assessments.</li> </ul>	<ul style="list-style-type: none"> <li>-- Parents/Carers are to ensure that pupils are to wash their hands for <u>20 seconds</u> prior to leaving their home.</li> <li>- Pupils <b>not able</b> to wash their hands/apply hand sanitizer are to be supported by Parents/Carers to wash their hands prior to leaving for school.</li> <li>- The school are to <u>ensure</u> that all pupils are met at the identified drop off points at the school.</li> <li>- DCC Integrated Transport team to be made aware of challenging behaviours that pupils may exhibit, which may put themselves or the driver at risk.</li> </ul>		<p><b>Parents/ Carers-On going</b></p> <p><b>Parents/ Carers-On going</b></p> <p><b>Staff-On going</b></p> <p><b>Transport/ School- On completion</b></p> <p><b>School- Immediate</b></p>
<b>Pupils /Staff independently travelling to the school site.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Designated car parking area available to staff.</li> <li>- Social distancing guidance to be followed when accessing/egressing from car vehicles.</li> </ul> <p>-Demarcation floor markings in place at the entrance to the bike shed to allow for social distancing.</p>	<ul style="list-style-type: none"> <li>- Staff and Parents/carers and pupils advised on the current guidance regarding accessing <a href="#">public transport</a>.</li> <li>- Staff /Pupils to be advised to adhere to <a href="#">staying alert</a> and social distancing guidance when away from the school.</li> </ul> <p>Bike sheds are not in use. Pupils/parents have been advised not to bring bikes/scooters into school.</p> <ul style="list-style-type: none"> <li>- Staff presence in the outdoor areas at the start and end of the school day ensuring that pupils leave the school site by all available exits.</li> <li>- Due to the local lockdown, in place in Durham advise staff <b>to, try to</b>;</li> <li>- Share the car with the same people each time.</li> <li>- Keep to small groups of people at any one time.</li> <li>- Open windows for ventilation</li> </ul>	<b>L</b>	<b>Head teacher- Immediate</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	13/58

			<ul style="list-style-type: none"> <li>- Travel side by side or behind other people, rather than facing them, where seating arrangements allow</li> <li>- Consider seating arrangements to maximise distance between people in the vehicle</li> <li>- Clean your car between journeys using standard cleaning products – make sure you clean door handles and other areas that people may touch</li> <li>- Ask the driver and passengers to wear a <u>face covering</u></li> </ul> <p>-See guidance on <u>car sharing and travelling with people outside your bubble</u></p>		
<b>Staff and Pupils wearing face coverings when making their way to the school building</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Pupils and staff who use face coverings remove them when they arrive in the school building.</li> <li>- Staff and Pupils instructed not to touch the front of their face covering during use or when removing them.</li> <li>- Staff/ Pupils must wash their hands immediately on arrival /hand sanitizer (as is the case for all pupils), dispose of temporary face coverings in a lidded bin or place a reusable face coverings in a plastic bag that is to be placed in their school bag/work bag so that they can re wear it to travel home.</li> </ul> <p>Staff/Pupils wash their hands again before heading to their classroom/work area.</p> <ul style="list-style-type: none"> <li>- The school holds a supply of face coverings and where need identified issued to pupils for transport purposes.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff and Pupils advised prior to the start of the Autumn term the procedure to follow when removing face coverings when entering the school building</li> </ul> <p>Face coverings not worn in school at the moment although staff have been given the option to wear a mask in public areas if they would like to.</p>	<b>L</b>	<b>Head teacher</b>

**6. Staff/Pupil, family member who maybe at increased risk**

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	14/58

<p><b>Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- Some staff/pupils may have particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees.</li> <li>- People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</li> </ul>	<ul style="list-style-type: none"> <li>- Where need identified the Head teacher is to discuss Parent/ Carers or Staff members concerns and explain the measures the school has in place to reduce risks of COVID-19 transmitting in the school community.</li> <li>- Head teachers are as far as practically possible to accommodate concerns raised.</li> </ul>	<p><b>M</b></p>	<p><b>Head teacher- On Going</b></p>
<p><b>Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- Staff/Pupils who were clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</li> <li>- Guidance for those who are <u>clinically-vulnerable, including pregnant women</u>, is available.</li> <li>- The Head teacher has flexibility regarding Staff members medical needs and work activities that they are able to undertake within the school.</li> <li>- People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>- Where need identified-Staff individual Medical/III-Health risk assessment to be completed.</li> <li>- Where need identified staff referred to DCC Occupational Health Service.</li> <li>- Individual cases to be discussed with HR.</li> <li>- Pupils EHCP's reviewed and discussions to take place with their GP's/Consultants etc. <b>prior</b> to them returning to school.</li> <li>- Where health concerns still exist a multi-agency meeting to take place.</li> </ul>	<p><b>M</b></p>	<p><b>Head teacher- As required</b></p>
<p><b>7.New and Expectant mums in the school community</b></p>					
<p><b>New and Expectant Mums</b></p>	<p><b>M</b></p>	<ul style="list-style-type: none"> <li>- Staff to inform the Head teacher if they are pregnant.</li> </ul>	<ul style="list-style-type: none"> <li>- Member of staff to raise concerns with their midwife/GP in the first instance.</li> </ul>	<p><b>L</b></p>	<p><b>Staff member- As required</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	15/58



		<ul style="list-style-type: none"> <li>- Staff to consult with their GP and Midwife.</li> <li>- New and Expectant mums COVID -19 risk assessment completed.</li> <li>- Maintain 2 metre distance, if this is not possible avoid face to face contact and minimal time spent within, 1 metre of others.</li> <li>- Guidance from the NHS- <a href="#">Pregnancy and the coronavirus and the Royal College of Obstetricians &amp; Gynaecologists</a> as well as the NHS <a href="#">Who is at Risk</a> is followed and shared with staff members.</li> <li>- Shielding was suspended on the 1<sup>st</sup> August 2020.</li> </ul>	<ul style="list-style-type: none"> <li>- Concerns to be raised with the Head teacher where need identified.</li> <li>- Where need identified HR to be consulted.</li> </ul>		<b>Staff member-As required</b>
<b>New and Expectant Mums showing symptoms of COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>-Staff are aware of the symptoms of COVID-19.</li> <li>- <b>Staff instructed to follow the guidance; Stay at home (self-isolate)</b> – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.</li> <li>- <b>Book a test</b> – get a test to check if you <a href="#">have coronavirus</a> as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.</li> <li>- <b>Speak to your midwife or maternity team</b> they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a video consultation.</li> </ul>		<b>M</b>	<b>Head teacher</b>

## 8.Access to the school site and building

<b>Transmission of COVID-19 to Pupils/Staff</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Access to the school site is controlled, several entrance gates and entrance doors are used to allow Pupils and Parents/Carers to flow onto/off the school site/building</li> <li>- Entrance doors for each year group clearly identified.</li> </ul>	<ul style="list-style-type: none"> <li>- Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site.</li> </ul> <p>Entrance and exit plans in place. Staff reminded to be aware of other year</p>	<b>M</b>	<b>Staff/Head teacher-On Going</b>
---	----------	--	---	----------	------------------------------------

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	16/58



	<ul style="list-style-type: none"> <li>- Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child.</li> <li>- Pupils, Parents/Carers advised to maintain social distancing when entering the school site.</li> <li>- The start of the school day has been staggered to allow controlled access into the school building by pupils.</li> <li>- Where possible the end of the school day to be staggered to prevent gatherings outside of the school site.</li> <li>- Parents <b>not</b> permitted to enter the school building unless need is essential.</li> <li>- Pupils are met each day at the identified entrances for their year group class by a staff member.</li> <li>- Floor markings in place where need identified in external areas.</li> <li>- Pupils store outdoor clothing and bags in designated area.</li> <li>- Staff store their bags in lockers, store cupboards.</li> <li>- Those pupils with clearly named packed lunches and water bottles are to store them within a designated area of their allocated classroom.</li> <li>- Staff members will wipe packed lunch boxes over with a cloth that has had anti-bacterial spray applied to it.</li> <li>- Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the school day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Staff wash their hands with pupils at the start of the school day.</li> </ul>	<p>groups/bubbles when exiting the building and to adjust their exit/entrance arrangements accordingly.</p> <ul style="list-style-type: none"> <li>- As the playground is very large it is considered safe for pupils to use their assigned entrances without using staggered start/end.</li> </ul> <p>Parents are reminded not to linger in the playground, to follow social distancing guidance. Parents are asked not to engage staff in conversation at the start or end of the school day. Guidance has been shared to encourage parents to contact the office via telephone or email if they need to speak to a member of staff.</p> <ul style="list-style-type: none"> <li>- School entrances and site secured at the start of the school day.</li> <li>- Staff, Pupils, Parents/Carers will be informed to only bring essential items not needed for that day.</li> <li>- Staff to utilise the information available from <a href="#">eBug website</a>.</li> </ul> <p><a href="#">Coronavirus (COVID 19) guidance for educational settings poster</a></p> <p>-Parents/Carers reminded that pupils are to maintain social distancing when travelling to and from the school site.</p>		
--	--	--	--	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	17/58

		- Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to a separate room and next of kin/parents/carers contacted.			
--	--	--	--	--	--

### 9.Non school staff working in the building

<p><b>Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- Track and trace details collected from all visitors to school.</li> <li>- Signage in place at main school entrance to limit entry</li> <li>- Direction floor and wall signs in place around the school.</li> <li>- Social distancing markers in place in large corridor areas.</li> <li>- Posters/notices clearly displayed and reference handwashing/hand sanitising and social distancing procedures in place at the school</li> <li>- Visitors to the school are by appointment only.</li> <li>- Where possible Contractors to carry out activities outside of school hours.</li> <li>- Hand sanitiser station located at the main entrance.</li> <li>- All Visitors sanitise their hands prior to entering the school building.</li> <li>- A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details.</li> <li>- Dedicated areas identified for use by Support Agencies.</li> <li>- Where possible areas allocated to Support Agencies as close to the main entrance, to reduce movement around the building.</li> </ul>	<ul style="list-style-type: none"> <li>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be advised not to attend the school site if they are unwell.</li> <li>- Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment.</li> <li>- Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene.</li> <li>- Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. <b>They are</b> responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings.</li> <li>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be made aware if they have been in close contact with a positive COVID case in the school environment.</li> <li>- Volunteers and Support Agencies are to keep a register of the pupils that they have seen when on site. This information is to be added to the visitors track and trace form by the office staff.</li> <li>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to</li> </ul>	<p><b>M</b></p>	<p><b>Office Staff/Head teacher-On going</b></p> <p><b>SLT-As required</b></p>
---	-----------------	---	---	-----------------	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	18/58

		<ul style="list-style-type: none"> <li>- Where agencies supporting the school, where possible it is the same member of staff each time.</li> <li>- All visitors are accompanied when moving about the building.</li> <li>- Parents/Carers discouraged to access the main reception area without an appointment.</li> <li>- Main reception area spot cleaned throughout the school day.</li> <li>- Tissues located at the main reception area with a lidded waste bin.</li> <li>- Waste bins emptied at the end of the school day.</li> </ul>	inform the school if they test positive for COVID-19 following their visit to the school.		
<b>Parent Visitors</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Schools are encouraged to avoid visitors entering their premises where possible.</li> <li>- For new admissions virtual tours should be considered.</li> <li>-If visits <b>are required</b> in person settings should consider ensuring face coverings are worn, regular handwashing and holding visits after hours if possible.</li> <li>- Parents are attending the school site they should be notified of the system of controls, their responsibilities during the visit and how to maintain social distancing.</li> <li>-For parents entering a setting to help children settle in, face coverings should be worn, they should stay for a limited time only (no more than an hour), avoid close contact with other children and ensure they are aware of the protective measures in writing.</li> <li>-Parents to complete visitor signing document.</li> </ul>			
<b>Initial Teacher Training Students</b>	<b>M</b>	<ul style="list-style-type: none"> <li>-Allocated a class/year group to work with within the school.</li> </ul>	<ul style="list-style-type: none"> <li>- ITTS staff to receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene.</li> <li>- Shown welfare facilities available to Staff members.</li> </ul>	<b>L</b>	<b>SLT-As required</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	19/58

			<ul style="list-style-type: none"> <li>- Students reminded what the symptoms of COVID-19 are.</li> <li>- Each student to receive a copy of the COVID-19 risk assessment.</li> <li>- Students to inform the school if they have any underlying health conditions that need to be considered in relation to COVID 19.</li> </ul>		
--	--	--	--	--	--

### 10.Maintaining infection control /hygiene standards during the school day.

COVID-19 spreading from person to person within the school building	H	<ul style="list-style-type: none"> <li>- Guidance followed for the cleaning of non health care settings.</li> <li>- Cleaning schedule in place during the school day and at the end of the school day.</li> <li>- <a href="#">Spillage policy in place.</a></li> <li>- Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Where need identified hand sanitiser be made available to staff and pupils.</li> <li>- Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff <a href="#">follow the guidance provided</a></li> <li>- Hands are dried following handwashing</li> <li>- Where hand washing facilities are limited due to the number of pupils, hand sanitiser stations have been located in identified areas. Pupils are supervised when accessing the hand sanitizer.</li> <li>- Handwashing <a href="#">posters</a> located in pupil and staff toilet areas and in the classroom areas.</li> <li>- Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> </ul>	<ul style="list-style-type: none"> <li>- Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified.</li> <li>- Staff to utilise the information available from <a href="#">eBug website</a></li> <li>- Staff to take responsibility for their own personal hygiene throughout the school day.</li> <li>- Waste bins to be emptied at the end of the school day and waste placed in the external bin store.</li> <li>- The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc.</li> <li>.</li> <li>-</li> <li>- Parents advised to ensure that pupils wash their hands when they <b>return</b> to the home environment.</li> </ul> <p>Hard surface cleaning agent available at key points around school for staff to use regularly. Dispensers are refilled daily by a member of the office staff and the caretaker.</p>	M	Head teacher- On going
---	---	---	--	---	---------------------------

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	20/58

		<ul style="list-style-type: none"> <li>- Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> <li>- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>- Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.</li> <li>- Pupils and Staff ensure that they thoroughly dry their hands.</li> <li>- Infection Control Risk assessment in place to manage other biological hazards within the school community.</li> <li>- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>- Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils.</li> <li>- Staff socially distance themselves from one another.</li> <li>- Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis.</li> <li>- Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.</li> <li>- Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins.</li> <li>- Staff and pupils wash their hands/apply hand sanitiser at the end of the school day</li> </ul>			
--	--	--	--	--	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	21/58

		<ul style="list-style-type: none"> <li>- Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation.</li> </ul> <p><u><a href="#">-Mechanical ventilation used in conjunction with natural ventilation.</a></u> DCC guidance <u><a href="#">on ventilation is available on the Extranet.</a></u></p> <ul style="list-style-type: none"> <li>- Cleaning schedules have been made available to schools and are available on the <u><a href="#">Extranet.</a></u></li> <li>- COSHH assessments in place and shared with staff where need identified. Staff wear appropriate PPE when carrying out cleaning activities.</li> <li>- Staff read the labels of chemicals/substances used to clean surfaces prior to use.</li> </ul>			
<b>Maintaining infection control in the Classrooms and during break periods</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Additional areas changed into areas that can be used during the lunch period e.g. libraries, dance studios where need identified.</li> <li>- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</li> <li>- Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms.</li> <li>- Where job shares occur, staff have their own resources for the school day and workstations cleaned following use.</li> <li>- Where staff members are teaching in different classrooms around the school site hand sanitiser stations located in each classroom. Cleaning products available to staff members to clean staff workstations.</li> <li>- Staff always maintain social distancing with other staff members</li> </ul>	<ul style="list-style-type: none"> <li>- Staff to be provided with sufficient time between class lessons to allow handwashing/hand sanitising to take place.</li> <li>- Where need identified pupils to be issued with a stationery pack and exercise book that is specific to them.</li> <li>- The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.</li> <li>- Consideration be given to the nursery and reception class areas to continue to set up activity box for each school day. Activity boxes are to be removed from the area and cleaned.</li> <li>- All children will be given access to water from the tap in each classroom using a disposable cup with the child's name on it.</li> <li>- Consider that where mixing into wider groups for specialist teaching, wraparound</li> </ul>	<b>M</b>	<p><b>Head teacher</b></p> <p><b>Staff-On Going</b></p> <p><b>Head teacher</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	22/58

	<ul style="list-style-type: none"> <li>- Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing.</li> <li>- Soft furnishings, toys etc. around the classroom to be relocated during the phased opening of the school.</li> <li>- Windows and doors are opened to allow natural ventilation during the school day.</li> <li>- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>- Rota in place for lunchtime and break time periods.</li> <li>- Timetable reviewed to reduce the need for pupils to move about the building.</li> <li>- Wet play activity boxes available in each classroom.</li> <li>- Outdoor activities to be carried out on a rota basis to ensure social distancing.</li> <li>- Where possible teaching activities to be carried out in the outdoor areas of the school.</li> <li>- Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.</li> <li>- Where classrooms/halls are unoccupied doors are to be closed.</li> <li>- Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils.</li> <li>- Robust cleaning regime in place in the Nursery/Reception area.</li> <li>- Waste bins with lids located in classroom/hall areas and emptied at the end of the school day.</li> <li>- Water fountains taken out of use around the school site.</li> <li>- Pupil face to face working limited to 15 minutes.</li> </ul>	<p>care and transport has to take place pupils are able to maintain social distancing and endeavor to prevent physical contact between pupils.</p> <ul style="list-style-type: none"> <li>- Mixed groups are to be closely supervised.</li> <li>- Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> </ul>		<p><b>Staff</b></p>
--	---	--	--	---------------------

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	23/58

		<ul style="list-style-type: none"> <li>- Where pupils require support from a Staff member or TA support to be given side on and not face to face.</li> <li>- Hand sanitizer stations located around the building where need identified.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> </ul>			
--	--	---	--	--	--

### 11.Pupils and Staff working in identified bubbles/groups

<b>EYFS</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- EYFS work in bubbles.</li> <li>- Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so.</li> <li>- EYFS can access public spaces e.g. parks ensuring that 2 metre distance from other people can be maintained.</li> <li>- Risk assessments completed for accessing the local community</li> <li>- Cleaning schedule in place for am/pm sessions.</li> <li>- Identified area in place where personal care activities carried out. Areas are cleaned following use.</li> <li>- Staff wear the usual PPE worn when providing support with personal care.</li> <li>- Personal care risk assessments in place where need identified and required PPE considered as part of the risk assessment.</li> <li>- Where possible Staff socially distance when working together.</li> </ul>	<ul style="list-style-type: none"> <li>- Settings are to consider how they can minimize mixing within allocated space, for example where they use different rooms for different age groups, keeping those groups apart as much as possible.</li> <li>-Waste is double bagged where nappy bins are not available.</li> </ul>	<b>M</b>	<b>Head teacher</b>
<b>Wrap around care</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Current guidance advises that wrap around care can re-commence.</li> </ul>	<ul style="list-style-type: none"> <li>- Where private providers are providing wrap around care on the school site, they are to provide the school with a copy of</li> </ul>	<b>M</b>	<b>Head teacher</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	24/58



		<ul style="list-style-type: none"> <li>- School based care-Groups and bubbles that pupils are in during the school day must be consistently be maintained within the wrap around setting.</li> <li>- Social distancing of pupils and staff is maintained.</li> </ul>	<p>their COVID-19 risk assessment. If the provider employs 50 or more staff, they are legally required to publish the document to their website.</p> <ul style="list-style-type: none"> <li>- Consider that where wraparound care has to take place pupils are able to maintain social distancing and Staff endeavor to prevent physical contact between pupils.</li> <li>- Mixed groups are to be closely supervised.</li> <li>- Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school</li> </ul>		<b>Staff/Provider</b>
<b>Maintaining Year Group bubbles to reduce transmission of COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Staff move to classrooms to reduce whole school movement around the building.</li> <li>- Staff workstations are positioned at the front of the classroom, socially distanced from pupils.</li> <li>- Where possible desks placed in rows facing the front of the classroom.</li> <li>- Pupils kept in consistent groups/bubbles.</li> <li>- Pupils are supported to maintain distance and not touch staff and their peers where possible.</li> <li>- SLT will continue to walk around the school, particularly at times when transitions are at a minimum.</li> <li>- Classrooms have a demarcation area on the floor where no pupil, furniture or equipment will be placed, enabling leaders to enter the classroom, speak to pupils observe learning and generally be present around the school</li> </ul>	<p>Entrance and exit plans in place. Staff reminded to be aware of other year groups/bubbles when exiting the building and to adjust their exit/entrance arrangements accordingly.</p> <ul style="list-style-type: none"> <li>- As the playground is very large it is considered safe for pupils to use their assigned entrances without using staggered start/end.</li> </ul> <p>Year groups separated during break times and lunch times.</p> <p>Designated play areas/times in place for each year group.</p> <p>Environment for eating lunch split into 3 areas to eliminate mixing between year groups.</p>	<b>L</b>	<b>Head teacher</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	25/58

		<ul style="list-style-type: none"> <li>- Pupils taught in identified classrooms, lesson subject movement is limited throughout the school day.</li> <li>- Classroom based resources, such as books and games, are used and shared within the bubble /group.</li> <li>- Activity boxes pre-prepared where possible for each day. Boxes removed at the end of each day and put aside for 48 hrs./cleaned as required.</li> <li>- Classroom resources included in the cleaning schedule for each class.</li> <li>- Movement limited where possible to key times-Break times/Lunch times and specialist subject areas.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> </ul>			
--	--	--	--	--	--

## 12.Impact of pupils and staff moving about the building/school site

<b>Moving about the building/school site-Covid-19 transmission</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Clear direction given to parents via the school's communication links for the start and end of the school day.</li> <li>- Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas.</li> <li>- Rota in place to access the outdoor play areas at the school.</li> <li>- Alternative external routes to be adopted to access outdoor play areas etc.</li> <li>- Social distancing measures adhered to where possible by staff.</li> <li>- Posters in place reminding pupils to maintain social distancing.</li> <li>- One-way systems where possible put in place on stairways and corridors.</li> </ul>	<ul style="list-style-type: none"> <li>- Movement about the building monitored throughout the school day, exit plans in place</li> <li>- Rota's changed where need identified.</li> <li>- Cleaning schedule in place for corridor areas doors etc.</li> </ul>	<b>L</b>	<b>Head teacher-On Going</b>
--	----------	--	---	----------	------------------------------

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	26/58

		<ul style="list-style-type: none"> <li>- Pupils and staff advised to stick to the left-hand side of corridor areas. Consideration be given to placing directional signs around the school site.</li> <li>- Pupils supervised by Staff members when moving about the building.</li> <li>- Hand sanitizer dispensers located around the school site, including where need identified in classroom areas.</li> <li>- Use of hand sanitizer supervised by Staff members.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> </ul>			
<b>Lifts</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Lift to be operational only where necessary</li> <li>- Reduce maximum occupancy to two people.</li> <li>- Occupants to stand next to each other but ensuring that they are not touching.</li> <li>- Hand sanitizer station located at the entrance/exit points of the lift.</li> <li>- Lift entrance/exit points have a demarcation area on the floor, so that social distancing can be maintained when accessing the lift</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>. Which include the lift.</li> </ul>	NA	<b>L</b>	
<b>Access to Welfare facilities for Staff and Pupils</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>- Cubicles in place.</li> <li>- Urinals taken out of use/l instruction given to pupils how to safely use them.</li> <li>- Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> </ul>	<ul style="list-style-type: none"> <li>- Additional welfare facilities provided for staff where need identified.</li> <li>- Cleaning products placed in the staff toilet areas so that staff can carry out spot cleaning after using the facilities.</li> <li>- Where external agencies are supporting the school clearly identify toilet facilities that they can access.</li> </ul>	<b>L</b>	<b>Premises Management-As required</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	27/58

		<ul style="list-style-type: none"> <li>- Staff and pupil toilet facilities cleaned following break and lunch periods.</li> <li>- Lunch time and breaktime rota in place for staff accessing the staff room area. - Consideration be given to additional eating spaces created within the school e.g. library, activity hall.</li> <li>- Windows are opened in the staff room when it is occupied by staff members.</li> <li>- Position of furniture within staff room areas reviewed to ensure social distancing.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> <li>- Where agencies are supporting the school clearly identify toilet facilities that they can access.</li> </ul>			
<b>Break and Lunch periods</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Menu to be agreed with the kitchen contractor. Ensure that pupil and staff social distancing can be attained.</li> <li>- Staggered break times and lunch times agreed for year groups.</li> <li>- Pupils directed to wash their hands during break/lunchtime periods.</li> <li>- Areas zoned off for use by specific year groups/bubbles. Where possible seating to be allocated to pupils to ensure bubbles can be tracked when in the dining hall.</li> <li>- When congregating in halls etc, doors and windows are opened to allow natural ventilation.</li> <li>- Outdoor areas accessed as much as possible. Areas zoned off for use by specific year groups/bubbles.</li> <li>- Spot cleaning carried out.</li> <li>- Surfaces are cleaned following each group/bubble use.</li> </ul>	<p>Bubbles separated and supervised during lunch period with cleaning schedule in place, supervised by SLT</p> <p>Outdoor play to take place where possible.</p>	<b>L</b>	<b>Head teacher</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	28/58

		<ul style="list-style-type: none"> <li>- Cleaning schedule in place following the lunchtime period.</li> <li>-Dining hall tables positioned to ensure bubbles of classes are separated by at least 2 meters.</li> <li>- Hand sanitiser /tissue stations available for each bubble.</li> <li>-Staff ensure that where possible they maintain 2 metre social distancing when moving about the area.</li> </ul>			
--	--	--	--	--	--

### 13.Pupil behaviour during the school day

Pupils refusing to social distance/follow hand washing procedures	<b>H</b>	<ul style="list-style-type: none"> <li>- Parents/Carers advised prior to the pupils returning to the school that <b>all</b> pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety.</li> <li>- Hand sanitiser made available where pupils refuse to wash hands.</li> <li>- Pupils are supervised when using hand sanitizer considering risks around ingestion.</li> <li>- EYFS/Key Stage 1 pupils and pupils with complex needs are helped to clean their hands properly.</li> <li>- Where pupils refuse to wash their hands or use hand sanitiser skin friendly skin cleaning wipes are used as an alternative</li> <li>- Individual needs of pupils identified and managed and risk assessments put in place where need identified.</li> <li>- Cleaning schedule in place for the whole school.</li> <li>- Where possible social distancing to be maintained.</li> <li>- Staff supporting pupil continue to adhere to regular hand washing.</li> </ul>	<ul style="list-style-type: none"> <li>- Where defiant behaviours are anticipated review the schools Behaviour Policy.</li> <li>- Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school.</li> <li>- Consideration be given to a phased return for identified pupil to manage risk.</li> <li>- Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible.</li> <li>- Area where the pupil has been located within the building to be thoroughly cleaned.</li> <li>- Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team.</li> <li>- Where need identified Staff wearing PPE when supporting pupils reviewed with the Head teacher.</li> </ul>	<b>M</b>	<p><b>Head teacher-As required Staff-Where need identified</b></p> <p><b>Head teacher-Where need identified.</b></p> <p><b>Staff-Immediate</b></p> <p><b>Head teacher-Where need identified.</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	29/58

<b>Pupil-Challenging behaviours displayed</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils with challenging behaviours identified.</li> <li>- Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours.</li> <li>- Relevant staff are Team Teach Trained.</li> <li>- Where need identified Team Teach techniques are applied, including restraint.</li> <li>- General Infection Control risk assessment in place.</li> <li>- Staff have received suitable and sufficient training to manage behaviours displayed.</li> </ul>	<ul style="list-style-type: none"> <li>- Where behaviours exhibited by pupils potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing when arriving at work each day and changing clothing before they leave work. Placing soiled clothing in a pillowcase and washing the clothing when they return home. Staff are advised to shower when they return home from work each day.</li> <li>- Where need identified face visors be made available to Staff.</li> <li>- Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team.</li> <li>- Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out.</li> <li>- Where restraint has had to be carried out review the pupil risk assessment in place.</li> <li>- Continually review whether PPE is required when managing challenging behaviours.</li> <li>- Where need identified review the Behaviour Policy.</li> <li>- Review Team Teach training where need identified-Contact Team Teach trainer provider.</li> </ul>	<b>M</b>	<p><b>Staff-Where need identified.</b></p> <p><b>Staff-Immediate</b></p> <p><b>Head teacher-As required</b></p> <p><b>Staff/Pupils-As required</b></p>
<b>Pupils absconding from the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Security checklist and Policy in place for the school.</li> <li>- Home transport Child locks on when transporting pupils in car vehicles to and from home.</li> </ul>	<ul style="list-style-type: none"> <li>- Procedures in place should pupils abscond from the school building/site.</li> <li>- Home-to school Transport Risk Assessment completed and shared with Transport Contractor and Schools.</li> </ul>	<b>L</b>	<p><b>Head teacher</b></p> <p><b>Integrated Transport Team-Immediate</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	30/58

		<ul style="list-style-type: none"> <li>- Where need identified to transport pupils in staff vehicles, driving in the course of work risk assessment completed and child locks are on.</li> <li>- Pupils are met from transport vehicles each day by a member of staff working in their group/bubble.</li> <li>- Pupils access the building by an identified door and are met by a member of staff.</li> <li>- Perimeter gates are secured at the start of the school day.</li> <li>- Fob access control around the building</li> <li>- Class groups/bubbles agreed, with a suitable number of staff supervising the class.</li> <li>- Individual risk assessments in place for pupils who present challenging behaviours and further controls identified.</li> <li>- Confusion handles fitted to doors where need identified.</li> <li>- Perimeter fencing inspected to ensure the site is secure.</li> <li>- Pupils always supervised.</li> </ul>	<ul style="list-style-type: none"> <li>- Where need identified pupil information to be shared with Transport Contractor.</li> </ul>		
<b>Pupils that have an EHCP that require staff support throughout the day</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Identified staff work with pupils.</li> <li>- Staff wash their hands before and after working with a pupil</li> <li>- A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart</li> <li>- All equipment needed for the child is set up in the space before the start of the session</li> <li>- Staff go to the pupil's classroom, standing at the entrance to collect the pupil (not entering the classroom)</li> <li>- The pupil follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way</li> <li>- The intervention is provided at a distance where possible.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff provide with hand sanitiser that can be kept about their person.</li> <li>- Consider the introduction of activity boxes that can be introduced each day and removed and cleaned at the end of each day.</li> </ul>	<b>L</b>	<b>Head teacher</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	31/58

		<ul style="list-style-type: none"> <li>- Following the intervention Staff and Pupil wash their hands.</li> <li>- After the Pupil has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil.</li> </ul>			
<b>Pupils accessing alternative education provision</b>	<b>H</b>	<p>The school has agreed the following control measures with the alternative provision;</p> <ul style="list-style-type: none"> <li>- The school has issued a copy of their COVID-19 risk assessment where the Pupil attends both settings during the week.</li> <li>- Any concerns with the identified Pupils health and wellbeing is to be communicated immediately via telephone by the school/alternative provision.</li> <li>- The Pupil will wear clean clothing each day when attending alternative provision.</li> <li>- Sickness absence procedure in place for pupils.</li> <li>- Alternative provision is to make the school aware if the pupil does not attend the setting.</li> </ul>	<ul style="list-style-type: none"> <li>- The school is to request a copy of the COVID-19 risk assessment for the alternative provisions that Pupils attend.</li> <li>- Spot check to be carried out on alternative provision to ensure pupil safety</li> </ul>	<b>L</b>	<b>Head teacher</b>

#### 14. Residential educational settings

<b>Transmission of COVID-19 in the residential setting</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Identified staff supervise the residential setting.</li> <li>- Where need identified pupils' access residential accommodation.</li> <li>- Bed rooms and social areas have a separate cleaning schedule in place for the residential setting.</li> <li>- Staff and pupil bedding placed on a boil wash once residential access completed.</li> <li>- Staff/Pupils are provided with a list of items they are permitted to have during residential visit.</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings</a> to be followed.</li> <li>- Separate risk assessment to be completed for residential area.</li> <li>- School Building checklist to be completed.</li> </ul>	<b>L</b>	<b>Head teacher</b>
--	----------	---	--	----------	---------------------

#### 15. Supporting pupils during the school day

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	32/58



<p><b>Intervention groups</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- The school will review groups so that each small group receiving support is drawn from one class/year group bubble only.</li> <li>- Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session.</li> <li>- Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils.</li> <li>- Pupils will bring all equipment they require with them to the intervention area.</li> <li>- The area will be cleaned over lunch, before pupils from another bubble use the area.</li> <li>- Staff wash their hands between each intervention group.</li> <li>- Staff members working in this way will provide interventions across either KS1, lower KS2 or upper KS2: no member of staff will work across more than one (sub) phase.</li> <li>-Tissue/hand sanitiser station located in the intervention area.</li> <li>-Where possible tables set out to ensure 2 metre social distancing in place.</li> </ul>	<ul style="list-style-type: none"> <li>- Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> </ul>	<p><b>M</b></p>	<p><b>Staff-On going</b></p>
<p><b>Key Stage 1 Interventions</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- Interventions are carried out in identified areas of Key Stage 1.</li> <li>- Additional spaces identified such as library area, hall etc are cleaned prior to and following interventions.</li> <li>- Year 1 pupils will be in class bubbles. Teaching of phonics will require the use of 'bubbles within bubbles', creating small ability-based phonics groups within a year group bubble.</li> <li>- Pupils will be split into phonics groups, taught by the two Year 1 teachers, the Year 1 Teaching Assistant and two additional support staff members if need identified.</li> <li>- Where a phonics bubble is taught by a member of staff not working within the year</li> </ul>	<ul style="list-style-type: none"> <li>- Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> </ul>	<p><b>L</b></p>	<p><b>Staff-On going</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	33/58

		<p>group bubble, the group seating arrangements (including that of the staff member) will ensure distancing between the staff member and the children.</p> <ul style="list-style-type: none"> <li>- Staff and pupils will wash their hands prior to joining their phonics group and after the session.</li> <li>- Children will have two phonics sessions a day to support catch-up.</li> <li>- Initially, only one of these will be with their phonics ability bubble with the other being class-based, to reduce the number of times pupils need to be in sub-groups outside their class bubble.</li> </ul>			
<b>Pupils not currently attending the school</b>	<b>L</b>	<ul style="list-style-type: none"> <li>- Resources available through BBC bitesize and Oak National Academy.</li> <li>- See mental wellbeing.</li> <li>- Parents/Carers invited into the school to discuss their concerns/anxieties.</li> <li>- Phased returns undertaken where needs identified.</li> <li>- Welfare checks carried out with pupils and parent/carers.</li> <li>- Relevant agencies informed.</li> </ul>	<ul style="list-style-type: none"> <li>- Head teacher/SLT are aware of the needs of pupils not currently attending the school.</li> <li>- Remote education to be made available to pupils not attending the school.</li> </ul>	<b>L</b>	<b>Head teacher</b>

## 16. Subject area needs

<b>Equipment needed for specific subject areas</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils will have their own pencil cases and books/writing pads required for each subject.</li> <li>- Activities planned by subject Leads.</li> <li>- Timetable agreed.</li> <li>- All <u>Science</u>, DT and Art areas have been pre-checked as per <u>CLEAPPS</u> guidance and are ready for use.</li> <li>- Where need identified pre-user, checklists completed.</li> <li>- Cleaning schedule in place following the use of equipment.</li> <li>- Subject area risk assessments in place.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the building checklist is completed.</li> <li>- Ensure that where need identified daily inspections are completed prior to work equipment being operated.</li> <li>- Where need identified pupils provided with stationery and paper for subject areas.</li> </ul>	<b>L</b>	<p><b>Premises Management-</b></p> <p><b>As required</b></p> <p><b>Subject Lead</b></p> <p><b>Staff-As required</b></p>
--	----------	--	---	----------	---

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	34/58

		<ul style="list-style-type: none"> <li>- Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>.</li> <li>- Cleaning schedule in place for subject areas</li> </ul>			
<b>Classroom resources</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously</li> <li>- Resources cleaned prior to each group/bubble using them. and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> </ul>	<ul style="list-style-type: none"> <li>- Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups/bubbles.</li> <li>Library books allocated to year groups rather than held centrally</li> <li>- Resource boxes to be set up in advance where possible.</li> <li>- Each child issued with their own equipment collated in a named pencil case.</li> </ul>	<b>L</b>	<b>Staff-On going</b>
<b>PE Activities / Lack of changing room space</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- PE activities can take place in external areas of the school.</li> <li>- Pupils are to be kept in consistent groups/bubbles within year groups.</li> <li>- Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>- Outdoor sports prioritized where possible.</li> <li>- Large indoor spaces used where it is not, doors are opened to allow ventilation.</li> <li>- Maximize distancing between pupils</li> <li>- External coaches, clubs and organizations for curricular and extra-curricular activities can resume supporting the school.</li> <li>- Class/Year group bubbles maintained for after school clubs/activities.</li> <li>- Cleaning schedule in place for PE equipment accessed during the school week.</li> <li>- Heads of PE Departments/Co Ordinator to read guidance readily available and identify a programme for the Autumn term.</li> </ul>	<ul style="list-style-type: none"> <li>- Children wearing school uniform not P.E kit</li> <li>-</li> <li>- Parents/Carers and Pupils advised what PE kit pupils should wear to school.</li> <li>- PE Guidance available -<a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport is available <a href="#">.Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>- Where SLA in place PE support activity risk assessments clearly detailing the controls in place for COVID-19 to be shared with the school.</li> <li>-Guidance is available for changing room facilities-<a href="#">Using changing room facilities</a>.</li> </ul>	<b>L</b>	<b>Assistant PE Co-ordinator</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	35/58

<b>Music lessons</b>	<b>H</b>	<ul style="list-style-type: none"> <li>-</li> <li>- The Music Lead has read the guidance provided by the DCMS for professionals and non-professionals, available at <a href="#">working safely during coronavirus (COVID-19): performing arts</a>.</li> <li>Music lessons not taking place in school at the moment</li> </ul>	Musical instruments not in use.	<b>M</b>	<b>Music Lead</b>
<b>Educational Visits</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Domestic (UK) overnight and overseas educational visits at this stage <b>are not</b> permitted at the present time. Guidance is available- <a href="#">coronavirus: travel guidance for educational settings</a>.</li> <li>- During the Autumn term, the school can resume non-overnight domestic educational visits.</li> <li>- Daily visits are uploaded to the EVOLVE system</li> <li>- Where possible the school is making use of local outdoor spaces.</li> <li>- Hand wipes hand sanitizer carried by staff for use during the visit.</li> <li>-Controls in place where transport is needed to ensure that class bubbles are maintained.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that pupils are kept within their consistent groups.</li> <li>- Ensure that venues accessed are COVID-19 secure.</li> <li>- Activities undertaken by pupils under the age of 11, face masks are to be considered when accessing transport.</li> </ul> <p>Educational visits are not being arranged during this term.</p>	<b>L</b>	<b>Staff</b>
<b>Swimming/Water Therapy</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Head teachers are aware of the Guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance documents</a></li> <li>- <a href="#">Using changing rooms safely</a></li> </ul>	Swimming lessons for primary schools are cancelled for this term.	<b>L</b>	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	36/58

## 17.School Community Activities

<b>School Assemblies/Worship-Large gatherings</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible.</li> </ul> <p>Assemblies for the whole school are not being held this term.</p>	<ul style="list-style-type: none"> <li>- Phase group assemblies being held through google classroom</li> <li>- Rewards being delivered each Friday to classrooms by SLT.</li> </ul>	<b>L</b>	<b>Head teacher</b>
<b>Outdoor Play Areas/Equipment</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Each class groups allocated outdoor portable play equipment which is to be stored in their individual classrooms after use.</li> <li>- Rota in place for access to fixed outdoor play equipment, which includes allocation of time to wipe down the equipment.</li> <li>- Where possible a rota to be in place for the whole day/week for the fixed play equipment.</li> <li>- Fixed play equipment to be wiped down with anti-bacterial spray after each group's use.</li> <li>- Portable equipment wiped down after each use.</li> <li>- Cleaning regime in place for outdoor play equipment-Portable and fixed at the end of the school day.</li> </ul>	<ul style="list-style-type: none"> <li>- Where a cleaning regime can't be carried out during the school day. Fixed outdoor play equipment to be taken out of use.</li> </ul>		<b>Head teacher- Aug 2020</b>

## 18.Welfare facilities around the school site for Staff, Pupils and Visitors.

<b>Use of Welfare facilities for Staff and Pupils</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>- Cubicles in place in toilet areas</li> <li>- Urinals taken out of use/l instruction given to pupils how to safely use them.</li> <li>- Toilet facilities cleaned at regular intervals throughout the school day (door handles,</li> </ul>	<ul style="list-style-type: none"> <li>- If zoning of the building is taking place consideration be given where possible allocating toilet facilities to specific year groups, staff and visitors.</li> <li>- Ensure that a robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned.</li> </ul>	<b>L</b>	<b>Premises Management-As required</b>
---	----------	---	--	----------	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	37/58

		<p>toilet cubicle locking mechanisms and flushers).</p> <ul style="list-style-type: none"> <li>- Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods.</li> <li>- Lunch time and breaktime rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room.</li> <li>- Windows are opened in the staff room when it is occupied by staff members.</li> <li>- Position of furniture within staff room areas reviewed to ensure social distancing.</li> <li>- Cleaning schedule in place</li> <li>- Areas immediately outside of toilet areas clearly marked to allow for social distancing and movement in and out of the facilities.</li> <li>- Staff encouraged to bring flasks into school for personal use.</li> <li>- Alternative space made available to staff for break periods.</li> </ul>			
<b>Personal care</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Personal care takes place in identified toilet areas within the school.</li> <li>- PPE readily available in toilet areas.</li> <li>- Staff wear appropriate PPE when carrying out personal care tasks.</li> <li>- Resources required to support personal care readily available.</li> <li>- Face visors available to staff where need identified.</li> <li>- Where windows are available, they are opened whilst personal care taking place.</li> <li>- Area cleaned after each use.</li> <li>- Included in the cleaning schedule for the school.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff concerns to be raised with the Head teacher.</li> <li>- Where nappy bins are not present waste to be double bagged and placed in lidded bins.</li> </ul>	<b>L</b>	<b>Head teacher</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	38/58

		<ul style="list-style-type: none"> <li>- Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</li> <li>- PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used.</li> </ul>			
--	--	--	--	--	--

### 19. Pupils with first aid/medication

<b>Personal Protective Equipment (PPE)</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- DCC have provided each school/setting with a PPE starter pack.</li> <li>- Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19.</li> <li>- Staff follow good hand <u>washing practice</u> prior to wearing PPE.</li> <li>- Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the school maintains a stock of disposable gloves/aprons and face masks. Contact your usual PPE supplier any concerns are to be raised with the Health and Safety Team- <a href="mailto:hsteam@durham.gov.uk">hsteam@durham.gov.uk</a> and 03000 263430.</li> <li>- Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with the Head teacher.</li> <li>- Where staff are supporting pupils, who present challenging behaviours and pupil individual risk assessments are in place., PPE requirements to be discussed with staff to ensure their safety.</li> </ul>	<b>L</b>	<b>Head teacher- On going</b>
					<b>Staff-Where need identified</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	39/58

<p><b>First Aid Provision and support with medication</b></p>	<p><b>M</b></p>	<ul style="list-style-type: none"> <li>- DCC have provided each school/setting with a PPE starter pack.</li> <li>- First Aid risk assessment in place</li> <li>- Identified Staff are first aid trained.</li> <li>- Staff are aware of the procedure to follow should they need to undertake <a href="#">CPR</a></li> <li>- Head teachers are aware of the current <a href="#">guidance</a> regarding Paediatric First Aid Trained Staff in EYFS Settings point 7.2.</li> <li>- Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use</li> <li>- Staff to wash their hands prior to administering first aid</li> <li>-Staff to wear disposable gloves when providing first aid support. No other additional PPE is required unless the pupil is symptomatic.</li> <li>- Staff to wash their hands after providing first aid support.</li> <li>- Medication policy in place.</li> <li>- Staff to wash their hands prior to and following support with medication.</li> <li>- Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school.</li> <li>- Medication stored in a dedicated area.</li> <li>- Identified staff support pupils with medical needs.</li> </ul>	<ul style="list-style-type: none"> <li>- Review the First Aid Risk Assessment.</li> <li>- Gloves and first aid items used to be double bagged and placed in the waste bn.</li> <li>- Waste bins emptied throughout the school day.</li> <li>- Ensure that a stock of disposable gloves are available for staff use.</li> <li>- Review when staff members last received First Aid Training ,guidance is available on the <a href="#">HSE website</a>.</li> <li>- Review when staff members last received medication training. Concerns to be raised with the school nurse in the first instance.</li> </ul>	<p><b>L</b></p>	<p><b>Staff-On going</b></p>
<p><b>Congestion at the exit gates around the school site</b></p>	<p><b>M</b></p>	<ul style="list-style-type: none"> <li>- Pupils/Staff will wash their hands before they leave the school site.</li> <li>- Pupils advised not to congregate at exit doors and gates.</li> <li>- Pupils supervised to ensure that they leave the school site swiftly and not in gangs.</li> <li>- Where staff have had to change into clothing when they arrived at the school, they</li> </ul>	<ul style="list-style-type: none"> <li>- Parents/Carers to keep the school up to date who will be collecting their child from school.</li> <li>- Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school.</li> <li>- Parents/Carers advised that lunch boxes should be wiped over with anti-bacterial spray when they arrive home.</li> </ul>	<p><b>L</b></p>	<p><b>Parents/ Carers-On Going</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	40/58



		<p>are to change out of clothing and place clothing in a pillowcase before leaving.</p> <ul style="list-style-type: none"> <li>- Water bottles and lunch bottles taken home from school each day</li> <li>- Only one Parent/Carer permitted to collect their child from the school site.</li> <li>- Parents/Carers to ensure that they follow social distancing.</li> <li>- Parents/Carers directed to leave the school site immediately once they have collected their child.</li> <li>- Staff control the flow of pupils leaving the school building to encourage social distancing.</li> <li>- Year 6 permitted to walk home from school but are reminded to socially distance.</li> <li>- Gates are secured to the school site at the end of the school day.</li> <li>- Gates and entrance doors are included in the cleaning regime at the school.</li> <li>- Pupils and staff reminded to maintain social distancing when supervising pupils off the school site.</li> </ul>	Water bottles not to be brought into school unless they are contained inside a packed lunch box.		
--	--	--	--	--	--

## 20.Mental Wellbeing

<b>Staff Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff have been provided with Public Health England <a href="#">Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</a>.</li> <li>- Staff have been provided with <a href="#">COVID-19 mental health link</a></li> <li>- Staff receives sufficient breaks during the school day.</li> <li>- Staff encouraged to leave the school site shortly after the end of the school day.</li> <li>- The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school.</li> <li>- Where need identified staff are to be referred to the DCC Occupational Health Team-<a href="mailto:occhealth@durham.gov.uk">occhealth@durham.gov.uk</a></li> <li>- Staff to be reminded of the counselling services available to all DCC staff-<a href="#">Health Assured</a> on 0800 716017.</li> <li>- Staff workload monitored by the SLT.</li> <li>- HR colleagues contacted for support where need identified.</li> </ul>	<b>L</b>	<p><b>Staff-On-going</b></p> <p><b>Head teacher-As required.</b></p> <p><b>SLT-As required</b></p>
------------------------	----------	--	---	----------	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	41/58

		targeted support for mental health and wellbeing	Staff to be made aware of; - <b>MindEd</b> - a free educational resource from Health Education England on children and young people's mental health - <b>Every Mind Matters</b> includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing. - <b>Bereavement UK</b> and the <b>Childhood Bereavement Network</b> provide information and resources to support bereaved pupils, schools and staff.		
<b>Pupil Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Focused pastoral support in place.</li> <li>- Staff have access to- <a href="#">Returning safe and happy and settled.</a></li> <li>- Place2Be-Coronavirus: wellbeing activity.</li> <li>- Regular contact made with pupils' parent/carers who are currently not attending the school.</li> <li>- Safeguarding Policy in place.</li> <li>- Staff report concerns with pupil's behaviour via the usual routes, including Safeguarding.</li> <li>- Part of the curriculum for the Autumn term and Spring Term.</li> </ul>	<ul style="list-style-type: none"> <li>- The school to contact the agencies who regularly support their pupils with social and emotional support.</li> <li>- Ensure that staff are aware of the <a href="#">healthy child programme</a></li> </ul> Parents and carers to be made aware of the following agencies;  - <b>MindEd</b> - a free educational resource from Health Education England on children and young people's mental health. - <b>Rise Above</b> is a website co-created and produced by young people. - <b>Every Mind Matters</b> includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing. - Barnardo's <b>See, Hear, Respond</b> programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as		<b>Head teacher</b>  <b>Staff-As required</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	42/58

			well as those at risk of harm; and are not being seen by statutory agencies. - <b>Bereavement UK</b> and the <b>Childhood Bereavement Network</b> provide information and resources to support bereaved pupils, schools and staff.		
<b>21. Building Management</b>					
<b>General cleaning of the school environment</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Carried out where there is an increase in number of staff pupils absent from work</li> <li>- A deep clean will be carried out where positive cases.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff have received suitable and sufficient training.</li> <li>- A work equipment risk assessment has been completed.</li> <li>-A list of areas</li> </ul>	<b>L</b>	<b>Head teacher-Immediate</b>
<b>Ventilation</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- <u>DCC</u> and <u>HSE</u> guidance followed</li> <li>- Natural ventilation used where possible.</li> </ul>	-Ensure testing and inspection is up to date.	<b>L</b>	<b>Head teacher</b>
<b>Control of Substances Hazardous to health (COSHH).</b>	<b>H</b>	<ul style="list-style-type: none"> <li>-Cleaning products stored away from pupils in the classroom environment.</li> <li>-Use of hand sanitiser supervised by staff members.</li> <li>-All cleaning products clearly labelled and used as directed.</li> <li>-Staff directed to the COSHH assessment in place for the products that they use.</li> </ul>	<ul style="list-style-type: none"> <li>-COSHH risk assessments available on the Extranet.</li> <li>-Review cleaning products in use on a frequent basis,</li> </ul>		<b>Premises Management</b>
<b>Site Risk Register</b>	<b>M</b>	-School Building checklist completed	- Where need identified Action Plan put in place.		<b>Head teacher- Oct 2020</b>
<b>Emergency Situations</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis.</li> <li>- In the event of the fire alarm sounding Staff and Pupils are to evacuate the building via the nearest available fire exit.</li> <li>- Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks.</li> </ul>	<ul style="list-style-type: none"> <li>- School Building Checklist to be completed.</li> <li>- Where need identified Personal Emergency Evacuation Plans put in place/reviewed</li> </ul>	<b>L</b>	<b>Premises Manager/ Caretaker SLT/Staff</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	43/58

		<ul style="list-style-type: none"> <li>- Re-entering the building is to be staggered.</li> <li>- Staff and pupils are to wash their hands /apply hand sanitizer when they're enter the building.</li> </ul> <p><b>Fire Drills-</b> The DCC Health &amp; Safety Team are advising the following;</p> <ul style="list-style-type: none"> <li>-At present suspend practice fire drill.</li> <li>-During a staff meeting complete a desktop fire drill exercise with staff, telling them about the FRA and emergency plan. Document that you have delivered this, as this counts as training.</li> <li>-Staff to familiarise the pupils with where the fire exits are and to walk their individual classes to their fire assembly point separately, whilst maintaining social distancing measures.</li> </ul>			
<b>Main reception and entrance doors around the school.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures</li> <li>- Clear signage in place prompting hand washing/use of hand sanitizer.</li> <li>- Hand sanitiser station in place.</li> <li>- Visitors apply hand sanitizer when they enter the school building.</li> <li>- Office staff will complete a visitor signing in sheet on behalf of visitors. This will contain contact information.</li> <li>- Main reception area spot cleaned throughout the school day.</li> <li>- Tissues located at the main reception area with a lidded waste bin.</li> <li>- Waste bins emptied at the end of the school day.</li> <li>- Signage in place advising the use of facemasks</li> </ul>	<ul style="list-style-type: none"> <li>- Visitors are to be advised not to attend the school if they are unwell.</li> <li>- Visitors well being monitored when attending the school.</li> <li>- Visitors to be advised that face coverings are not permitted within the school building.</li> </ul> <p>Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life.</p> <ul style="list-style-type: none"> <li>- Face to face meetings with parents are only to take place if absolutely necessary and are to be booked in advance so that meeting rooms can be set up to ensure social distancing.</li> </ul>	<b>L</b>	<b>Head teacher/Staff</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	44/58

<b>Office areas</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- The maximum occupancy of the office areas has been calculated to ensure social distancing.</li> <li>- Signage in place on office doors indicating the maximum occupancy number.</li> <li>- Where possible desks have been placed side by side</li> <li>- View panels located in office doors utilised so that the number of staff located in office spaces can clearly be identified.</li> <li>- The doors of Offices in use can be wedged open when occupied.</li> <li>- Where available, windows are opened whilst the office area is in use.</li> <li>- Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day.</li> <li>- Staff undertake other activities that allow them to leave the office area over the course of the school day.</li> <li>- Mobile partitions used where possible to separate large office areas.</li> <li>- Clear desk policy in place in each office area.</li> <li>- Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>.</li> </ul>	<ul style="list-style-type: none"> <li>- Bins with lids to be used in office areas.</li> <li>- None office staff encouraged not access office areas unless essential.</li> </ul>	<b>L</b>	<b>Caretaker/ Premise Manager-On Going.</b>
<b>Toilet Areas/Personal Care changing facilities</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Allocated to identified groups/bubbles of pupils.</li> <li>- Cleaned following each use.</li> <li>- Waste placed in nappy bins</li> <li>- Waste bins regularly emptied, and waste taken to external bin area.</li> <li>- PPE readily available for personal care.</li> <li>- Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able</li> </ul>	<ul style="list-style-type: none"> <li>- Where nappy bins are not present waste to be double bagged and placed in lidded bins.</li> </ul> <p>Nappy bins available in the nursery unit and in KS1/2 changing areas.</p>	<b>L</b>	<b>Staff</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	45/58

		<p>to maintain a distance of 2 metres from others.</p> <ul style="list-style-type: none"> <li>- PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used.</li> </ul> <p>-Sanitary bins located in identified areas and have closed lids. SLA in place.</p>			
<b>Meeting Rooms</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Timetabled access only</li> <li>- Locked and secure when not in use</li> <li>- None essential items removed from the meeting rooms.</li> <li>- Seating and tables positioned to allow for social distancing</li> <li>- Cleaning regime in place following each meeting.</li> <li>- Windows opened to allow natural ventilation.</li> </ul>	<p>Staff PPA to be undertaken in library.</p> <p>Cleaning kit available for staff to wipe areas before/after use.</p> <p>Staff meetings to take place in the main hall where social distancing can be maintained. Staff have been told they can wear a mask if they prefer to.</p>	<b>L</b>	
<b>Catering facilities</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- External Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area.</li> <li>- Ventilation switched on whilst kitchen staff are in the kitchen.</li> <li>- Identified number of staff work in the main kitchen area to ensure social distancing.</li> <li>- Staff start times are staggered.to ensure social distancing.</li> <li>- Main Kitchen floor space clearly marked to ensure social distancing.</li> <li>- Handwashing and hand sanitizer facilities readily available.</li> </ul>	<ul style="list-style-type: none"> <li>- School Building checklist to be completed.</li> <li>- Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed.</li> <li>- Where need identified the number of staff in the kitchen area is to be reduced.</li> <li>- Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff.</li> </ul>	<b>L</b>	<p><b>Premises Management-As required</b></p> <p><b>Head teacher-Immediate</b></p> <p><b>Head teacher</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	46/58

		<ul style="list-style-type: none"> <li>- Handwashing posters located in welfare facilities.</li> <li>- Catering staff adhere <u>to hand washing guidelines.</u></li> <li>- Serving hatches provide a natural social distance from pupils.</li> <li>- When staff are serving, they stand side by side ensuring social distancing can be maintained.</li> <li>- Staff are rotated every 15 minutes when directly serving pupils.</li> <li>- Cleaning schedules have been made available to schools and are available on the <u>Extranet.</u></li> <li>- Kitchen deliveries made directly to the kitchen area where possible.</li> <li>- Water fountains taken out of use around the school site.</li> <li>- None kitchen staff prohibited from entering the main kitchen area.</li> <li>- Kitchen staff only move about the building where need identified for serving pupils.</li> </ul>			
<b>Deliveries to the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Only essential items are ordered by the school.</li> <li>- Identified staff take responsibility for deliveries made to the school.</li> <li>- Staff members wash their hands before and after decanting orders and storing them away.</li> <li>- Kitchen deliveries are made directly to the kitchen area.</li> <li>- On decanting products, products are to be wiped down and stored away.</li> <li>- Packaging to be placed in the external bin store.</li> </ul>		<b>L</b>	
<b>Waste Management on the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- External bin store in place</li> </ul>	<ul style="list-style-type: none"> <li>- Review refuse collection SLA to ensure that it meets the current needs of the school. Recycling availability reduced to</li> </ul>	<b>L</b>	<b>Caretaker</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	47/58

		<ul style="list-style-type: none"> <li>- Contractor SLA in place to remove waste materials from the school site.</li> <li>- Waste removed from the school building at the end of each day and placed in the designated bin store area.</li> </ul>	accommodate more general waste as there are not enough lidded bins for classrooms to separate GW from recycling.		
<b>External Lettings</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Access only permitted outside of school hours.</li> </ul>	<ul style="list-style-type: none"> <li>- Meet virtually with community groups to discuss re accessing the building.</li> <li>- Community groups to provide the school with a copy of their COVID-19 risk assessment for the activities they wish to undertake in the school building.</li> </ul>	<b>L</b>	<b>Head teacher</b>
<b>Build-up of pedestrian traffic/vehicle traffic around the school and its local community</b>					
<b>Close contact of adults and children on and outside the school site.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Pupils reminded not to congregate outside the school gates or on the school site.</li> <li>- Social distancing measures are in place on the school site.</li> <li>- Parents/Carers are continually reminded to safely park around the school site.</li> <li>- Pupils movement onto and off the school site is supervised by staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Head teacher to remind Parents/Carers not congregate on the school site or around the school site.</li> <li>-Where concerns raised by the local community, appropriate action taken.</li> </ul>	<b>L</b>	<b>Head teacher</b>

**Please see the Guidance Documents from the Health and Safety Executive, Public Health England, The Government and the NHS and are subject to updates on a continuous basis.**

<b>School based Guidance</b>	
	<a href="#">Guidance for full opening: schools</a>
	<a href="#">Supporting children and young people with SEND as schools and colleges prepare for wider opening</a>
	<a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	48/58



	<a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings.</a>
	<a href="#">Further and higher education: coronavirus (COVID-19)</a>
	<a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a>
	What parents & carers need to know about early years providers, schools and colleges.
	<a href="#">Remote education support.</a>
	<a href="#">Extra mental health support for pupils and teachers</a>
	<a href="#">Staying alert and safe (social distancing)</a>
	<a href="#">Coronavirus (COVID-19): test kits for schools and FE providers</a>
<b>DCC Extranet</b>	
	Health and Safety COVID-19 file
	<a href="#">Extranet cleaning schedules</a>
	Visitors Questionnaire
	COSHH Assessments
<b>Health related guidance</b>	
	<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>
	<a href="#">NHS Test and Trace</a>
	<a href="#">Staying alert and safe (social distancing)</a>
	<a href="#">Coronavirus symptoms</a>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	49/58

	<a href="#">NHS Pregnancy and coronavirus.</a>
	The Royal College of Obstetrics and Gynecology (RCOG) has published <a href="#">occupational health advice for employers and pregnant women</a>
	<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>
	<a href="#">Face coverings: when to wear one, exemptions, and how to make your own</a>
	<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>
	<a href="#">COVID-19 - 'shielding' guidance for children and young people</a>
	<a href="#">Understanding Coronavirus test results</a>
	<a href="#">What to do if a child is displaying Covid symptoms</a>
<b>Subject Area guidance</b>	
	<a href="#">PE Guidance-Guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a>
	<a href="#">CLEAPPS Guidance for subject areas</a>
	<a href="#">Working safely during coronavirus (COVID-19): performing arts</a>
	<a href="#">Returning to pools guidance documents</a>
<b>HSE Guidance</b>	
	<a href="#">HSE guidance on working safely.</a>
	<a href="#">HSE Ventilation</a>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	50/58

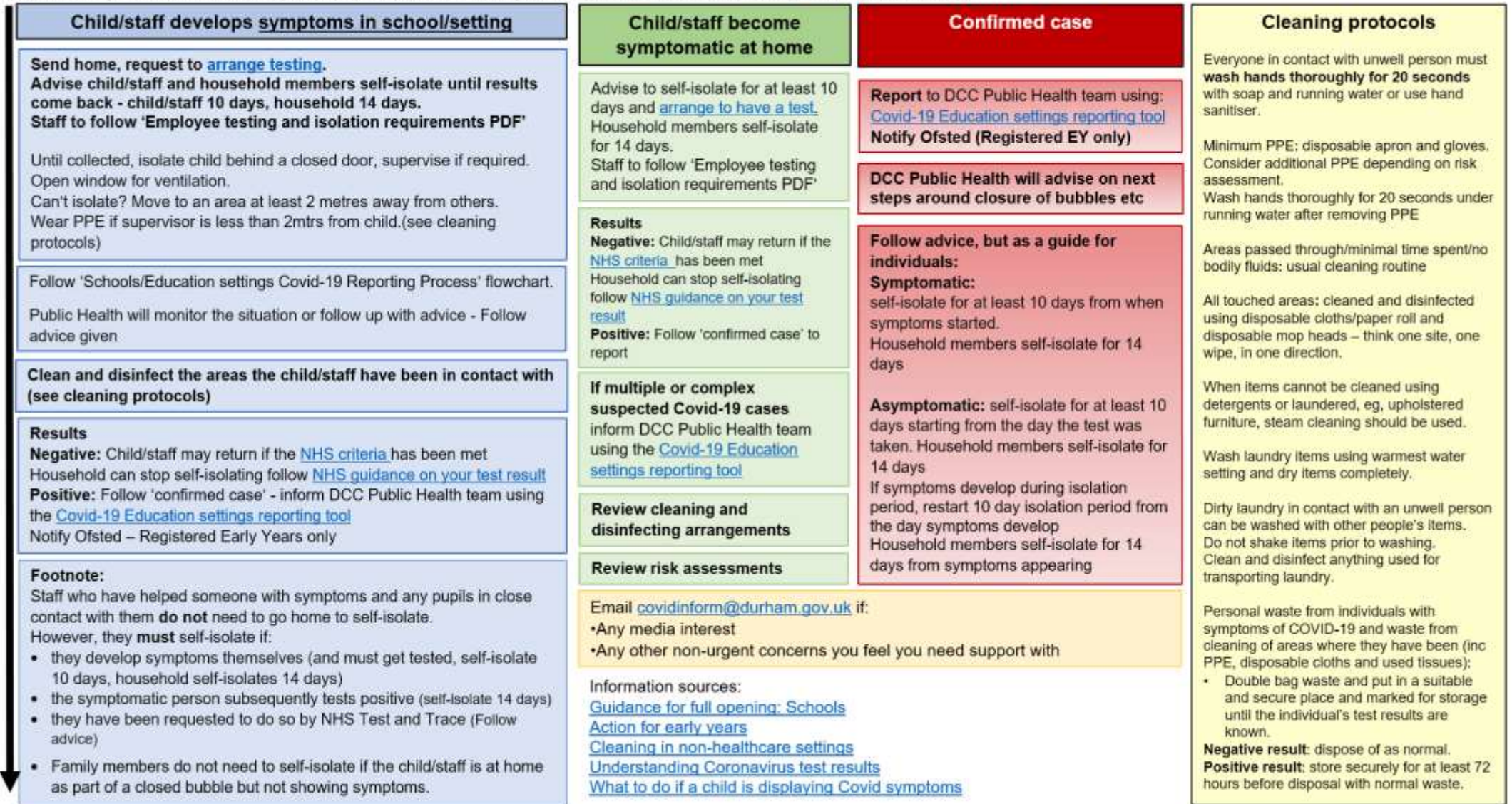
	<u>Health and safety guidance on educational visits</u>
<b>Transport Guidance</b>	
	<u>Coronavirus (COVID-19): safer travel guidance for passengers</u>
	<u>Car sharing and travelling with people outside your</u>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	51/58

# Appendix 1

## Scenario Flowchart 11.09.20 - Schools must take swift action when they become aware that someone has developed symptoms or has attended and tested positive.

(Please note – guidance documents are regularly updated – please refer to the guidance hyperlinks and information sources for the latest information)



H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	52/58



**Appendix 2**

## Schools/Education settings Covid-19 Reporting Process (11/9/2020)

Staff, parents/carers advised to **inform** school/education setting with any Covid-19 symptoms or confirmed cases  
**Symptoms: high temperature, new persistent cough, loss of smell and/or taste**

- |  |  |   |  |
|--|--|---|--|
| Any <b>confirmed</b> Covid-19 cases among staff/pupils | Any multiple or complex suspected cases and any that are causing you concern | Reports/concerns of increased absences among staff/pupils | Any complex/urgent Covid-19 related concerns |
|--|--|---|--|

School/education provider to report this here: [Covid-19 Education settings reporting tool](#)

For advice about a **non-urgent** concern or query please email [covidinform@durham.gov.uk](mailto:covidinform@durham.gov.uk)

### LA Actions

DCC will respond to all **confirmed** cases and work closely with the headteacher/relevant lead, supporting with relevant communications

DCC, if required, will escalate any concerns to HPT and request additional local support/action and mobilisation of an Outbreak Control Team (OCT)

The OCT and HPT will continue to support and work with the school prior to de-escalation

**Glossary**

- DCC – Durham County Council
- HPT – Health Protection Team
- LA – Local Authority
- OCT – Outbreak Control Team



H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	53/58

**Appendix 3-HR Employee testing and isolation requirements.**

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	54/58

# Employee testing and isolation requirements

## Employee or member of their household has symptoms and requires a test

The individual should self-isolate, along with household and support bubble members until test results received.

Advice should be sought from their GP or 111 if they are concerned about their symptoms.

**Tests can only be arranged for people who have symptoms.**

### Arrange appointment through Occupational Health if:

- ✓ Live in County Durham and Darlington
- ✓ 12 years or over

Headteacher or Business Manager email [occhealth@durham.gov.uk](mailto:occhealth@durham.gov.uk) to arrange an appointment.

**Ensure put COVID-19 as email title, include employee name and contact no. and whether it's the employee or household member.**

**PLEASE NOTE:** This inbox is only monitored Monday to Friday.

The individual will be given phone number and unique reference number to book appointment at **Darlington Memorial Hospital** or **University Hospital North Durham**.

### If do not meet the criteria or symptoms start on a weekend, make an appointment for a test by:

- ✓ Ringing 119
- ✓ Booking online at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

The individual will be able to book a drive through or walk in test at a suitable available location or request that a test is posted to them.

**See next page for advice about next steps following test results**

S Manual	Form	Version	Issue Date	Next Review	Page
ool BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	55/58



# Employee testing and isolation requirements

**Employee or member of their household has symptoms and requires a test**

The individual should self-isolate, along with household and support bubble members until test results received.

Advice should be sought from their GP or 111 if they are concerned about their symptoms.

**Tests can only be arranged for people who have symptoms.**

**Arrange appointment through Occupational Health if:**

- ✓ Live in County Durham and Darlington
- ✓ 12 years or over

**Headteacher or Business Manager** email [occhealth@durham.gov.uk](mailto:occhealth@durham.gov.uk) to arrange an appointment.

**Ensure put COVID-19 as email title, include employee name and contact no. and whether it's the employee or household member.**

**PLEASE NOTE:** This inbox is only monitored Monday to Friday.

The individual will be given phone number and unique reference number to book appointment at **Darlington Memorial Hospital** or **University Hospital North Durham**.

**If do not meet the criteria or symptoms start on a weekend, make an appointment for a test by:**

- ✓ Ringing 119
- ✓ Booking online at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

The individual will be able to book a drive through or walk in test at a suitable available location or request that a test is posted to them.

**See next page for advice about next steps following test results**

S Manual	Form	Version	Issue Date	Next Review	Page
ool BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	56/58



H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	57/58

## Symptoms develop without contact from NHS Test and Trace or health professional

### POSITIVE RESULT

Employee must isolate for **10 days** from start of symptoms (or from date of test if no symptoms)

Other household members must isolate for **14 days** from when tested individual started isolating

### NEGATIVE RESULT

Employee can stop isolating when:

- Everyone they live with (who has symptoms) tests negative
- Everyone in their support bubble (who has symptoms) tests negative
- They were not told to self-isolate by NHS Test and Trace (see information on next page)
- They feel well

If they have diarrhoea or are being sick, stay at home until 48 hours after they've stopped.

Other household members do not need to isolate

### INCONCLUSIVE RESULT

Employee should get another test as soon as possible.

If they had a test because they had symptoms, they should keep isolating. This must be within 5 days of symptoms starting.

If they do not have another test in time, they must self-isolate for **10 days** from when the symptoms started.

If they did not have symptoms, they do not need to self-isolate while they wait for another test.

If individual has symptoms, other household or support bubble members must self-isolate for **14 days** from when the symptoms began.

If individual does not have symptoms, household or support bubble members don't need to self-isolate.

## Symptoms developed following contact from NHS Test and Trace or health professional

### POSITIVE RESULT

Employee must continue to isolate for **10 days** from start of symptoms even if this means they're self-isolating for longer than 14 days.

Other household and support bubble members must isolate for **14 days** from when tested individual started showing symptoms.

### NEGATIVE RESULT

Employee should continue to self-isolate for the remainder of the **14 day** period from when they were last in contact with the person who has coronavirus.

Other household and support bubble members can stop isolating if they do not have symptoms.

### INCONCLUSIVE RESULT

Employee should get another test as soon as possible. This must be within 5 days of symptoms starting.

They should continue to self-isolate for the remainder of the **14 day** period from when they were last in contact with the person who has coronavirus.

If individual has symptoms, other household or support bubble members must self-isolate for **14 days** from when the symptoms began.

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	58/58