

# Full School Opening September 2020- Infection Control COVID-19 General Risk Assessment Form – 8<sup>th</sup> October 2020

<b>Name and Address of the School</b> – Timothy Hackworth Primary School, Byerley Road, Shildon, Co. Durham, DL4 1HN		
<b>Current Number of Staff Employed-</b> 42	<b>Name of Person Completing the Risk Assessment-</b> Lynn Boulton – Head Teacher	<b>Date of assessment</b> – 8 <sup>th</sup> October 2020
<b>Current Number of Pupils on Roll</b> - 392	<b>Review Dates-</b> Fortnightly: 26 <sup>th</sup> October 2020; 9 <sup>th</sup> November 2020; 23 <sup>rd</sup> November 2020; 7 <sup>th</sup> December <b>Approved by Governing Body:</b> 8 <sup>th</sup> October 2020	
<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.  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>		
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> <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 BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	1/50

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 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) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distancing wherever possible-Schools put in place measures that suit their circumstances.
- 6) 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.

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	2/50

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 utilise.

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>					
<b>COVID-19 transmission within households</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 Inventory system.</li> <li>- Pupils are met each day at the identified entrance for their Bubble by a staff member. Staff maintain social distancing.</li> <li>- Parents will not be permitted into the school building.</li> <li>- Sickness absence procedures in place for Staff and Pupils.</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>- 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> </ul>	<b>L</b>	<b>Head Teacher-On Going</b>  <b>SLT/ Attendance Officer-As required</b>  <b>Parents/ Carers and Staff-On</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	3/50

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>- 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 <u>Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2).</u></b></li> <li>- <b>The school have advised staff and parents/carers that they will need to be ready and willing to;</b></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>	<ul style="list-style-type: none"> <li>- 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 the <u>Guidance for households with possible coronavirus infection.and engage in the NHS Test and Trace procedure.</u></li> <li>- Head teacher to remind staff if they or a member of their household displays symptoms of the coronavirus, they are to follow the <u>Guidance for households with possible coronavirus infection.</u></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 so that appropriate action can be taken in the event of a positive case being reported.</li> <li>- Parents/Carers and Staff members are reminded that <u>testing for COVID-19 is available to everyone presenting symptoms of COVID-19 ,whatever their age.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><b>going.</b></p> <p><b>Head Teacher-Ongoing.</b></p> <p><b>Head Teacher-Ongoing.</b></p> <p><b>Head Teacher-Ongoing</b></p> <p><b>Head Teacher-Ongoing</b></p> <p><b>Head Teacher-Ongoing</b></p> <p><b>Household</b></p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	4/50



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>- Waste bins are in place to place used tissues in. Bins are emptied at the end of the school 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>			
Use of face coverings on the school site	M	<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 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).</li> </ul>	<ul style="list-style-type: none"> <li>-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.</li> <li>-The School should have a process for removing face coverings when those who use face coverings arrive at school.</li> <li>–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.</li> </ul>	L	<p><b>Head Teacher-Ongoing</b></p> <p><b>Staff-Ongoing</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	6/50

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>3.Symptoms of COVID-19 in the school community</b>					
<b>Staff sickness absence</b>	<b>H</b>	<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>- Where need identified the school will follow the DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting</a> (Appendix 1) and <a href="#">Schools/Education settings COVID-19 reporting process</a> (Appendix 2).</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>	<b>L</b>	<b>Head Teacher-Ongoing</b>
<b>Pupil/Staff develops symptoms in school/setting</b>	<b>H</b>	<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> </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>- Consider having a pre-printed information slip to give to Parents/Carers and members of Staff if they present with COVID-19 symptoms with relevant information/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</li> </ul>	<b>L</b>	<b>Head Teacher-Ongoing</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	7/50

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>-DCC are coordinating testing for staff members and their families <a href="#">Head teachers to refer to the guidance schools what to do flowchart</a></li> <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>	<p>and Trace.</p> <ul style="list-style-type: none"> <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> <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>		Head Teacher-Ongoing
Isolating Staff/Pupils during the school day	H	<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</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members to be assessed as to whether they are fit enough to drive them selves 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</li> </ul>	M	SLT-As required  Staff-As required  Staff/Pupils as required  Staff-As required

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	8/50



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>facilities a separate toilet is to be accessed if possible.</p> <ul style="list-style-type: none"> <li>- Following access to the toilet area, the area is 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 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>	<p>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.</p> <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>Staff-As required</b>
<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 (Appendix 1)</a></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>	-The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test.	<b>L</b>	<b>Head Teacher-Ongoing</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 DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting (Appendix 1)</a></li> <li>-<a href="#">Schools/Education settings COVID-19</a></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</li> </ul>	<b>L</b>	<b>Head Teacher-Ongoing</b>
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	9/50

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><a href="#">reporting process</a> (Appendix 2).</p> <ul style="list-style-type: none"> <li>- EYFS-Notify Ofsted and report the confirmed case.</li> <li>- The Health Protection Agency team will 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 '<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>	<p>will be able to advise if additional action is required.</p> <ul style="list-style-type: none"> <li>- Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms.</li> <li>- The school has received 10 postal testing kits, where need identified testing kit issued at the Head teachers' discretion.</li> <li>- Remote education to be made available to pupils not attending the school.</li> </ul>		
<b>Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.</b>	<b>H</b>	<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> </ul>	<ul style="list-style-type: none"> <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</li> </ul>		<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	10/50

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>- (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> <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 <u>NHS Test and Trace</u>.</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>when they were infectious.</p> <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> <li>- Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms.</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 - <u>COVID-19 contain framework: a guide for local decision-makers</u></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-North East of England:</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>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	11/50

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><u>local restrictions</u> and has identified activities that the school carries out which are included in the guidance and has taken the appropriate action.</p> <p>-Where need identified the school will work with the Health Protection Team.</p>			

## 5.Staff and Pupils accessing vehicles to travel to and from the school.

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>- Records maintained of all pupils who travel on dedicated transport.</li> <li>- Where possible pupils should sit in the same seat when accessing dedicated transport.</li> <li>- Where need identified the school will liaise with DCC Integrated Transport Team.</li> <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>- Pupils closest to the driver will get off the vehicle first, ensuring social distancing where possible.</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</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>- 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 ensure that all pupils are met at the identified drop off points at the school.</li> <li>- The school are to ensure that all pupils are supervised when accessing transport vehicles at the end of the school day.</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>Parents/Carers-Ongoing</p> <p>Parents/Carers-Ongoing</p> <p>Staff-Ongoing</p> <p>Transport/School- On completion</p> <p>School-Immediate</p>
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	12/50

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>maintained by staff members.</p> <ul style="list-style-type: none"> <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>			
Pupils /Staff independently travelling to the school site.	H	<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> <li>- Bike sheds not in use.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff and Parents/carers and pupils advised on the current guidance regarding accessing <u>public transport</u>.</li> <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 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> <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</li> </ul>	L	Head Teacher-Immediate

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	13/50

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			a face covering.		
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 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 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>- 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>	L	Head Teacher
Use of school minibuses – N/A					

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	14/50

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 <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>	<b>M</b>	<b>Head Teacher-Ongoing</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 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>	<b>M</b>	<b>Head Teacher-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	15/50

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>- <b>New and Expectant mums COVID -19 risk assessment completed.</b></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</a> and <a href="#">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>- 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> – 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>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	16/50



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>- 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>- Separate Entrance doors for each year group clearly identified.</li> <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> </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> <li>- Staggered start times to be considered where possible introduced for Year Groups and times communicated to parents via school comms.</li> <li>- Staggered start times to be considered where sufficient entrance doors are not available to deal with the number of pupils or vulnerable pupils accessing the school. Start times communicated to parents via school communication links and updates provided where need identified.</li> <li>- Parents/Carers advised to leave the school site immediately once their child has entered the building.</li> <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> <li>- <a href="#">Coronavirus (COVID 19) guidance for educational settings poster</a></li> <li>- Parents/Carers reminded that pupils are to maintain social distancing when travelling to and from the school site.</li> </ul>	M	Staff/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	17/50

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>- 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> <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/carers contacted.</li> <li>- Areas around the school site monitored by the school staff at the start and end of the school day to ensure that pupils do not group together in limited spaces.</li> </ul>			

## 9.Non school staff working in the building

<b>Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- All Visitors/Contractors/Agency Staff and Support Agencies provide contact details.</li> <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 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</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>- Where electronic signing in screens are in use, the screen is to be cleaned after each use.</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</li> </ul>	<b>M</b>	<b>Office Staff/Head Teacher-Ongoing</b>  <b>SLT-As required</b>
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	18/50

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>entrance.</p> <ul style="list-style-type: none"> <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> <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>	<p>and maintain social distancing as possible from pupils and staff when working in school buildings.</p> <ul style="list-style-type: none"> <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>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to inform the school if they test positive for COVID-19 following their visit to the school.</li> </ul>		
Parent Visitors	H	<ul style="list-style-type: none"> <li>-Schools are encouraged to avoid visitors entering their premises where 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> </ul>			
Initial Teacher Training Students N/A	M				

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

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>10.Maintaining infection control /hygiene standards during the school day.</b>					
<b>COVID-19 spreading from person to person within the school building</b>	<b>H</b>	<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>- <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, throughout the school day. Staff <u>follow the guidance provided</u></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 <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> </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 <u>eBug website</u></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>- The Caretaker to raise any stock level concerns with the School Business Manager in relation to equipment/chemicals etc.</li> <li>- Where need identified pupils to eat their lunches in their classrooms.</li> <li>- Classroom surfaces to be cleaned if classroom used as a dining area.</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> </ul>	<b>M</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	20/50

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>- 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>- 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> <li>- Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation.</li> <li>-Windows and doors opened and closed throughout the school day.</li> <li>-<u>Mechanical ventilation used in conjunction with natural ventilation. DCC guidance on ventilation is available on the Extranet.</u></li> <li>- Cleaning schedules have been made</li> </ul>			

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	21/50

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>available to schools and are available on the <a href="#">Extranet</a>.</p> <ul style="list-style-type: none"> <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>			
Maintaining infection control in the Classrooms and during break periods	H	<ul style="list-style-type: none"> <li>- Staff always maintain social distancing with other staff members.</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>- 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 can be propped open to allow natural ventilation.</li> <li>- Robust cleaning regime in place in school.</li> <li>- Waste bins 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>- Where pupils require support from a Staff member or TA support to be given side on and not face to face.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</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>- Pupils/Parents/Carers continually reminded that pupils bring in filled water bottles each day.</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>	M	<p>Head Teacher</p> <p>Staff-Ongoing</p> <p>Head Teacher</p> <p>Staff</p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	22/50

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>11.Pupils and Staff working in identified bubbles/groups</b>					
EYFS	H	<ul style="list-style-type: none"> <li>-Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so.</li> <li>- Cleaning schedule in place.</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>- Staff socially distance when working together.</li> </ul>	<ul style="list-style-type: none"> <li>- Settings are to consider how they can minimise mixing within allocated space, for example where they use different rooms for different age groups, keeping those groups apart as much as possible.</li> </ul>	M	Head Teacher
Wrap-Around Care – Breakfast Club	H	<ul style="list-style-type: none"> <li>-Breakfast Club numbers reduced to children of Key Workers who accessed Breakfast Club during Lockdown.</li> <li>-Current guidance advises that wrap around care can re-commence.</li> <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</li> </ul>	<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 and are seated at a 2m distance from each other.</li> <li>- Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff</li> </ul>	M	Head teacher

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	23/50

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		maintained.	follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.		Staff
Maintaining Bubbles to reduce transmission of COVID-19	H	<ul style="list-style-type: none"> <li>- Where possible desks placed in rows facing the front of the classroom.</li> <li>- Pupils kept in consistent 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>- Classroom based resources, such as books and games, are used and shared within the bubble.</li> <li>- Movement limited where possible to key times-Break times/Lunchtimes.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> </ul>	<ul style="list-style-type: none"> <li>- Staggered start times for year groups to ease congestion at the start and end of the school day.</li> </ul>	L	Head Teacher

## 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>- 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>- Where need identified some 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</li> </ul>	<ul style="list-style-type: none"> <li>- Movement about the building monitored throughout the school day.</li> <li>- Rotas changed where need identified.</li> <li>- Cleaning schedule in place for corridor areas doors etc.</li> </ul>	L	Head Teacher-Ongoing
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	24/50



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 outdoor play areas etc. - Social distancing measures adhered to by staff. - Posters in place reminding pupils to maintain social distancing. - One-way systems where possible put in place on stairways and corridors. - 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. - Pupils supervised by Staff members when moving about the building. - Pupils supervised - Hand sanitiser dispensers located around the school site, including where need identified in classroom areas. - Use of hand sanitiser supervised by Staff members. - Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a> .			
Lifts	M	- Lift not in operation currently.		L	
Access to Welfare facilities for Staff and Pupils	M	- Staff supervise pupils when washing their hands in the toilet areas/sink areas. - Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). - Staff and pupil toilet facilities cleaned following break and lunch periods. - Windows are opened in the staff room when it is occupied by staff members. - Position of furniture within staff room areas	- Additional welfare facilities provided for staff where need identified. - Where external agencies are supporting the school clearly identify toilet facilities that they can access.	L	Premises Management-As required

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	25/50

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>reviewed to ensure social distancing.</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>			
<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.</li> <li>- 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 bubble use e.g. between coaching sessions in Upstairs Hall.</li> <li>- Cleaning schedule in place following the lunchtime period.</li> <li>-Where possible dining hall tables positioned to ensure bubbles of classes are separated by at least 2 metres</li> <li>- Hand sanitiser /tissue stations to be located in each bubble.</li> <li>-Staff ensure that where possible they maintain 2 metre social distancing when moving about the area.</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	26/50

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>- 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 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 school's 'Respectful Relationships' (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>	<b>Head Teacher-As required Staff-Where need identified</b>  <b>Head Teacher-Where need identified.</b>  <b>Staff-Immediate</b>  <b>Head Teacher-Where need identified.</b>
<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> </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</li> </ul>	<b>M</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	27/50

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>- 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>	<p>when they return home. Staff are advised to shower when they return home from work each day.</p> <ul style="list-style-type: none"> <li>- Where need identified, goggles to 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 school's 'Respectful Relationships' [Behaviour] Policy.</li> <li>- Review Team Teach training where need identified-updated 24.09.20 and 01.10.20</li> </ul>		<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> <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 bubble.</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> <li>- Where need identified pupil information to be shared with Transport Contractor.</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	28/50

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>- 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 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 – blue doors onto Front Yard.</li> <li>- Pupils always supervised.</li> </ul>			
<b>Pupils that have an EHCP that require staff support throughout the day</b>  <b>(SALT 1:1 Sessions)</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>- All equipment needed for the child is set up in the space before the start of the session</li> <li>- The pupil follows the staff member to the identified area and returns to class following the intervention.</li> <li>- The intervention is provided at a distance where possible.</li> <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>L</b>	<b>Head Teacher</b>
<b>Pupils accessing alternative education provision</b>	<b>H</b>	N/A			

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	29/50

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

Transmission of COVID-19 in the residential setting	H	N/A			
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#### 15.Supporting pupils during the school day

Intervention Groups	H	<ul style="list-style-type: none"> <li>- The school will review groups so that each small group receiving support is drawn from one class bubble only.</li> <li>- All children will remain in their Bubbles for any planned interventions, delivered by TAs from the Bubble.</li> <li>- Intervention Timetable in place, identifying children, staff and rooms.</li> <li>- Interventions will take place in an identified area, where the member of support staff will be from the children's same Bubble.</li> <li>- Pupils will bring all equipment they require with them to the intervention area.</li> <li>- The area will be cleaned as part of the school's cleaning programme.</li> <li>- Staff members working in this way will provide interventions in their class Bubbles in Years 1-6.</li> <li>- Tissue/hand sanitiser station located Bubbles and identified intervention areas.</li> <li>- Additional spaces identified such as identified intervention rooms are cleaned prior to interventions.</li> </ul>	<ul style="list-style-type: none"> <li>- 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>	M	Staff-Ongoing
Pupils not currently attending the school	L	<ul style="list-style-type: none"> <li>- Resources available as identified through Remote Learning Plan and Remote Learning Policy.</li> <li>- See mental wellbeing.</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</li> </ul>	L	Head Teacher

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	30/50

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>- Parents/Carers invited to call 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 where relevant.</li> <li>- Relevant agencies informed.</li> </ul>	available to pupils not attending the school.		
<b>16. Subject area needs</b>					
Equipment needed for specific subject areas	M	<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>- Y4 Brass Tuition Area has been pre-checked and ready for use.</li> <li>- Cleaning schedule in place following the use of equipment.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> </ul>		L	<b>Premises Management-</b>  <b>As required Subject Lead</b>  <b>Staff-As required</b>
Classroom resources	H	<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 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>		L	<b>Staff-Ongoing</b>
PE Activities / Lack of changing room space	H	<ul style="list-style-type: none"> <li>- PE activities can take place in external areas of the school and in the Upstairs Hall as per timetable and cleaned in between Bubble use.</li> <li>- Reception classes PE lessons take place in</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 <a href="#">Sport England</a> for grassroots sport is available. <a href="#">Association for Physical Education</a> and the <a href="#">Youth</a></li> </ul>	L	<b>Head Teacher</b>  <b>PE and Sport Leads</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	31/50

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>Small Building Hall as per timetable.</p> <ul style="list-style-type: none"> <li>- Pupils are to be kept in consistent bubbles.</li> <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>- Large indoor spaces used where it is not, doors are opened to allow ventilation.</li> <li>- SSP coaching resumed as per timetable.</li> </ul>	<p><a href="#">Sport Trust</a></p> <ul style="list-style-type: none"> <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>Year 4 Brass Tuition Lessons</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Lessons can take place where physical distancing can be assured.</li> <li>- During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</li> <li>- Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>- Current brass peripatetic lessons take place with only half of an identified class of children.</li> <li>- Singing, wind and brass instrument playing can be undertaken.</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> </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> <li>- Brass tuition lessons class sizes to no more than 15 if instruments and singing are to take place.</li> <li>- Agencies to advise if a member of staff has underlying health conditions that need to be taken into consideration.</li> </ul>	<b>M</b>	<b>Music Lead</b>
<b>Educational Visits</b>	<b>M</b>	N/A			

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	32/50



Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Swimming/Water Therapy	H	N/A			
<b>17.School Community Activities</b>					
School Assemblies/Worship-Large gatherings	H	<ul style="list-style-type: none"> <li>- Class Assemblies to take place as identified on class timetables.</li> </ul>	<ul style="list-style-type: none"> <li>- Class Bubble timetables implemented.</li> <li>- Therapeutic cross class initiatives through virtual models (video conference in classroom) to bring classes together whilst remaining in their individual bubble classroom.</li> </ul>	L	Head Teacher
Outdoor Play Areas/Equipment	M	<ul style="list-style-type: none"> <li>- Each Bubble's allocated outdoor ball is to be stored in their individual classrooms after use.</li> <li>- Ball to be wiped down after each use.</li> </ul>	-Fixed outdoor play equipment to be taken out of use.	L	Head Teacher
<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>- Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods.</li> <li>-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> </ul>	<ul style="list-style-type: none"> <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>	L	Premises Management-As required

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	33/50

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>- Downstairs Hall space made available to staff for lunch and break periods.</li> </ul>			
Personal Care	H	<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>- Goggles 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> <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>	<ul style="list-style-type: none"> <li>- Staff concerns to be raised with the Head teacher.</li> </ul>	L	Head Teacher

## 19. Pupils with first aid/medication

Personal Protective Equipment (PPE)	M	<ul style="list-style-type: none"> <li>- DCC have provided each school/setting with a PPE starter pack.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the school maintains a stock of disposable gloves/aprons and</li> </ul>	L	Head Teacher-Ongoing
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	34/50

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>- 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>	<p>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.</p> <ul style="list-style-type: none"> <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>		<p><b>Staff-Where need identified</b></p> <p><b>Staff-Where need identified</b></p>
<b>First Aid Provision and support with medication</b>	<b>M</b>	<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>- First Aid Staff are aware of the procedure to follow should they need to undertake <u>CPR</u></li> <li>- Head teachers are aware of the current <u>guidance</u> 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 and full PPE should a distance of 2m not be able to be maintained when administering First Aid.</li> <li>- Staff to wash their hands after providing</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 bin.</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 <u>HSE website</u>.</li> <li>- Review when staff members last received medication training. Concerns to be raised with the school nurse in the first instance.</li> </ul>	<b>L</b>	<b>Staff-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	35/50

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		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.			
<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 advised not to congregate at exit doors and gates. - Pupils supervised to ensure that they leave the school site swiftly. - Water bottles and lunch bags taken home from school each day - Only one Parent/Carer permitted to collect their child from the school site. - Parents/Carers to ensure that they follow social distancing. - Parents/Carers directed to leave the school site immediately once they have collected their child. - Staff control the flow of pupils leaving the school building to encourage social distancing. - Older KS2 children are permitted to walk home from school but are reminded to socially distance. - Gates are secured to the school site at the end of the school day. - Gates and entrance doors are included in the cleaning regime at the school.	- Parents/Carers reminded to keep the school up to date who will be collecting their child from school. - Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. - Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home. - Local police contacted to support parents' and carers' social distancing. - Reminder letters from HT and CoG to remind parents of social distancing on site and the school's locality.	<b>L</b>	<b>Parents/ Carers- Ongoing</b>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	36/50

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 and staff reminded to maintain social distancing when supervising pupils off the school site.			
<b>20.Mental Wellbeing</b>					
<b>Staff Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff have been provided with <a href="#">Public Health England 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>- 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>- Staff workload monitored by the SLT.</li> <li>- HR colleagues contacted for support where need identified.</li> </ul> <p>Staff to be made aware of;</p> <ul style="list-style-type: none"> <li>- <b>MindEd</b> - a free educational resource from Health Education England on children and young people's mental health</li> <li>- <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.</li> <li>- <b>Bereavement UK</b> and the <b>Childhood Bereavement Network</b> provide information and resources to support bereaved pupils, schools and staff.</li> </ul>	<b>L</b>	<p><b>Staff-Ongoing</b></p> <p><b>Head teacher-As required.</b></p> <p><b>SLT-As required</b></p>
<b>Pupil Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Focused pastoral support in place.</li> <li>- School's Place2Be Counselling Service</li> </ul>	- The school to contact the agencies who regularly support their pupils with social and emotional support.		<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	37/50

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>begins to be implemented.</p> <ul style="list-style-type: none"> <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>	<p>Parents and carers to be made aware of the following agencies;</p> <ul style="list-style-type: none"> <li>- <b>MindEd</b> - a free educational resource from Health Education England on children and young people's mental health.</li> <li>- <b>Rise Above</b> is a website co-created and produced by young people.</li> <li>- <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.</li> <li>- 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 well as those at risk of harm; and are not being seen by statutory agencies.</li> <li>- <b>Bereavement UK</b> and the <b>Childhood Bereavement Network</b> provide information and resources to support bereaved pupils, schools and staff.</li> </ul>		<b>Staff-As required</b>
<b>21. Building Management</b>					
General cleaning of the school environment	<b>M</b>	<ul style="list-style-type: none"> <li>- A deep clean will be carried out where positive cases.</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	38/50

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Ventilation	H	<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.	L	Head Teacher
Control of Substances Hazardous to health (COSHH).	H	<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> </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> <li>-Staff directed to the COSHH assessment in place for the products that they use.</li> </ul>	L	Premises Management
Site Risk Register	M	-School Building checklist completed.	- Where need identified Action Plan put in place.		Head Teacher
Emergency Situations	H	<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 bottlenecks.</li> <li>- Re-entering the building is to be staggered.</li> <li>- Staff and pupils are to wash their hands /apply hand sanitiser when they're enter the building.</li> <li>-Routine Fire Drills take place on a regular basis.</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>	L	Premises Manager/ Caretaker 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 station in place.</li> <li>- Visitors apply hand sanitiser when they enter the school building.</li> <li>- Visitors sign in after they have applied</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 to be advised that face coverings are not permitted within the school building.</li> <li>-Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life.</li> </ul>	L	Head Teacher/Staff

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	39/50

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		hand sanitiser - Main reception area spot cleaned throughout the school day. - Waste bins emptied at the end of the school day.	- Where electronic signing in screens are in use, the screen is to be cleaned after each use.		
Office Areas	H	- Signage in place on office door and within office to remind staff of photocopier use limits and limitations of adults in the office. - The door of the office is wedged open. - Windows are opened whilst the office area is in use. - Staff leave their desks as clear as possible so that it can be easily cleaned. - Waste bins are lined with a black bag. Waste bins are emptied at the end of the school day. - Staff undertake other activities that allow them to leave the office area over the course of the school day. - Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a> .	- Non-office staff encouraged not access office areas unless essential.	L	Caretaker/ Premise Manager- Ongoing.
Toilet Areas/Personal Care changing facilities	H	- Allocated to identified bubbles of pupils. - Cleaned following each use. - Waste placed in nappy bins. - Waste bins regularly emptied, and waste taken to external bin area. - PPE readily available for personal care.  - 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	- Where nappy bins are not present waste to be double bagged and placed in bins.	L	Staff

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	40/50



Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		used.  -Sanitary bins located in identified areas and have closed lids. SLA in place.			
Meeting Room / Isolation Room	H	<ul style="list-style-type: none"> <li>- Non-essential items removed from the meeting room.</li> <li>- Seating and tables positioned to allow for social distancing</li> <li>- Cleaning regime in place following each meeting / isolation use.</li> <li>- Windows opened to allow natural ventilation.</li> </ul>		L	Premises Staff
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>- 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>- Handwashing and hand sanitiser facilities readily available.</li> <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>- 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</li> </ul>	<ul style="list-style-type: none"> <li>- School Building checklist to be completed.</li> <li>- Catering Contractor/Cook to discuss with the SBM 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>	L	<p>Premises Management- As required</p> <p>Head Teacher- Immediate</p> <p>Head Teacher</p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	41/50

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		the school site. - Non-kitchen staff prohibited from entering the main kitchen area. - Kitchen staff only move about the building where need identified for serving pupils.			
Deliveries to the school site	M	- Only essential items are ordered by the school. - Identified staff take responsibility for deliveries made to the school. - Staff members wash their hands before and after decanting orders and storing them away. - Kitchen deliveries are made directly to the kitchen area. - On decanting products, products are to be wiped down and stored away. - Packaging to be placed in the external bin store.		L	Premises Management Staff
Waste Management on the school site	M	- External bin store in place - Contractor SLA in place to remove waste materials from the school site. - Waste removed from the school building at the end of each day and placed in the designated bin store area.	- Review refuse collection SLA to ensure that it meets the current needs of the school.	L	Site Manager
External Lettings	M	N/A		L	Head teacher
<b>Build-up of pedestrian traffic/vehicle traffic around the school and its local community</b>					
Close contact of adults and children on and outside the school site.	H	- Pupils and parents/carers reminded not to congregate outside the school gates or on the school site. - Social distancing measures are in place on	- Head teacher to remind Parents/Carers not congregate on the school site or around the school site. -Where concerns raised by the local	L	Head Teacher

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	42/50

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>- 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> <li>-Local police contacted to support parents and carers with social distancing.</li> </ul>	<p>community, appropriate action taken.</p> <ul style="list-style-type: none"> <li>-Letters from Head Teacher and CoG distributed to parents and carers to remind them of social distancing measures on the school site and in the immediate area beyond the school site.</li> </ul>		

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

#### School based 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="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings.</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>

#### DCC Extranet

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	43/50

	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>
	<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>	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	44/50

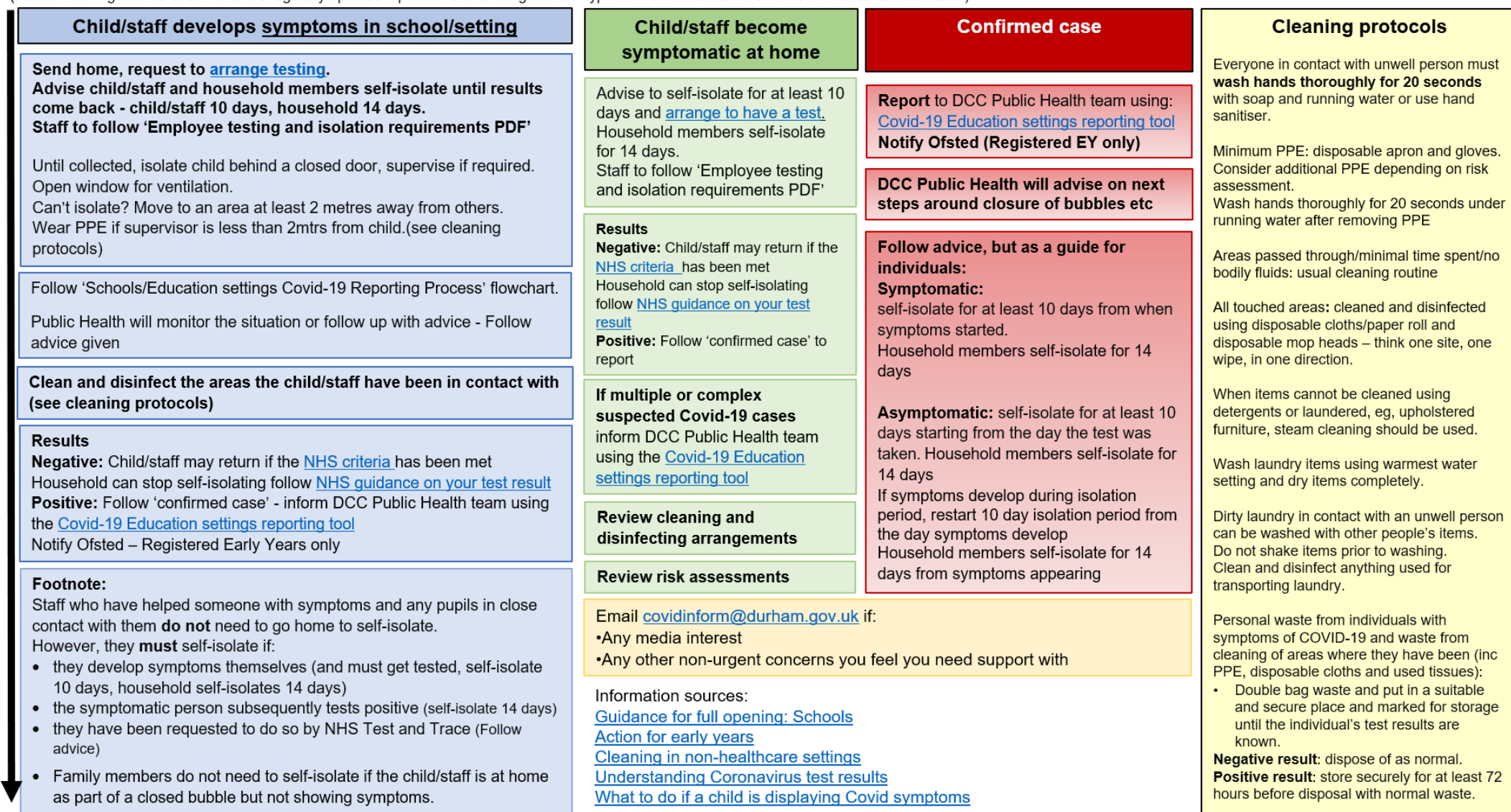
	<a href="#">PE Guidance-Guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a>
	<a href="#">Working safely during coronavirus (COVID-19): 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>
<b>Transport Guidance</b>	
	<a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>
	<a href="#">Car sharing and travelling with people outside your</a>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	45/50

## 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	46/50

## 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 **confirmed**  
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

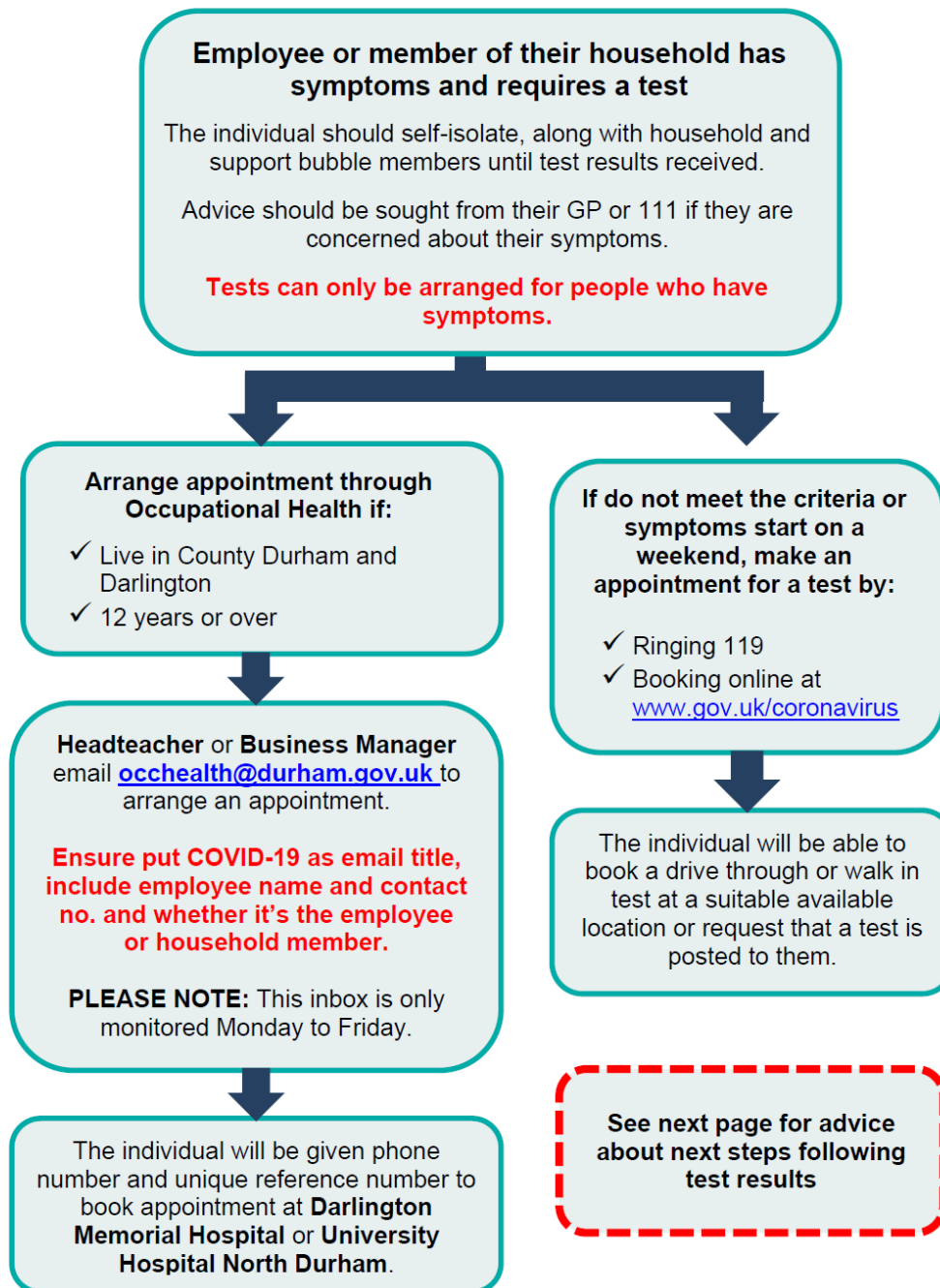
- DCC – Durham County Council
- HPT – Health Protection Team
- LA – Local Authority
- OCT – Outbreak Control Team



H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	47/50



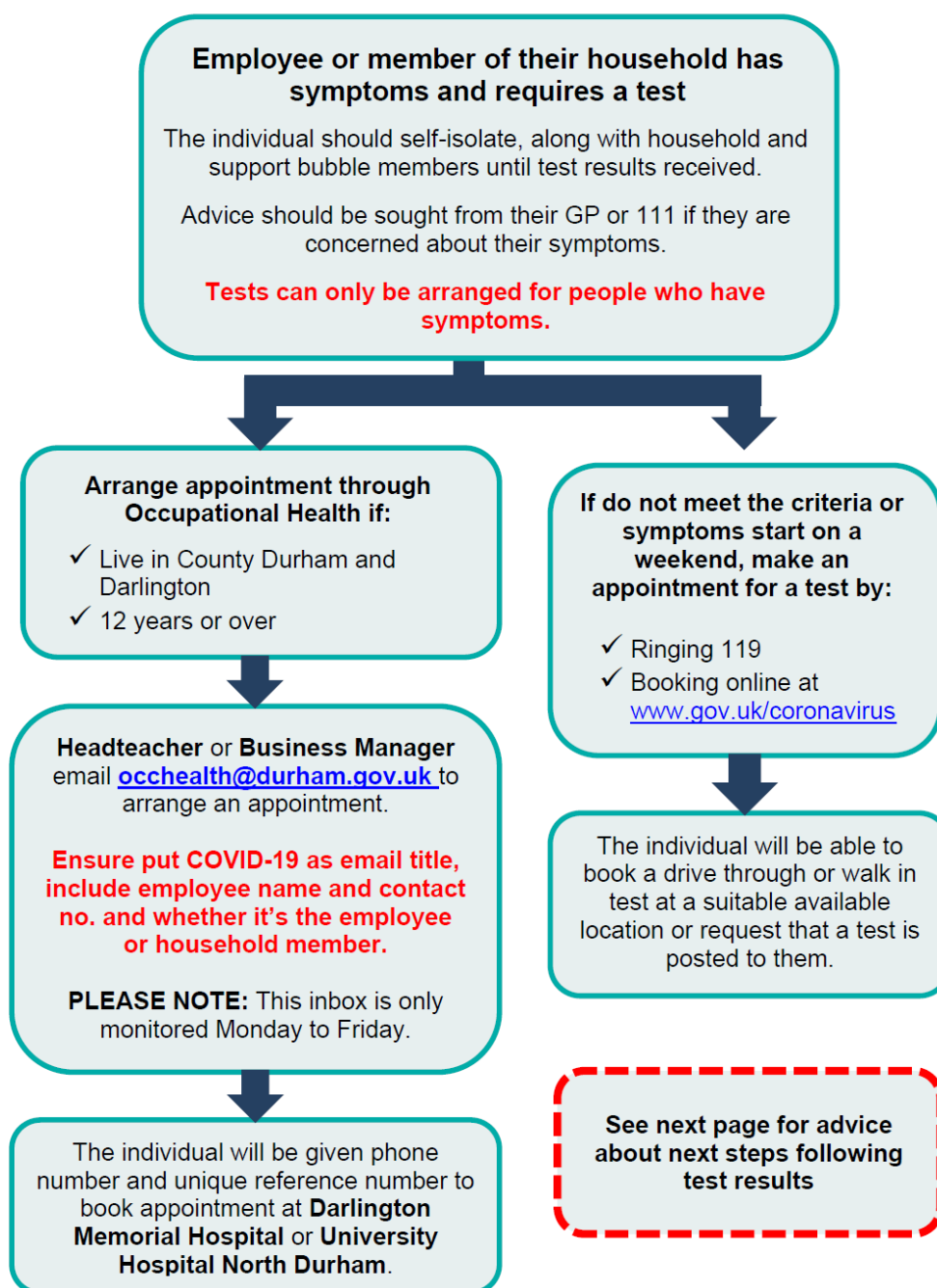
## Employee testing and isolation requirements



H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	1.3	Sept 2020	July 2023	48/50



# 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	49/50

## 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	50/50