

# 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.

Name and Address of the School – Timothy Hackworth Primary School, Byerley Road, Shildon, Co. Durham, DL4 1HN		
Current Number of Staff Employed- 80	Name of Person Completing the Risk Assessment- Lynn Boulton – Head Teacher	Date of assessment – August 2020
Current Number of Pupils on Roll- 436	Review Dates: (To be reviewed fortnightly).	
Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members.		
Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.		
The school have more than 50+ members of 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.		
Staff 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.</p> <p><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>		

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	1/41

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

Public Health England advise the following measures to minimise coronavirus (COVID-19) risks in school environments;

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Public Health England are actively supporting schools. If schools have a query about coronavirus (COVID-19) they can contact PHE helpline, lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends-If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the helpline- DfE coronavirus helpline -Telephone 0800 046 8687

By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.

All relevant guidance is located in Appendix 1; links are subject to updates as required.

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.

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	2/41

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>					
<b>COVID-19 transmission within the school community</b>	<b>M</b>	<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 sign in using the school's electronic Inventory system.</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.</li> <li>- Staff attendance at work is monitored by the Head teacher /SLT.</li> <li>- Sickness absence procedures in place for Staff and Pupils.</li> <li>- Pupils are kept in consistent bubbles within their classes 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) is clear 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>- Parents/Carers and Staff have been advised to follow the usual school procedures for sickness 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>- Parents/Carers and Staff members are reminded that testing for COVID-19 is available to everyone whatever their</li> </ul>	<ul style="list-style-type: none"> <li>- Head teacher to remind parents/carers and staff that where Pupils or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for households with possible coronavirus infection.</a></li> </ul>	<b>L</b>	<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-Immediate</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	3/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>age. Testing is available through the NHS.</p> <ul style="list-style-type: none"> <li>- Pupils or a family member or Staff member displaying symptoms will be advised to self-isolate and will <b>not be</b> permitted into school until <u>10/14-day isolation completed</u>.</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>- The Governing Body of the school are to be informed of staff members and Parent/Carers concerns.</li> <li>- All staff are aware of the Health and Safety file which is located on the school's staff Sharepoint. This is regularly updated and staff are advised of any updates.</li> </ul>			

## 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 sanitizer with pupils at the start and end of the school day, before and after lunch.</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 sanitizer has been located in identified areas. around</li> </ul>		L	Staff-On going
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	4/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>the school site</p> <ul style="list-style-type: none"> <li>- Pupils are supervised when accessing the hand sanitizer.</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 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>- Waste bins are in place to place used tissues in.</li> <li>- Waste bins are emptied and placed in the bin store at the end of the school day and where need identified.</li> <li>- Hand sanitiser 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 and <u>guidance updated on the Extranet.</u></li> </ul>			

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	5/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When

Members of the school community presenting symptoms of COVID-19.	H	<ul style="list-style-type: none"><li>- Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are:</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>- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow '<b><u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u></b>, which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</li><li>- Other members of their household (including any siblings) should <b>self-isolate for 14 days</b> from when the symptomatic person first had symptoms</li><li>- The school understands the NHS Test and Trace process and are aware of how to</li></ul>	L	<ul style="list-style-type: none"><li>- Head teacher to continuously remind Parents/Carers via school comms of the symptoms of COVID-19.</li><li>- Head teacher to continuously remind Parents/Carers that anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <u>testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</li><li>- Head teacher to remind Parents/Carers and Staff via school comms, that where a pupil or a member of their household displays symptoms of the coronavirus, they are to follow <u>the Guidance for households with possible coronavirus infection</u>.</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 due to Covid 19 related reasons.</li></ul>	Head teacher-On going
				Staff-On-Going	
					Head teacher
					Head teacher-

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	6/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>contact their local <a href="#">Public Health England health protection team</a>-</p> <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>- <a href="#">Book a test</a> 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)</li> </ul>			On going
Isolating Staff/Pupils during the school day	H	<ul style="list-style-type: none"> <li>- If a pupil/member of staff are awaiting collection, they should be moved to the Isolation Room (Meeting 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 Staff /Pupils need to use toilet facilities a separate toilet is to be accessed – opposite the Meeting Room.</li> <li>- Following access to the toilet area, the area will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>- Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact</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 they should arrange a <b>test</b>. Or if the symptomatic Pupil /Staff member, who they cared for subsequently tests positive, they should request a test.</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 sanitizer.</li> <li>- The area around the person with symptoms must be cleaned with COSHH/DCC approved bleach after they</li> </ul>	M	<p>SLT-As required</p> <p>Staff-As required</p> <p>Staff/Pupils as required</p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	7/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		with them <b>DO NOT</b> need to go home to self-isolate. - Staff are aware that they may be contacted by NHS Test and Trace.	have left to reduce the risk of passing the infection on to other people. The guidance: <u>COVID-19: cleaning of non-healthcare settings guidance</u> .is to be followed.		<b>Staff-As required</b>
<b>Pupil/Staff member testing negative for COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- If a Pupil or member of Staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.</li> <li>- Other members of the household can stop self-isolating.</li> </ul>	- The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test and will request actual evidence of this.	<b>L</b>	<b>Head teacher-On going</b>

#### 4.Managing a positive case in the school community

<b>Staff/Pupil or family member tests positive for COVID-19</b>	<b>H</b>	<p><b>The Health Protection Agency are available to provide schools with advice and support-Contact - 0300 3038596-Option1</b></p> <ul style="list-style-type: none"> <li>- The Health Protection Agency team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>- If a Pupil or member of Staff <b>tests positive</b>, they are instructed to follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue <b>to self-isolate for at least 10 days</b> 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</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>- Remote education to be made available to pupils not attending the school.</li> <li>- The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. Further</li> </ul>	<b>L</b>	<b>Head teacher-On going</b>
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	8/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>because a cough or anosmia can last for several weeks once the infection has gone.</p> <ul style="list-style-type: none"> <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 Staff's/Pupil's 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.</li> </ul>	guidance is to be provided.		
<b>Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.</b>	<b>H</b>	<p><b>The school will contact the Health Protection Agency -Contact - 0300 3038596-Option1</b></p> <ul style="list-style-type: none"> <li>- <b>The Health Protection Team</b> will also 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 NHS Test and Trace.</li> <li>- Where a need is 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>	The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. Further guidance is to be provided.		<b>Head teacher</b>
<b>The School being placed on lockdown</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Wellbeing checks carried out for staff and pupils.</li> <li>- Work with the Health Protection Team.</li> </ul>	<ul style="list-style-type: none"> <li>- Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning should such an event occur.</li> <li>- Following the guidance provided by the Health Protection Team.</li> </ul>	<b>L</b>	<b>Head teacher</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	9/41

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>5.Staff and Pupils accessing vehicles to travel to and from the school.</b>					
Transport on and off the school site.	M	<ul style="list-style-type: none"> <li>- Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, <b>will not apply</b> from the autumn term on dedicated transport.</li> <li>- The school has liaised with DCC Integrated Transport Team.</li> <li>- Identified pupils will be dropped off to school by taxi and taxi escort and met by an identified staff member, as part of the school's timetabled arrangements, at the identified drop off/pick up points on the school site.</li> <li>- Staff working with specific pupils/groups of pupils will support pupils where need identified getting out of/into vehicles at the start and end of the day where need identified.</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 are included in individual pupil risk assessments.</li> </ul>	<ul style="list-style-type: none"> <li>- Where possible, Parent/Carers to transport pupils to and from school.</li> <li>- Pupils and Parents/Carers will be made aware of the instructions to follow to ensure the safety of the transport driver and pupils when accessing the vehicle;</li> <li>- Consider advising the use of face coverings for pupils over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</li> <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>	L	<p><b>Head teacher</b></p> <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>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	10/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Pupils /Staff independently travelling to the school site.	H	<ul style="list-style-type: none"> <li>- Social distancing guidance to be followed when accessing/egressing from car vehicles.</li> <li>- Bike Shed will be out of use during the Covid-19 period.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff /Pupils to be advised to adhere to <u>staying alert</u> and social distancing guidance when away from the school.</li> <li>- Staff presence in the outdoor areas at the start and end of the school day.</li> </ul>	L	Head teacher-Immediate
Staff and Pupils wearing face coverings when making their way to the school building	H	<ul style="list-style-type: none"> <li>- Pupils and staff who use face coverings remove them before they enter the school premises.</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 plastic bag provided by school 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 will not provide face coverings to Staff or Pupils for transport purposes.</li> </ul>		L	Head teacher

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	11/41

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>6.Staff/Pupil, family member who maybe at increased risk</b>					
<b>Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)</b>	<b>H</b>	<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 <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. 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>	<b>M</b>	<b>Head teacher- On Going</b>
<b>Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)</b>	<b>H</b>	<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.</li> <li>- Guidance for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, 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> </ul>	<b>M</b>	<b>Head teacher- As required</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	12/41

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>7.New and Expectant mums in the school community</b>					
<b>New and Expectant Mums</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff to inform the Head teacher if they are pregnant.</li> <li>- Staff to consult with their GP and Midwife.</li> <li>- New and Expectant mums COVID -19 risk assessment completed.</li> <li>- Guidance from the NHS- <a href="#">Pregnancy and the coronavirus</a> and the <a href="#">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 for all staff members is to be suspended on the 1<sup>st</sup> August 2020.</li> </ul>	<ul style="list-style-type: none"> <li>- Member of staff to raise concerns with their midwife/GP in the first instance.</li> <li>- Concerns to be raised with the Head teacher where need identified.</li> <li>- Where need identified HR to be consulted.</li> </ul>	<b>L</b>	<b>Staff member- As required 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> – <a href="#">get a test to check if you 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 <a href="#">video consultation</a>.</li> </ul>	<ul style="list-style-type: none"> <li>- See 4-. Managing a positive case in the school community.</li> <li>- Staff can be referred to DCC Occupational Health Service regarding a testing for COVID-19.</li> <li>- Where need identified consultation to take place with HR.</li> </ul>	<b>M</b>	<b>Head teacher</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	13/41

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>8.Access to the school site and building</b>					
Transmission of COVID-19 to Pupils/Staff	M	<ul style="list-style-type: none"> <li>- Staff, Pupils, Parents/Carers have been informed to only bring essential items.</li> <li>- School entrances and site secured at the start of the school day.</li> </ul> <p>Access to the school site is controlled; identified entrance gates and entrance doors are used to allow Pupils and Parents/Carers to flow onto the school site/building</p> <ul style="list-style-type: none"> <li>- Separate Entrance doors for each Bubble clearly identified.</li> <li>- The start of the school day has been staggered to allow controlled access into the school building by pupils.</li> <li>- The end of the school day to be staggered to prevent gatherings outside of the school site.</li> <li>- Parents/Carers advised to leave the school site immediately once their child has entered the building.</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 Bubble by a staff member.</li> <li>- Pupils store outdoor clothing and bags in cloakroom areas.</li> <li>- Staff store their bags in lockers.</li> <li>- Packed lunches and water bottles are stored in a box outside of the Class Bubble.</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</li> </ul>		M	Staff/Head teacher-On Going

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	14/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>wash their hands are supported by a member of staff.</p> <ul style="list-style-type: none"> <li>- 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 contacted.</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>			

## 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>	H	<ul style="list-style-type: none"> <li>- Floor markings in place at the main school reception area ensuring social distancing.</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 sanitizing 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 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> </ul>	<ul style="list-style-type: none"> <li>- Are to be advised not to attend the school if they are unwell.</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 minimise contact and maintain social distancing as possible from pupils and staff when working in school buildings.</li> </ul>	M	SLT-As required
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	15/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <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>- Waste bins emptied at the end of the school day.</li> <li>- Face coverings <b>not to be</b> worn in the school building.</li> <li>- Supply Staff to receive a full induction into the school and will have access to a copy of the COVID-19 risk assessment via Sharepoint.</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>- A member of the Cleaning Team is present during the school day to carry out spot cleaning and removal of waste from the school site, where identified.</li> <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>- <u>Spillage policy in place.</u></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. Staff <u>follow the guidance provided.</u></li> </ul>	<ul style="list-style-type: none"> <li>- The Caretaker to raise any stock level concerns with the School Business Manager in relation to equipment/chemicals etc.</li> <li>- <u>The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.</u></li> </ul>	M	Head teacher-On going
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	16/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Hand sanitizer has been located in identified areas. Pupils are supervised when accessing the hand sanitizer.</li> <li>- Handwashing <u>posters</u> 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> <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 identified areas for spot cleaning.</li> <li>- Pupils will socially distance themselves from other Class Bubbles.</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</li> </ul>			

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	17/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins.</p> <ul style="list-style-type: none"> <li>- Staff and pupils wash their hands/apply hand sanitiser at the end of the school day</li> <li>- Windows to be opened in corridor areas, school halls and in classrooms during the school day to allow natural ventilation.</li> <li>- Pupils will eat their lunches in Bubble Classrooms.</li> <li>- Bubble Classrooms will be cleaned after children have eaten their lunches.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</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 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 throughout the school day and placed in the external bin store.</li> <li>- All bins emptied at the end of each school day and placed in the external bin store.</li> <li>- Parents advised to ensure that pupils wash their hands when they <b>return</b> to the home environment.</li> <li>- If a pupil is ill and vomits, or if bodily liquids are evident, the area will be immediately cleaned by the identified member of cleaning staff on daily cleaning duty.</li> </ul>			

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	18/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Maintaining infection control in the Classrooms and during break periods	H	<ul style="list-style-type: none"> <li>- Identified staff who cover PPA sessions can operate across different classes and year groups in order to facilitate the delivery of the school PPA timetable.</li> <li>- Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms.</li> <li>- Staff always maintain social distancing with other staff members</li> <li>- Pupils must wash/sanitise hands before and after eating.</li> <li>- Handwashing has been incorporated into the school timetable.</li> <li>- Pupils provided with a personal stationery pack.</li> <li>- Classroom areas in use have items that are non-essential removed to allow a larger floor space to help promote social distancing.</li> <li>- Soft furnishings, toys etc. around the classroom to be removed from use.</li> <li>- Windows and doors are opened to allow natural ventilation during the school day.</li> <li>- Cleaning products readily available in identified areas for spot cleaning undertaken by member of Cleaning Team.</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>- Outdoor activities to be carried out on a rota basis to ensure social distancing.</li> <li>- Where classrooms and halls are occupied doors are propped open to allow natural ventilation.</li> <li>- Where rooms are unoccupied doors are to be closed.</li> </ul>	- The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.	M	<p>Head teacher</p> <p>Staff-On Going</p> <p>Head teacher</p> <p>Staff</p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	19/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Robust cleaning regime in place in all areas of the school.</li> <li>- Waste bins located in classroom/hall areas and emptied at the end of the school day.</li> <li>- Water coolers taken out of use around the school site.</li> <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 is 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> <li>- Pupils/Parents/Carers reminded that pupils bring in filled water bottles each day.</li> <li>- Parents reminded that water bottles must be washed thoroughly daily. Lunch boxes to be washed inside and out daily.</li> <li>- Antibacterial wipes to be used to clean equipment within Bubbles regularly.</li> <li>- Shared equipment is to be meticulously cleaned following use and before use by another Bubble.</li> </ul>			
<b>11.Pupils and Staff working in identified bubbles/groups</b>					
EYFS	H	<ul style="list-style-type: none"> <li>- From 20 July, early years settings will no longer be required to keep pupils in small, consistent groups within settings.</li> <li>- Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so.</li> <li>- The school will not take any groups of pupils to public outdoor spaces at any time</li> </ul>		M	Head teacher

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	20/41



Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- SLT will continue to walk around the school, particularly at times when transitions are at a minimum, but will not enter Class Bubbles.</li> <li>- Pupils taught in identified Bubble classrooms limits movement throughout the school day.</li> <li>- Classroom based resources, such as books and games, are used and shared within the Bubble.</li> <li>- Classroom resources included in the cleaning schedule for each class.</li> <li>- Movement limited to key times-Break times/Lunch times as well as use of Halls / Outdoor Areas according to school timetable.</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

Moving about the building/school site-Covid-19 transmission	M	<ul style="list-style-type: none"> <li>-Movement about the building monitored throughout the school day.</li> <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>- Pupils will eat their lunch in their classrooms.</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> </ul>	- Rotas changed where need identified.	L	Head teacher-On Going
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	22/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Social distancing measures adhered to where possible.</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> <li>- Pupils and staff advised to stick to the left-hand side of corridor areas. Directional signs are placed around the school site.</li> <li>- Pupils supervised by Staff members when moving about the building.</li> <li>- Hand sanitizer is located around the school site, in identified areas.</li> <li>- Use of hand sanitizer supervised by Staff members.</li> </ul> <p>Cleaning schedule in place for corridor areas doors etc.</p> <ul style="list-style-type: none"> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> </ul>			
Lifts	M	<ul style="list-style-type: none"> <li>- Lift not in use.</li> <li>- If Lift is in operation:</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> <li>- Building Checklist completed.</li> </ul>		L	Head teacher/ Premises Management

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	23/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Access to Welfare facilities for Staff and Pupils	M	<ul style="list-style-type: none"> <li>- Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>- Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>- Staff Room Area has four designated seated spaces for staff use. No more than four staff members to remain seated in Staff Room. Staff are able to access thoroughfare in Staff Room to access kitchen facilities.</li> <li>- The Downstairs Hall will be used as an overflow Staff Room with seating and tables appropriately organised to maintain social distancing guidance.</li> <li>- Windows are opened in the staff room and Hall each morning by the Site Manager.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> </ul>		L	Premises Management- As required
Break and Lunch periods	H	<ul style="list-style-type: none"> <li>- Staggered break times and lunch times in place.</li> <li>- Pupils directed to wash their hands during break/lunchtime periods, before and after eating.</li> <li>- Windows are opened around the school building to allow natural ventilation as part of Site Manager's morning routine.</li> <li>- Robust, daily cleaning takes place throughout each day, across the school.</li> <li>- Cleaning schedule in place.</li> </ul>		L	Head teacher

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	24/41

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>13.Pupil behaviour during the school day</b>					
<b>Pupils refusing to social distance/follow hand washing procedures</b>	<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 necessary.</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>- Individual needs of pupils identified and managed where need identified.</li> <li>- Cleaning schedule in place for the whole school.</li> <li>- Staff supporting pupil continue to adhere to regular hand washing.</li> <li>- Individual Pupil risk assessments are in place to manage identified pupils whilst they attend the school.</li> <li>- Identified pupils to return to school on a Phased Return basis which has been discussed with parents and carers, in order to manage risk.</li> </ul>	<ul style="list-style-type: none"> <li>- Where defiant behaviours are anticipated review the school's Behaviour Policy – 'Respectful Relationships'.</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 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>
<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</li> </ul>	<ul style="list-style-type: none"> <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</li> </ul>	<b>M</b>	<b>Staff-Where need identified.</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	25/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		techniques are applied, including restraint. - General Infection Control risk assessment in place.	place. - Continually review whether PPE is required when managing challenging behaviours. - Where need identified review the Behaviour Policy – ‘Respectful Relationships’.		<b>Staff-Where need identified. Staff-Immediate Head teacher-As required</b>  <b>Staff/Pupils-As required</b>
<b>Pupils absconding from the school site</b>	<b>M</b>	- Home transport child locks on when transporting pupils in car vehicles to and from home. - Pupils are met from transport vehicles each day by an identified member of staff. - Pupils access the building by an identified door and are met by a member of staff. - Perimeter gates are secured at the start of the school day. - Fob access control around the building - Class Bubbles agreed, with a suitable number of staff supervising the class. - Individual risk assessments in place for pupils who present challenging behaviours and further controls identified.	- Procedures in place should pupils abscond from the school building/site. - Home-to school Transport Risk Assessment completed and shared with Transport Contractor and Schools. - Where need identified pupil information to be shared with Transport Contractor.	<b>L</b>	<b>Head teacher</b>  <b>Integrated Transport Team-Immediate</b>
<b>Pupils that have an EHCP that require staff support throughout the day</b>	<b>H</b>	- Identified staff work with pupils. - Staff wash their hands before and after working with a pupil. - Risk Assessments are in place for identified pupils. Advice has been sought from DCC where necessary via the SENDCO, alongside the SENDCOs expert knowledge of individual children's needs. The SENDCO has also been in contact, and will continue contact, with all parents whose children have a Risk		<b>L</b>	<b>Head teacher</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	26/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		Assessment.			
<b>14.Residential educational settings N/A</b>					
<b>15.Supporting pupils during the school day</b>					
<b>Intervention groups</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Speech and Language Therapy sessions will take place in relevant Class Bubbles.</li> <li>- The only Class Bubbles who will access intervention rooms that have been identified will be the two Year 6 classes with two identified Teaching Assistants from those two Year 6 classes, Year 1 and Reception Classes. Please see School Information for more detail.</li> <li>- Pupils will bring all equipment they require with them to the intervention area.</li> <li>- The areas will be cleaned throughout the day, as part of the robust daily cleaning programme.</li> <li>- Staff and pupils continue to observe handwashing hygiene guidance.</li> </ul>		<b>M</b>	<b>Staff-On going</b>
<b>Pupils not currently attending the school</b>	<b>L</b>	<ul style="list-style-type: none"> <li>- Remote Learning Plan in place based on three 'Tiers' to address pupil needs where Remote Learning may be required: Tier 1 – Individual authorised pupil absence due to symptoms/self-isolation. Tier 2 – Bubble Isolation Tier 3 – Local Lockdown</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>- School Remote Education Plan to be implemented where necessary using Three Tiers model.</li> </ul>	<b>L</b>	<b>Head teacher</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	27/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		See School documentation for further information.			
<b>16.Subject area needs</b>					
<b>Equipment needed for specific subject areas</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils will have their own pencil case / wallet and books required for each subject within their Class Bubbles.</li> <li>- Class Bubble Timetables to be followed which were shared and discussed with staff in July 2020.</li> <li>- Cleaning schedule in place following the use of equipment.</li> <li>- Subject area risk assessments in place.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> <li>- Building Checklist has been completed.</li> </ul>		<b>L</b>	<b>Premises Management-</b>  <b>As required Subject Lead</b>  <b>Staff-As required</b>
<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, immediately after use, and meticulously.</li> <li>- Resources used within a Bubble that belong to that Bubble, will be cleaned on a regular basis.</li> </ul>		<b>L</b>	<b>Staff</b>
<b>PE Activities</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- PE activities will take place in the Upstairs Hall. Sports coaches will be able to access the Upstairs Hall. The PE Timetable will be implemented to ensure hall space is used in conjunction with Government guidance.</li> <li>- All other PE will be outdoors for this half term – to be reviewed. Outdoor space has been timetabled.</li> <li>- Pupils will do PE in Class Bubbles as part of their Class Bubble timetables.</li> </ul>	<ul style="list-style-type: none"> <li>- PE Guidance available -<a href="#">guidance on the phased return of sport and recreation</a> and guidance from Sport England for grassroots 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> </ul>	<b>L</b>	<b>Head Teacher</b>  <b>PE and Sports Leads</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	28/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>- Outdoor sports prioritised where possible.</li> <li>- Hall space used according to timetable; windows opened to allow ventilation.</li> <li>- External coaches, can resume supporting the school for PE curriculum lessons.</li> </ul>			
Music lessons	H	<ul style="list-style-type: none"> <li>- During Y4 Brass Instrument lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</li> <li>- Y4 Class Bubble to participate in Brass Music Lesson led by DCC as half a Class Bubble.</li> <li>- All instruments named</li> <li>- All instruments meticulously cleaned at half term when groups change.</li> </ul>	<p><b>Current guidance advises;</b></p> <ul style="list-style-type: none"> <li>- There may be an additional risk of infection in environments where Staff/Pupils are singing, chanting, playing wind or brass instruments or shouting.</li> </ul> <p><b>Further guidance is to be issued by the DfE in due course.</b></p>	M	<p><b>Head Teacher</b></p> <p><b>Music Lead</b></p> <p><b>Fiona Casewell – DCC Brass Tuition Teacher</b></p>
Educational Visits	M	<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 will not resume non-overnight domestic educational visits.</li> </ul>		L	Staff
Swimming Lessons	H	<ul style="list-style-type: none"> <li>- Not currently permitted under current guidance documentation.</li> </ul>	<ul style="list-style-type: none"> <li>- Guidance to be provided to schools when the guidance is updated by the DfE.</li> </ul>	L	Health and Safety Team

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	29/41

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>17.School Community Activities</b>					
School Assemblies/Worship-Large gatherings	H	<ul style="list-style-type: none"> <li>- Whole School and Key Stage Assemblies and Hymn Practices will not take place during the Covid-19 period.</li> <li>- Class Assemblies will take place as planned according to Class Bubble timetables.</li> </ul>		L	Head teacher
Outdoor Play Areas/Equipment	M	<ul style="list-style-type: none"> <li>- Each Bubble's playground equipment will remain in relevant individual classrooms after use.</li> <li>- Fixed playground equipment on the Front and Middle Yards will not be in use during the Covid-19 period.</li> <li>- Portable equipment wiped down after each use.</li> <li>- Building Checklist completed.</li> </ul>			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	M	<ul style="list-style-type: none"> <li>- Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>- Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>- Staff Room maximum x4 staff members capacity. Four chairs identified that are able to be used. Staff are able to access the kitchen facilities via an identified thoroughfare.</li> <li>- Windows are opened in the staff room and Hall as part of the Site Manager's morning routine.</li> <li>- Cleaning schedule in place</li> <li>- Areas immediately outside of toilet areas</li> </ul>		L	Premises Management- As required

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	30/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>clearly marked to allow for social distancing and movement in and out of the facilities.</p> <ul style="list-style-type: none"> <li>- Dishwasher must be used, at an intensive setting, to clean Staff Room crockery.</li> <li>- Staff must tidy away their own crockery / put into dishwasher after use in the Staff Room.</li> <li>- Staff to clean their own area and chair using anti-bac wipes when eating in the overflow staffroom.</li> <li>- 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>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 identified areas of the school.</li> <li>- Staff wear appropriate PPE when carrying out personal care tasks.</li> <li>- Resources required to support personal care readily available.</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> <li>- Where nappy bins are not present waste to be double bagged and placed in external bin.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff concerns to be raised with the Head teacher.</li> </ul>	<b>L</b>	<b>Head teacher</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	31/41

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H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	32/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		providing first aid support. - First Aid box to be wiped with an ant-bac wipe following use. -If goggles are used they will be cleaned meticulously after use. - Staff to wash their hands after providing first aid support. - Medication policy in place. - Staff to wash their hands prior to and following support with medication. - Where pupils have medical needs, Individual Health Plans reviewed prior to them returning to school. - Medication stored in a dedicated area. - Identified staff support pupils with medical needs. - First Aid staff CPD continues to be under regular review. - Gloves and first aid items used to be double bagged and placed in the waste bin. - Waste bins emptied throughout the school day.			
<b>Congestion at the exit gates around the school site</b>	<b>M</b>	- Pupils/Staff will wash their hands before they leave the school site. - Pupils, parents and carers advised not to congregate at exit doors and gates. - Pupils supervised to ensure that they leave the school site swiftly. - Water bottles and lunch bottles taken home from school each day. - Parents/Carers to ensure that they follow social distancing. - Parents/Carers directed to leave the school site immediately once they have collected their child.		<b>L</b>	<b>Parents/ Carers-On Going</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	33/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- School systems in place to control the flow of pupils leaving the school building to encourage social distancing. This is monitored by Senior Leaders, the Site Manager and the School Business Manager.</li> <li>- Older KS2 children are able to walk home from school with consent from parents and carers 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, parents, carers and staff reminded to maintain social distancing when supervising pupils off the school site.</li> <li>- Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school.</li> <li>- Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home.</li> </ul>			

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	34/41

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>20.Mental Wellbeing</b>					
<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 receive sufficient breaks during the school day as per contracted hours.</li> <li>- The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing</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-occhealth@durham.gov.uk</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>- HR colleagues contacted for support where need identified.</li> </ul>	<b>L</b>	<b>Staff-On-going</b>  <b>Head teacher-As required.</b>  <b>SLT-As required</b>
<b>Pupil Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Focused pastoral support in place.</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 pupils behaviour via the usual routes, including Safeguarding.</li> <li>- Part of the curriculum as reflected in Bubble timetables.</li> <li>- Place2Be counselling support service begins in school in September 2020.</li> <li>- The school will continue to maintain contact with agencies who regularly support their pupils with social and emotional support.</li> </ul>		<b>M</b>	<b>Head teacher</b>  <b>Staff-As required</b>
<b>21.Building Management</b>					
<b>Deep Clean</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- At the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise</li> </ul>		<b>L</b>	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	35/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		on general cleaning required in addition to the current advice on guidance. The school will follow the guidance provided and where need identified the current cleaning regimes reviewed.			
Site Risk Register	M	- Building Checklist completed.			Head teacher
Emergency Situations	H	<ul style="list-style-type: none"> <li>- Staff sign in to school, and out of school, using the Inventory system.</li> <li>- There is an automatic fire detection system fitted at the school which is tested and inspected every six months.</li> <li>- Fire drills completed at least once per term.</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>- Normal arrangements for fire evacuation will resume.</li> <li>- Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks.</li> <li>- Re-entering the building is to be staggered.</li> <li>- Building Checklist completed.</li> </ul>	- Where need identified, Personal Emergency Evacuation Plans put in place/reviewed.	L	Premises Manager/ SBM/ SLT/Staff
Main reception and entrance doors around the school.	H	<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 sanitiser.</li> <li>- Hand sanitiser in place in Main Reception area.</li> <li>- Visitors apply hand sanitizer when they enter the school building.</li> <li>- Visitors sign in after they have applied hand sanitizer</li> <li>- Main reception area spot cleaned</li> </ul>	- Visitors are to be advised not to attend the school if they are unwell.	L	Head teacher/Staff

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	36/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		throughout the school day. - Waste bins emptied at the end of the school day. - Face coverings <b>not to be</b> worn in the school building. - Visitors to be advised that face coverings are not permitted within the school building. - Parents and carers are encouraged to e-mail or speak with staff over the telephone where they have any queries.			
<b>School Office</b>	<b>H</b>	- The School Office door is wedged open when occupied. - A window is open for ventilation as part of the Site Manager's morning routine. - Staff leave their desks as clear as possible so that they can be easily cleaned. - Waste bins are lined with a black bag. Waste bins are emptied at the end of the school day. - Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a> . - Photocopier limited to use by one member of staff at any one time. Hand sanitiser to be used prior to use.		<b>L</b>	<b>Caretaker/ Premise Manager-On Going.</b>
<b>Toilet Areas/Personal Care changing facilities</b>	<b>H</b>	- Cleaned following each use. - Nappy waste placed in nappy bins. - Waste bins regularly emptied, and waste taken to external bin area. - PPE readily available for personal care. - Sanitary bins located in identified areas and have closed lids. SLA in place.	- Where nappy bins are not present waste to be double bagged and placed in bin.	<b>L</b>	<b>Staff</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	37/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Meeting Room	H	<ul style="list-style-type: none"> <li>- Used as the Isolation Room where necessary.</li> <li>- Non-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>		L	
Catering facilities	M	<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>- Packed lunches only will be provided. There will be no hot meals served during the Covid-19 period.</li> <li>- Ventilation switched on whilst kitchen staff are in the kitchen.</li> <li>- Identified number of staff work in the main kitchen area maintain social distancing.</li> <li>- Handwashing and hand sanitizer facilities readily available.</li> <li>- Handwashing posters located in welfare facilities.</li> <li>- Catering staff adhere <u>to hand washing guidelines.</u></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 coolers taken out of use around the school site.</li> <li>- Non-kitchen staff prohibited from entering the main kitchen area.</li> </ul>	<ul style="list-style-type: none"> <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>	L	<b>Premises Management-As required</b> <b>Head teacher-Immediate</b>  <b>Head teacher</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	38/41

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		-Building Checklist completed.			
Deliveries to the school site	M	<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 wiped down and stored away. Goods inside the boxes are wiped down.</li> <li>- Packaging to be placed in the external bin store.</li> </ul>		L	
Waste Management on the school site	M	<ul style="list-style-type: none"> <li>- External bin store in place</li> <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>	- Review refuse collection SLA to ensure that it meets the current needs of the school.	L	Caretaker
<b>Build-up of pedestrian traffic/vehicle traffic around the school</b>					
Close contact of adults and children on and outside the school site.	H	<ul style="list-style-type: none"> <li>- Pupils, parents and carers 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> </ul>		L	Head teacher

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	39/41

Appendix 1-Guidance Documents from the Health and Safety Executive, Public Health England, The Government and the NHS.

Guidance
<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>
<a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a>
<a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings</a>
<a href="#">Extranet cleaning schedules</a>
<a href="#">NHS Test and Trace</a>
<a href="#">Coronavirus symptoms</a>
<a href="#">Pregnancy and coronavirus.</a>
<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>
PE Guidance- <a href="#">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="#">Further and higher education: coronavirus (COVID-19)</a>
<a href="#">Remote education support.</a>
<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>
<a href="#">CLEAPPS Guidance for subject areas</a>
<a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a>
<a href="#">HSE guidance on working safely.</a>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	40/41

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Staying alert and safe \(social distancing\)](#)

[Extra mental health support for pupils and teachers](#)

Agreed by:

L. Boulton – Head Teacher – 09.08.20

J. Slattery – Deputy Head Teacher – 09.08.20

N. Greaves – School Business Manager – 09.08.20

P. Crook – Chair of Governors – 14.08.20

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	41/41