

## Summer Term 2021- Infection Control COVID-19 General Risk Assessment Form

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

**This is a live and active document which must be shared with all staff and reviewed on a regular basis** to ensure it meets the changing environment to control the spread of the virus.

Denotes an update since the Spring Term review/additional controls to be considered.

Denotes in place.

Denotes not fully in place.

Denotes general information.

<b>Name and Address of the School:</b> Timothy Hackworth Primary School, Byerley Road, Shildon, Co. Durham, DL4 1HN		
<b>Head teacher:</b> Mrs. Lynn Boulton	<b>Name of Person Completing the Risk Assessment:</b> Mrs. L. Boulton, Head Teacher	
<b>Current Number of Staff Employed:</b> 77  <b>Teachers:</b> 20  <b>Teaching Assistants :</b> 23  <b>Administrative/Cleaning/Lunchtime Supervisor/Catering Staff:</b> 34	<b>Date of assessment:</b> 08.05.21	<b>Date risk assessment reviewed:</b> Fortnightly
<b>Current Number of Pupils on Roll:</b> 404  <b>Current number of pupils accessing alternative provision:</b> 0	<b>Year Group Bubble Sizes</b> 2 Year Olds: 10, and Nursery: 29 Reception: 47 Year 1T: 30 Year 1H: 30 Year 2T: 24 Year 2H: 23 Year 3T: 22 Year 3H: 23 Year 4T: 30 Year 4H: 29 Year 5T: 25	

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	Year 5H: 25 Year 6T: 30 Year 6H: 27
<b>Breakfast Club Operating:</b> Yes/No	<b>Number of pupils attending Breakfast Club:</b> 14  <b>Year Group Bubbles maintained:</b> In Bubble areas within the Dining Hall. 2m distancing measures in place.
<b>After school clubs/interventions:</b> Yes/No  <b>Number of pupils attending After school clubs/interventions:</b> N/A  <b>Year Group Bubbles maintained:</b> N/A	
<b>Consultation</b> -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of staff members and Parent/Carers concerns.	
<b>Communication</b> -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.  The school have more than 50+ members and staff and to comply with the current <a href="#">Schools Coronavirus (COVID-19) Operational Guidance</a> in the Summer Term 2021 and to ensure compliance with the <a href="#">Health and Safety Executive (HSE)</a> a copy of this risk assessment has been placed on the school website.	
Persons covered by this assessment – <b>The School Community and visitors attending the school to provide support etc.</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> </ul>	

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- COVID-19 may be spread by people who are not showing symptoms.

The order in which people are offered the COVID-19 vaccine is based on advice from the Joint Committee on Vaccination and Immunisation (JCVI). The vaccination programme for [priority groups](#) has begun in the UK.

[The COVID-19 Response - Spring 2021-Road Map has commenced in the UK.](#)

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

The school are following the guidance [Schools coronavirus \(COVID-19\) operational guidance](#) and where applicable guidance for [Early Years](#), [Further Education Colleges](#) and [Special Schools](#).

From 8 March, people in England will see restrictions start to lift and the government's four-step roadmap offer a route back to a more normal life.

Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments, the school are adhering to the twelve systems of control.

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

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- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.
- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.
- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection

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<b>1.Preventative measures in place to reduce the transmission of COVID-19 to Staff and Pupils and the wider school community</b>						
<b>NHS COVID-19 Vaccination</b>	<b>H</b>	<p>-COVID-19 vaccination programme has commenced in the local community.</p> <p>-Priority groups have been identified and the community that the school is part of are being vaccinated.</p> <p>-Staff and Pupils that have been identified as CEV/CV have been included in the priority groups identified.</p> <p>-Staff who have volunteered to participate in the LFD testing programme and have received their vaccination have been advised to continue with the twice weekly.3/4 days apart testing programme.</p>		<p>-It is advisable that Staff members inform the Headteacher when they have received their vaccination for COVID-19.</p> <p>- While COVID-19 vaccines have been shown to reduce the likelihood of severe illness for those who have received them, we do not yet know for certain by how much they reduce the likelihood of a vaccinated person spreading COVID-19 to others.</p> <p>If vaccinated Staff or Pupils have symptoms of COVID-19 or have received a positive PCR test result, they should still self -isolate even if they have received one or more doses of COVID-19 vaccine. This will reduce the risk of spreading infection and help to protect other people.</p>		<p><b>Staff-On Going</b></p> <p><b>Headteacher/Staff</b></p>

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Asymptomatic Testing- Lateral Flow Device (LFD) Testing in School/ Home testing	H	<p>-Home asymptomatic testing for Primary School Staff commenced January 2021.</p> <p>-Rapid testing remains a vital part of the plan to suppress the virus. Schools are following the guidance set out for their settings:</p> <p>-<a href="#">Primary schools, school-based nurseries and maintained nursery schools.</a></p> <p>-The Primary school have followed guidance and utilised documents available on the schools and colleges document sharing platform.</p> <p>-Staff members began home testing March 2021.</p> <p>-A Home Testing LFD risk assessment is in place for staff and pupils.</p> <p>-For those Staff members who have given consent to participate in the asymptomatic testing programme home testing kits are distributed as required by the school.</p> <p>-Pupils and Staff members who are carrying out home testing complete the tests twice a week, 3-4 days apart. Staff have been advised to undertake a test on a Sunday evening and a Wednesday evening prior to attending the school, with similar intervals for part-time staff members.</p> <p>-Pupils supported by their Parent/Carers report their result to NHS Test and Trace as soon as the test is completed, either online or by telephone, as set out in the home test</p>	<p>-Pupils/Staff with a positive LFD test result will need to self-isolate in line with the <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p>	<p>-The government have reinstated the requirement of confirmatory <a href="#">PCR test</a> following a positive LFD test.</p> <p>-From Monday 29 March 2021, all Staff/Pupils who have a positive LFD test result will be required to take a follow up confirmatory <a href="#">PCR test</a> whether the LFD test was assisted (test site) or self-reported (home testing). Positive cases should continue to self-isolate until the confirmatory PCR test results are received.</p> <p>-If the Staff member or Pupil had a LFD test <a href="#">at home</a> and their follow-up <a href="#">PCR test</a> result is negative, then they do not have to self-isolate.</p> <p>-If the Staff member or Pupil had a LFD test carried out <a href="#">with a trained assistant present</a> and receives a negative PCR test result within 2 days of the date of the initial LFD test, then they will be notified that they no longer have to self-isolate.</p> <p>-If the Staff member or Pupil receives their negative PCR test result 2 days <a href="#">after the date</a> of their initial LFD test,</p>	L	Headteacher

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		<p>kit instructions.</p> <ul style="list-style-type: none"> <li>-Staff/Pupils with a negative LFD test result can continue to attend the school unless they have been identified as a close contact of a positive Staff member or Pupil or they have been contacted by NHS Test and Trace.</li> <li>-Where positive LFD/PCR are reported to the school by Staff/ Parent/Carers, the school identifies close contacts of the positive case and they are advised to self-isolate.</li> <li>-There are 76 members of staff participating in the LFD testing process.</li> <li>-Primary age pupils <b>are not</b> included in the asymptomatic testing programme.</li> <li>-Staff members not participating in the LFD asymptomatic testing programme returned to school.</li> <li>-Specific LFD Testing risk assessment are in place for Home testing.</li> <li>-Registers are maintained to identify and monitor Staff who have given consent to participating in the home testing programme, taking sickness absence into consideration.</li> <li>-All schools in County Durham receive COVID-19 Cue Cards via communication from the Head of DCC Education to use as guidance.</li> <li>-<b>The LFD testing programme does not replace the current testing policy for those with symptoms;</b></li> <li>-Anyone with <u>COVID-19 symptoms</u> (even if they recently had a negative LFD test result), should still self-isolate immediately in line with current</li> </ul>		<p>then the legal duty to self-isolate remains.</p> <ul style="list-style-type: none"> <li>-Identify Staff members and Pupils who have been absent from school since the start of the third lockdown on the 4<sup>th</sup> January 2021. Staff members and Pupils who are just returning to school for the start of the Summer Term are to be advised that they are still able to participate in the LFD testing programme.</li> <li>-Parent/Carers to be advised to inform the school if their child has tested positive for COVID-19 during the Easter Holiday period. It is not advised that they take part in the LFD testing programme until the 90-day period has lapsed.</li> <li>Where a need to self-isolate is identified; Staff and Parent/Carers to be made aware of the <u>Test and Trace Support Payments</u> available an <u>eligibility criteria</u> is in place.</li> <li>-Staff and Parent/Carers to <u>be informed of the new process to follow if a LFD test is positive.</u></li> </ul>		

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		<p>guidance.</p> <p>-Staff, Parents/Carers are aware that those presenting COVID-19 symptoms are to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.</p> <p>-Staff not participating in the LFD testing programme returned to school w/c 8<sup>th</sup> March 2021.</p>		<p>-Parent and Carers to be advised how they can receive home <a href="#">LFD testing kits</a>. LFD test kits are available from;</p> <p>-<a href="#">find a pharmacy where you can collect tests</a></p> <p>-<a href="#">find a local site to get tested at</a></p> <p><a href="#">find a local site where you can collect tests</a></p>		
<b>COVID-19 Outbreak- Positive cases in the school community.</b>	<b>H</b>	<p>- The school have provided Staff, Parent and Carers with an e-mail address/contact details to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis.</p> <p>-2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, may indicate an outbreak.</p> <p>-DCC Public Health Team meet on at least a weekly basis and track positive COVID-19 cases occurring around the county. Where need identified support is provided to schools.</p> <p>-Multi-agency meetings take place on a weekly basis with the Head of DCC Education etc. to discuss COVID-19</p>		<p>-Where LFD/PCR tests are reported to the school as positive, review the systems of control that you have in place.</p> <p>-Review the <a href="#">COVID-19 Whole School risk assessment</a>.</p> <p>-Complete the <a href="#">School COVID 19 Reassurance Checklist</a>.</p> <p>-Review risk assessments in place for Staff/Pupils who have underlying health conditions.</p> <p>-Remind Parents/Carers If they or a member of their household/support bubble have been told to self-isolate for 10 days by <a href="#">Test and</a></p>	<b>M</b>	<b>Headteacher</b>

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		<p>and Head teachers updated as required.</p> <p>-Trends identified and where need identified reported to DCC Public Health Team via COVID-19 <a href="#">Education settings reporting tool</a></p> <p>-Close contacts identified and isolation advise given to Parents/Carers.</p> <p>- Where a positive PCR/LFD test is received Staff, Parent/Carers are advised to follow the <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person.</a></p> <p>-Where cases are reported outside of school hours contact <a href="#">the DfE helpline on 0800 046 8687 selecting option 1.</a></p> <p>-Where need identified the DCC H&amp;S Team attend the school to review systems of controls in place.</p>		<p><a href="#">Trace</a> they must ensure they;</p> <p>-Do not go to work, school, or public places (including shops)</p> <p>-Do not use public transport or use taxis</p> <p>-Do not have visitors in their home (except people providing essential care)</p> <p>-Do not go out to exercise</p> <p>-Where a need to self-isolate is identified; Staff and Parent/Carers to be made aware of the <a href="#">Test and Trace Support Payments</a> available an <a href="#">eligibility criteria</a> is in place.</p>		
<b>COVID-19 transmission within households</b>	<b>M</b>	<p>- The Headteacher has ensured that communication links are in place for parents/carers to contact the school outside of normal school hours so that appropriate action can be taken in the event of a positive LFD/PCR test being reported.</p> <p>- Registers are taken each day of pupils' present.</p> <p>- Staff follow the sickness absence procedures that are in place.</p> <p>- Staff arrive on site prior to the start of the school day and sign in using the electronic Inventory system.</p> <p>- Pupils are met each day at the</p>	<p>- Parents/Carers continually advised to follow the school's procedures for sickness absence.</p> <p>- 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.</p> <p>- Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household</p>	<p>-Parent/Carers to be advised to inform the school if their child has tested positive for COVID-19 during the Easter Holiday period. It is not advised that they take part in the LFD testing programme until the 90-day period has lapsed.</p> <p>- Remind Parents/Carers If they or a member of their household/support bubble have been told to self-isolate for 10 days by <a href="#">Test and Trace</a> they must ensure</p>	<b>L</b>	<b>Head teacher</b>

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		<p>identified entrance for their class by a staff member. Staff maintain social distancing.</p> <ul style="list-style-type: none"> <li>- Parents will not be permitted into the school building <u>at the present time</u>.</li> <li>- Sickness absence procedures in place for Staff and Pupils.</li> <li>- Pupils are kept in consistent bubbles/groups within their year groups, where possible during the school day.</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 the HT/SBM if they present with symptoms of COVID-19/Test positive.</li> <li>- Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test unless they develop any new symptoms of COVID-19.</li> <li>- The school will follow the DCC guidance detailed in <u>Child/staff develops symptoms in school/setting</u> (Appendix 1) and <u>Schools/Education settings COVID-19 reporting process</u>.</li> <li>- <b>The school have advised staff and</b></li> </ul>	<p>may have.</p> <ul style="list-style-type: none"> <li>- Head teacher to <u>continue to</u> 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 <u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></li> <li>- Engage in the <u>NHST Test and Trace procedure</u>.</li> </ul> <p>Head teacher to <u>continue to</u> remind staff if they or a member of their household displays symptoms of the coronavirus, they are to follow <u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></p> <ul style="list-style-type: none"> <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 10 days and if they present with COVID-19 symptoms book an <u>NHS Test</u>.</li> </ul>	<p>they;</p> <ul style="list-style-type: none"> <li>-Do not go to work, school, or public places (including shops)</li> <li>-Do not use public transport or use taxis</li> <li>-Do not have visitors in their home (except people providing essential care)</li> <li>-Do not go out to exercise</li> </ul>		

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		<p>parents/carers that they will need to be ready and willing to;</p> <ul style="list-style-type: none"> <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>- <u>Self-isolate</u> 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 10 days.</li> </ul>				

## 2.Use of face coverings on the school site

Use of <u>Face Coverings</u> on the school site	M	<p><u>-Guidance for Face Coverings in Education followed:</u></p> <p><b>-Primary</b>-Face coverings worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, during handover in the 2 Year Olds and Nursery provision). Children in primary school do not need to wear a face covering.</p> <p><b>-Handwashing /hand sanitiser</b></p>	<p><b>-2 Year Olds and Nursery Staff reminded:</b></p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> <li>• cleaning/sanitising of hands before and after touching – including to remove or put them on</li> <li>• safe storage in individual, sealable plastic bags between</li> </ul>	<p><b>-Review the signage in place at the main entrance to the building to ensure that all visitors to the school are to wear face coverings when in the building.</b></p> <p><b>-A supply of face coverings are to be readily available at the main entrance for visitors</b></p>	L	Head teacher
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		procedures are in place if staff have to remove their face coverings whilst in the building. -Hand, cleaning, and respiratory stations located around the school site.	use. -Staff and pupils to be advised that where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.	to the site.  -Subject to the <a href="#">roadmap</a> process, as part of step 3, these precautionary measures will be no longer be recommended. This would be no earlier than 17 May and will be confirmed with one week's notice.		

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

Hand and respiratory hygiene across the school	H	<p>-During the Spring Term pupils advised to follow, where possible <u>Hands-Face-Space</u>:</p> <p>-<b>HANDS</b> - Wash your hands regularly and for 20 seconds.</p> <p>-<b>FACE</b> - Wear a face covering in indoor settings where social distancing may be difficult, and where recommended.</p> <p>-<b>SPACE</b> -Year groups have been placed in in class bubbles and seating plans put in place so that close contacts can be identified throughout the school day.</p> <p>-<b>FRESH AIR</b>-Windows and doors are opened throughout the school building to allow natural ventilation whilst the building is occupied.</p> <p>-Handwashing facilities and hand sanitiser readily available around the school site.</p> <p>-Hand, respiratory and cleaning stations located within the classroom</p>		<p>During the Summer Term continue to advise Staff and Pupils to follow, where possible <u>Hands-Face-Space</u>:</p> <p>-<b>HANDS</b> - Wash your hands regularly and for 20 seconds/Apply hand sanitiser if handwashing not available.</p> <p>-<b>FACE</b> – <u>Current guidance</u> followed for Secondary and Primary/<u>Nursery</u> staff and pupils and where staff/pupils will come into contact with people they do not normally meet.</p> <p>-<b>SPACE</b> -Year groups have been placed in in class bubbles and seating plans put in place so that close contacts can be identified throughout the school day.</p> <p><b>FRESH AIR</b>-Windows and</p>	L	Headteacher
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		<p>areas.</p> <p><b>Staff and Pupils wash/apply hand sanitiser.</b></p> <ul style="list-style-type: none"> <li>- When they arrive at the school</li> <li>- When they return from break periods</li> <li>- When they change rooms</li> <li>- Before and after eating</li> <li>-Following interventions</li> </ul> <ul style="list-style-type: none"> <li>- Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities are not available due to the number of pupils at the start of the school day.</li> </ul> <p>-Additional areas utilised within the school that are able to facilitate hand washing e.g. activity areas that have a sink with cold running water.</p> <ul style="list-style-type: none"> <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>- Hands are dried following handwashing</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>- Handwashing and hand sanitiser posters located in Staff and Pupil toilet areas and around the school site.</li> <li>- Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> </ul>		<p>doors are opened throughout the school building to allow natural ventilation whilst the building is occupied.</p>		

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		<ul style="list-style-type: none"> <li>- Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> <li>- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>- 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> <li>-Chewing gum not permitted on the school site.</li> <li>- Infection Control Risk assessment in place to manage other biological hazards within the school community.</li> </ul>				

#### 4.Cleaning carried out on the school site.

Cleaning Procedures in place	H	<ul style="list-style-type: none"> <li>- Guidance followed for the <u>cleaning of non-health care settings</u>. -Cleaning schedule in place during the school day and at the end of the school day.</li> </ul>	<ul style="list-style-type: none"> <li>- DCC-Caretaking &amp; Cleaning Support Service <u>Cleaning schedule updated</u> on the Extranet.</li> <li>- Suitable PPE has been</li> </ul>	<ul style="list-style-type: none"> <li>-Cleaning schedules reviewed where an Outbreak has been identified.</li> <li>-Affected classroom areas deep cleaned.</li> </ul>	L	
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		<p>-A dedicated team undertake the cleaning schedule.</p> <p>-Teaching staff also undertake cleaning activities within their classroom environments over the course of the school day.</p> <p>-Where able to, pupils wipe down surfaces prior to moving from one room to another.</p> <p>-Hand, cleaning stations are in each classroom/halls etc. and at strategic points around the school site.</p> <ul style="list-style-type: none"> <li>- <a href="#">Spillage policy in place.</a></li> <li>- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</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>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet.</a></li> </ul>	<p>purchased.</p> <ul style="list-style-type: none"> <li>- Staff have received suitable and sufficient training.</li> <li>- A work equipment risk assessment has been completed.</li> </ul>			

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Further Action to be considered during the Summer Term 2021.	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- COSHH assessments and Material Safety Data Sheets (MSDS) IN place and have been shared with staff who are using products on a daily basis.</li> <li>- Cleaning staff allocated specific areas to clean within the school environment.</li> <li>- Staff read the labels of chemicals/substances used to clean surfaces prior to use.</li> <li>--Full Stock check completed in the Spring Term regarding available resources /stock currently held.</li> <li>- COSHH and MSDS sheet held for the chemical used and shared with staff carrying out cleaning activities.</li> <li>-Stocks replenished where need identified.</li> <li>-Cleaning products stored away from pupils in the classroom environment.</li> <li>-Cleaning products stored in designated secure areas around the school site.</li> <li>-All cleaning products clearly labelled and used as directed.</li> </ul>				
Ventilation within the school building	H	<ul style="list-style-type: none"> <li>-Classrooms, corridor areas etc. are well ventilated prior to the start of the school day.</li> <li>-During the Summer Term windows are opened just enough to provide constant background ventilation.</li> <li>-Where available high-level windows opened in preference to low level windows to reduce draughts.</li> <li>-Windows are opened fully during</li> </ul>		<ul style="list-style-type: none"> <li>-All staff are to be reminded that during the Summer Term;</li> <li>-Buildings to be well ventilated prior to and following the school day.</li> <li>-Classrooms, offices, and corridor areas etc. are to be well ventilated prior to the start of the school day,</li> </ul>	L	Head teacher

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Further Action to be considered during the Summer Term 2021.	Risk Rating H/M/L (after)	By Whom & When
		<p>break and lunchtime periods to purge the air in classroom areas.</p> <p>-Internal doors opened to assist with creating a throughput of air.</p> <p>-The <a href="#">HSE guidance</a> for ventilation is followed.</p>		<p>during lesson periods and when the classroom is unoccupied.</p> <p>-Windows to be opened just enough to provide constant background ventilation.</p> <p>-Where available high-level windows opened in preference to low level windows to reduce draughts.</p> <p>-Windows are opened fully during break and lunchtime periods to purge the air in the workspace.</p> <p>-Internal doors opened to assist with creating a throughput of air.</p> <p>-Where need identified furniture re-arranged.</p> <p>-Heating used to ensure comfort levels are maintained in the school building.</p>		

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Further Action to be considered during the Summer Term 2021.	Risk Rating H/M/L (after)	By Whom & When
5.Symptoms/Positive LFD/PCR tests in the school community						

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Further Action to be considered during the Summer Term 2021.	Risk Rating H/M/L (after)	By Whom & When											
Staff sickness absence	H	<ul style="list-style-type: none"><li>-HT/DHT monitor sickness absence levels of teaching and non-teaching staff to ensure that the systems of controls put in place to keep staff and pupils safe can be maintained.</li><li>-HT/DHT monitor sickness absence levels of teaching staff to ensure that pupils are adequately supervised when on the school site.</li><li>- Staff are aware of the <a href="#">NHS Test and Trace: how it works</a></li><li>-The Head teacher is aware of the guidance-<a href="#">Use of NHS COVID-19 app in education and childcare settings</a>.</li><li>-The school have been supplied with 10 <a href="#">COVID-19 test kits</a>. Test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and they have barriers to accessing testing elsewhere.</li><li>- Staff are aware of the procedure they are to follow if they are absent from work</li><li>- HT/DHT monitor staff sickness absence and ensure that cover is provided where need identified.</li><li>- HT/DHT ensure pupils are supervised throughout the school day and are monitored for the symptoms of the coronavirus throughout the school day.</li><li>- Pupils are aware to report to a member of staff if they are feeling unwell during the school day.</li><li>- <b>Where need identified the school will follow the DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting and Schools/Education settings COVID-19 reporting process</a></b></li></ul>	<ul style="list-style-type: none"><li>-Head teachers to share the guidance -<a href="#">Use of NHS COVID-19 app in education and childcare settings</a>.with staff. Where staff are permitted to have their phones on the school site remind them to pause contact tracing to avoid 'false' alerts.</li><li>-Trends identified and where need identified and reported to DCC Public Health Team via <a href="#">COVID-19 Education settings reporting tool</a></li></ul>	<ul style="list-style-type: none"><li>- Where need identified Contingency Plan put in place.</li><li>-Where need identified the Head teacher to raise concerns with the Chair of their Governing body and the Local Authority.</li><li>-Where pupils/bubbles have been sent home to isolate. Areas that the pupil/bubble accessed to be cleaned as per the schools cleaning schedule and in line with the guidance <a href="#">COVID-19: cleaning in non-healthcare settings</a></li></ul>	L	Head teacher											
				<table><tr><td>H&amp;S Manual</td><td></td></tr><tr><td>School BJ</td><td></td></tr></table>	H&S Manual		School BJ		<table><tr><td>Issue Date</td><td>Next Review</td><td>Page</td></tr><tr><td>April 2021</td><td>July 2023</td><td>19/77</td></tr></table>	Issue Date	Next Review	Page	April 2021	July 2023	19/77		
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				Assessment	Term												

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Further Action to be considered during the Summer Term 2021.	Risk Rating H/M/L (after)	By Whom & When
Pupil/Staff presenting COVID-19 symptoms in the school	H	<ul style="list-style-type: none"> <li>- Asymptomatic Testing-Lateral Flow Device (LFD) Testing in School/ Home testing being undertaken by Staff who have volunteered in the testing programme.</li> <li>-Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are:</li> <li>- Staff are able to access a <u>test via DCC</u> –(Appendix 2).</li> <li>- <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>- <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>- <b>a loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> <li>-DCC are coordinating testing for staff members and their families <u>Head teachers to refer to the guidance schools what to do flowchart</u></li> <li>- Send home the pupil/staff member and request staff member/parent/carer <u>arrange testing</u>. The school understands the NHS Test and Trace process.</li> <li>-Advise parent/carer/staff member that household members self-isolate until</li> </ul>	<ul style="list-style-type: none"> <li>- Trends identified and where need identified reported to DCC Public Health Team via COVID-19 <u>Education settings reporting tool</u></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 and Trace.</li> <li>- Remote education to be made available to pupils not attending the school.</li> <li>- Head teachers to make staff members aware of the process to follow <u>outside of school hours</u>.</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> </ul>	<p><u>Staff and Parent/Carers to be informed of the new process to follow if a LFD test is positive.</u></p> <p>-Parent and Carers to be advised how they can receive home <u>LFD testing kits</u>. LFD test kits are available from;</p> <p><u>-find a pharmacy where you can collect tests</u></p> <p><u>-find a local site to get tested at</u></p> <p><u>find a local site where you can collect tests</u></p>	L	Head teacher

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		<p>results come back - pupil/staff 10 days, household 10 days.</p> <p>-Head teachers follow the DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting and Schools/Education settings COVID-19 reporting process</a></p> <p>-County Durham COVID-19 Cue card guidance followed.</p>	- Additional testing kits can be re-ordered as required.			
Isolating Staff/Pupils during the school day	H	<ul style="list-style-type: none"> <li>- Head teachers follow the <b>DCC guidance detailed in</b> <a href="#">Child/staff develops symptoms in school/setting</a></li> <li>- If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a secure room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation.</li> <li>- Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff.</li> <li>-Where supervision or comfort has to be provided PPE is to be worn <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</li> <li>- Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible.</li> <li>- Following access to the toilet area, the area is cleaned and disinfected</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</li> </ul>		M	

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		using standard cleaning products before being used by anyone else. - 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	cleaned with normal household bleach after they have left the room to reduce the risk of passing the infection on to other people the guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is to be followed. - Waste is to be double bagged and stored securely for at least 48hrs away from normal waste.			
Pupil/Staff member with symptoms testing negative for COVID-19	H	- Head teachers to follow the guidance detailed in Head teachers follow the <b>DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting</a></b> - Negative: Child/Staff may return if the <a href="#">NHS criteria</a> has been met - Household can stop self-isolating follow <a href="#">NHS guidance on your test result</a>	-The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test. - 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.		L	Head teacher

## 6.Managing a staff member/ pupil PCR positive case

Staff/Pupil or family member tests positive for COVID-19	H	- The school follows the guidance <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the</a>	- Schools should ask parents/carers and Staff to inform them immediately of the results of a test: - If schools have two or more	Where two or more cases occur; <a href="#">Review the COVID-19 Whole School risk assessment.</a>	L	Head teacher
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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Further Action to be considered during the Summer Term 2021.	Risk Rating H/M/L (after)	By Whom & When
		<p><u>person</u></p> <p><b>-The school identifies close contacts of the positive case.</b></p> <p><b>Close contact is defined as;</b> A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:</p> <ul style="list-style-type: none"> <li>-Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</li> <li>-Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> <li>-Face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>-Been within one metre for one minute or longer without face-to-face contact</li> </ul> </li> </ul>	<p>confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</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>- Remote education to be made available to pupils not attending the school.</li> </ul>	<p><u>-Complete the School COVID 19 Reassurance Checklist.</u></p> <ul style="list-style-type: none"> <li>-Review risk assessments in place for Staff/Pupils who have underlying health conditions.</li> <li>-Remind Parents/Carers If they or a member of their household/support bubble have been told to self-isolate for 10 days by <u>Test and Trace</u> they must ensure they;</li> <li>-Do not go to work, school, or public places (including shops)</li> <li>-Do not use public transport or use taxis</li> <li>-Do not have visitors in their home (except people providing essential care)</li> <li>-Do not go out to exercise</li> </ul>		

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		<p>-Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</p> <p>A person may also be a close contact if they have travelled in the same vehicle or plane as a case.</p> <p>-Head teachers report the confirmed case to the <a href="#">COVID-19 Education settings reporting tool</a>.</p> <p>-Head teachers follow the <b>DCC guidance detailed in</b> <a href="#">Child/staff develops symptoms in school/setting</a> <a href="#">Schools/Education settings COVID-19 reporting process</a></p> <p>-The Health Protection 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.</p> <p>- 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</p>				

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		<p>once the infection has gone.</p> <ul style="list-style-type: none"> <li>- The 10 -day period starts from the day after when they first became ill, or, from the day after receipt of the positive test result. 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 10 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> <li>- The school has received 10 postal PCR testing kits, where need identified testing kit issued at the Head teachers' discretion.</li> </ul>				
<b>Managing a Positive LFD test</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 <u>confirmed case of COVID-19</u></li> <li>-The school will access the <a href="#">COVID-19 Education settings reporting tool</a></li> <li>-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</li> </ul>	<ul style="list-style-type: none"> <li>- Headteachers are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail.</li> <li>- Communication links 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>- Schools must send home those people who have been in</li> </ul>	<ul style="list-style-type: none"> <li>-Staff or Pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result.</li> <li>-If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the</li> </ul>	<b>L</b>	<b>Head teacher</b>

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		<p>response to a positive case.</p> <ul style="list-style-type: none"> <li>- The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>- <b>The Health Protection Team</b> will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by <u>NHS Test and Trace</u>.</li> <li>-Where need identified <b>The Health Protection Team</b> will provide support to the school to 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>-Schools aware of the <u>Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</u></li> <li>-Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19.</li> <li>-Anyone who has had any of the</li> </ul>	close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.	pupil can return to school. -Those with a negative LFD test result can also continue to attend school and use protective measures.		

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		<p>following types of contact with someone who has a LFD test or tested positive for COVID-19:</p> <ul style="list-style-type: none"> <li>-Face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>-Been within one metre for one minute or longer without face-to-face contact</li> <li>-Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>-A person may also be a close contact if they have travelled in the same vehicle or plane as a case.</li> </ul>				

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**7.Staff/Pupils and Parents/Carers travelling to and from the school site.**

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**Staff and Pupils entering and exiting the site via vehicle and pedestrian routes**

**M**

- Designated car parking area available to staff.
- Social distancing guidance followed when accessing/egressing from car vehicles.
- Bike sheds not in use currently.
- 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.
- Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent.
- Records maintained of all pupils who travel on dedicated transport.
- Where possible pupils sit in the same seat when accessing dedicated transport.
- Where need identified the school will liaise with DCC Integrated Transport Team.
- 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.
- Pupils closest to the driver will get off the vehicle first, ensuring social distancing where possible.
- 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.
- Social distancing, where possible will be maintained by staff members.
- Staff wash their hands/apply hand sanitiser when re-entering the building.
- Where need identified transport, arrangements included in individual

- Where possible Parent/Carers to Transport pupils to and from school.
- 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.
- Parents/Carers are to ensure that pupils are to wash their hands for 20 seconds prior to leaving their home.
- Pupils **not able** to wash their hands/apply hand sanitiser are to be supported by Parents/Carers to wash their hands prior to leaving for school.
- The school are to ensure that all pupils are met at the identified drop off points at the school.
- The school are to ensure that all pupils are supervised when accessing transport vehicles at the end of the school day.
- DCC Integrated Transport team to be made aware of challenging behaviours that pupils may exhibit, which may put themselves or the driver at risk.
- Staff advised **to, try to**; Share the car with the same people each time.
- Open windows for ventilation
- Consider seating arrangements to maximise distance between people in the vehicle
- Staff advised to clean their

During the Summer Term continue to advise Staff and Pupils to follow, where possible Hands-Face-Space:

- **HANDS** - Wash your hands regularly and for 20 seconds/Apply hand sanitiser if handwashing not available.
- **FACE** Current guidance followed for Primary and Nursery staff and pupils wearing face coverings.
- **SPACE** - Year groups have been placed in in class bubbles and seating plans put in place so that close contacts can be identified throughout the school day.
- **FRESH AIR** - Windows and doors are opened throughout the school building to allow natural ventilation whilst the building is occupied.

- Parents/Carers accompanying pupils on the school site reminded to wear face coverings when on the school site, unless exempt.

**L**

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		pupil risk assessments.	car between journeys using standard cleaning products; make sure you clean door handles and other areas that people may touch - Driver and passengers to wear a <u>face covering</u>				
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<p><b>Use of school minibuses</b></p> <p><b>N/A</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- Staff are suitably qualified to drive the vehicles</li> <li>-Thoroughly cleaned prior to the start of the Summer term e.g. seating, seatbelts hand holds.</li> <li>- Hand sanitiser, cleaning products, tissues and waste bags located in the vehicle.</li> <li>- School minibuses are identified in this instance as <b>dedicated transport</b>.</li> <li>- Vehicle inspected prior to each use and findings recorded.</li> <li>- Windows are opened when transporting pupils.</li> <li>- Vehicle thoroughly cleaned after each use.</li> <li>- All Staff are aware that face coverings are mandatory for pupils in Year 7 and over who are transported in school minibuses unless medically exempt.</li> <li>-Staff wear face covering when driving the school minibuses unless medically exempt.</li> <li>- Staff are made aware of those pupils that are exempt from wearing face coverings.</li> <li>- Records maintained of the year group/bubbles that access the minibus during the school day.</li> <li>-Seating plans in place when the minibuses are in use.</li> <li>-Minibuses tested and inspected as statutorily required.</li> <li>-Parents/carers advised that face coverings are mandatory for pupils in Year 7 and over who are transported</li> </ul>	<p>-Where minibuses are used on a daily basis a separate risk assessment is to be put in place.</p>	<p>-Consideration be given to installing a <a href="#">sneeze guard</a> in the school mini bus if it is being driven on a regular basis.</p>	<p><b>L</b></p>	<p><b>Head teacher</b></p>

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		in school minibuses.				
<b>Congestion at the entrance/ exit gates around the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils/Staff will wash their hands/apply hand sanitiser before they leave the school site.</li> <li>- Pupils advised not to congregate at exit doors and gates.</li> <li>- Pupils supervised to ensure that they leave the school site swiftly and not in gangs.</li> <li>- Only one Parent/Carer permitted to collect their child from the school site.</li> <li>- Parents/Carers to ensure that they follow social distancing measures in place.</li> <li>- Parents/Carers directed to leave the school site immediately once they have collected their child.</li> <li>- Staff control the flow of pupils leaving the school building to encourage social distancing.</li> <li>- Year 4-6 children permitted to walk home from school but are reminded to socially distance.</li> <li>- Gates are secured to the school site at the end of the school day.</li> <li>- Entrance doors are included in the cleaning regime at the school.</li> <li>- Pupils and staff maintain social distancing when supervising pupils off the school site.</li> <li>- Parents/Carers requested to wear face coverings when on the school site.</li> </ul>	<ul style="list-style-type: none"> <li>- Parents/Carers to keep the school up to date who will be collecting their child from school.</li> <li>- Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school.</li> <li>- Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home.</li> </ul>		<b>L</b>	<b>Parents/ Carers</b>
<b>Close contact of adults and children on and outside of the school site.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Pupils reminded not to congregate outside the school gates or on the school site.</li> <li>- Social distancing measures are in</li> </ul>	-Where concerns raised by the local community, appropriate action taken.	-Pupils,Staff,Parents and Carers to be provided with a link to the guidance- <a href="#">Guidance How to stop the spread of coronavirus</a>		<b>Headteacher</b>

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		<p>place on 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> </ul>		<p>(COVID-19) and the <a href="#">COVID-19 Response-Spring 2021 (Road Map)</a>.</p> <ul style="list-style-type: none"> <li>-Head teacher to remind Parents/Carers do not congregate on the school site or around the school site.</li> </ul>		
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## 8.Staff/Pupil, family member who maybe at increased risk

<p><b>Staff/Pupils who have previously been identified as Clinically Extremely Vulnerable/Clinically Vulnerable.</b></p>	<p><b>H</b></p>	<p>-The order in which people are offered the COVID-19 vaccine is based on advice from the Joint Committee on Vaccination and Immunisation (JCVI).The vaccination programme for <a href="#">priority groups</a> has begun in the UK.</p> <p>-Shielding advice has been paused nationally from 31 March 2021.</p> <ul style="list-style-type: none"> <li>- <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a> followed if CEV <b>Staff cannot</b> undertake their work activities at home the DfE are <b>no longer</b> advising CEV staff to work from home.</li> <li>- Pupils/Staff who live with someone who is CEV should continue to attend school as normal.</li> </ul> <p>-Staff who are Clinically Vulnerable (CV)CV staff can continue to attend school. While in school they must follow the <a href="#">system of controls</a> to minimise the risks of transmission.</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at</p>	<p>-Remote education provided to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <li>-Pastoral care to be put in place for Staff and Pupils who continue not to attend the school.</li> </ul>	<p>-Where parents, carers, staff or students are anxious about attendance, speak to them about their concerns and discuss the protective measures that have been put in place to reduce the risk and any additional measures that could be put in place.</p> <p>-Review the Medical/III-Health risk assessments previously completed for CEV/CV staff. A new template for staff is available on the Extranet.</p> <p>-Where need identified staff referred to DCC Occupational Health Service.</p> <p>-Individual cases to be discussed with HR.</p> <p>-Pupils EHCP's reviewed and discussions to take place with their GP's/Consultants etc. prior to them returning to school.</p>	<p><b>M</b></p>	<p><b>Head teacher</b></p>

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		<p>home.</p> <p>-All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>-Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.</p> <p>- The Head teacher has flexibility regarding Staff members' medical needs and work activities that they are able to undertake within the school.</p>				
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## 9.New and Expectant mums in the school community

<b>Classroom Areas</b>	<b>M</b>	<p>-Guidance followed <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.</p> <p>-Classrooms ventilated prior to/during and at the end of the school day.</p> <p>-Works area to be regularly reviewed to ensure 2 metre social distancing is in place.</p> <p>-When moving about the classroom other staff maintain 2 metre distance from staff and pupils.</p> <p>-Pupil desks placed in rows front facing. N/A re: identified year group.</p> <p>-Where need identified floor markings to be put in place to ensure that social</p>	<p>-New and Expectant mums to be encouraged to participate in the LFD Home testing programme.</p> <p>- New and Expectant mum to consult with their GP and Midwife where need identified.</p> <p>- New and Expectant advised to keep mobile and hydrated when in school.</p>	<p>- Staff to inform the Head teacher if they are pregnant.</p> <p>- New and Expectant mums COVID -19 risk assessment completed.</p> <p>-A New, New and Expectant mums risk assessment template available on the Extranet.</p> <p>-New and Expectant mums advised to follow the guidance -<a href="#">How to stop the spread of coronavirus (COVID-19)</a></p> <p>-<a href="#">COVID-19 vaccination: a guide for all women of childbearing age, pregnant or</a></p>		<b>Staff</b>
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		<p>distancing can be maintained.</p> <p>-Welfare facilities for staff identified and social distancing measures in place.</p> <p>-Hand, cleaning, and respiratory stations located in classrooms and around the school site.</p>		<a href="#">breastfeeding to be shared with New and Expectant Mums.</a>		
New and Expectant Mums showing symptoms of COVID-19	H	<p>-New and Expectant mums have been advised to participate in the twice weekly home LFD testing programme.</p> <p>-<b>New and Expectant mums</b> are aware of the symptoms of COVID-19.</p> <p><b>Staff instructed to follow the guidance;</b></p> <p><b>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.</p> <p>- <b>Book a test</b> – <a href="#">get a test to check if you have coronavirus</a> as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.</p> <p>- <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.</p>			M	Head teacher
<b>10.Access to the school site/Pupils/Staff entering the building</b>						
Transmission of COVID-19 to Pupils/Staff at the start and end of the school	M	<p>- 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</p>		-Review social distancing markings and signs located around the external areas of the school site.	M	Staff/Head teacher

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day		<ul style="list-style-type: none"> <li>- Separate Entrance doors for each year group/bubble 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> </ul>		<ul style="list-style-type: none"> <li>-Parents/Carers reminded that pupils are to maintain social distancing when travelling on and off the school site.</li> <li>-Remind Parents and Carers that when they access the school site, they need to wear face coverings unless they are exempt.</li> </ul>		
Transmission of COVID-19 to Pupils/Staff at the start and end of the school day		<ul style="list-style-type: none"> <li>-Staff ensure that Parents/Carers maintain social distancing guidance when they are supervising pupils entering/exiting the building at the start and end of the school day.</li> <li>- Where possible the end of the school day 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> </ul> <p>-Where a large number of pupils present on a school site coloured lanyards/button pins/ties are used to aid staff to separate bubbles.</p> <ul style="list-style-type: none"> <li>- Pupils store outdoor clothing and bags in designated areas/keep them about their person.</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</li> </ul>				

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		<p>area of their allocated classroom.</p> <ul style="list-style-type: none"> <li>- The school has utilised the information available from <a href="#">eBug website</a>.</li> </ul> <p><a href="#">Coronavirus (COVID 19) guidance for educational settings poster</a></p> <ul style="list-style-type: none"> <li>- Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities are 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 mixed bubbles/year groups in limited spaces.</li> <li>-Where Parents and Carers access the school site, they have been requested to wear face coverings unless they are exempt.</li> <li>-Parents/Carers advised to leave the school site immediately once their child has entered the building.</li> <li>-School entrances and site gates secured at the start and end of the school day.</li> </ul>				
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## 11.Non-school staff working in the building

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Visitors to the building	H	<ul style="list-style-type: none"> <li>- All Visitors/Contractors/Agency Staff and Support Agencies complete a visitor health questionnaire on arrival, including contact details.</li> <li>- Floor markings in place in the school office 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>- Posters clearly displayed at the entrance to the building detailing that face coverings must be worn.</li> <li>- Where possible Contractors to carry out activities outside of school hours.</li> <li>- Hand sanitiser station located at the main entrance.</li> <li>- All Visitors sanitise their hands prior to entering the school building.</li> <li>- A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details.</li> <li>- Dedicated areas identified for use by Support Agencies.</li> <li>- Where possible areas allocated to Support Agencies as close to the main entrance, to reduce movement around the building.</li> <li>- Where agencies are supporting the school, where possible it is the same member of staff each time.</li> </ul>	<ul style="list-style-type: none"> <li>- Questionnaire reviewed prior to entering the building, it is at the school's discretion whether they are permitted on the school site.</li> <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 systems are in place, they are to be pre-programmed to include visitor health questions and contact details</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 minimise contact and maintain social distancing as possible from pupils and staff when working in school buildings.</li> <li>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be made aware if they have been in close contact with a positive COVID case in</li> </ul>	<ul style="list-style-type: none"> <li>-Review the visitors procedures currently in place to ensure that it meets with the <u>systems of control put in place at the school.</u></li> <li>-Ensure that all visitors complete a COVID-19 visitor questionnaire.</li> </ul>	M	Office Staff/Head teacher
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		<ul style="list-style-type: none"> <li>- All visitors are accompanied when moving about the building.</li> <li>- Parents/Carers discouraged to access the main reception area without an appointment.</li> <li>- Main reception area spot cleaned throughout the school day.</li> <li>- Hand gel located at the main reception area.</li> <li>- Waste bins emptied at the end of the school day.</li> <li>-Regular support agencies/agency staff etc. are able to participate in the LFD testing programme available at the school.</li> <li>-LFD Home testing risk assessment is in place.</li> </ul>	<p>the school environment.</p> <ul style="list-style-type: none"> <li>- Volunteers and Support Agencies are to keep a register of the pupils that they have seen when on site. This information is to be handed to the office staff prior to them leaving the school site.</li> <li>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to inform the school if they undertake a LFD/PCR test and it tests positive.</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>-If visits <b>are required</b> in person settings should face coverings are worn, regular handwashing and holding visits after hours if possible.</li> <li>- Parents are attending the school site they should be notified of the system of controls, their responsibilities during the visit and how to maintain social distancing.</li> <li>-Meetings carried out where possible via Zoom and Teams.</li> </ul>		<ul style="list-style-type: none"> <li>-Visitor questionnaire completed on entry to the building.</li> <li>-Where meetings have to take place with Parents/Carers or other agencies ensure;</li> <li>-<b>Hands</b>-Hand sanitiser available in the meeting room</li> <li>-<b>Face-Face</b> coverings worn, unless 2 metre social distancing can be achieved.</li> <li>-<b>Space</b>-Seating spaced 2 metres apart.</li> <li>-<b>Fresh Air</b>-Windows and doors opened to allow natural ventilation.</li> </ul>	L	Reception Staff
Initial Teacher Training Students  N/A	M	<ul style="list-style-type: none"> <li>- Complete a visitor health questionnaire when they first start at the school.</li> <li>-Allocated a class/year group to work with within the school.</li> <li>-Are able to Participate in the LFD testing programme if they wish.</li> </ul>	<ul style="list-style-type: none"> <li>- ITTS staff to receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene.</li> <li>- Shown welfare facilities available to Staff members.</li> </ul>		L	

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

COVID-19 transmission within the school community-Preventive measures	H	<ul style="list-style-type: none"> <li>-Shared areas are cleaned between bubbles.</li> <li>-Lunch times and break periods are staggered for year groups and bubbles.</li> <li>-Pupils with complex needs who struggle to maintain good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in individual pupil risk assessments in order to support pupils and maintain the safety of staff working with them.</li> <li>-Playground areas designated and separated where need identified to ensure that year groups/bubbles are kept separate.</li> <li>-LFD testing programme available to Staff.</li> <li>-DCC - Caretaking &amp; Cleaning Support Service <a href="#">cleaning schedule updated</a> on the Extranet and utilised by the school.</li> <li>-Pupils wash their hands/apply sanitiser at identified points in the</li> </ul>	<p>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.</p> <ul style="list-style-type: none"> <li>- Staff to utilise the information available from <a href="#">eBug website</a></li> <li>- Staff to take responsibility for their own personal hygiene throughout the school day.</li> <li>- Waste bins to be emptied throughout the school day and placed in the external bin store.</li> <li>- The Caretaker to raise any stock level concerns with the Head teacher 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</li> </ul>	<ul style="list-style-type: none"> <li>-Staff and Pupils reminded to follow the principles of;</li> <li><b>-HANDS</b> - Wash your hands regularly and for 20 seconds/Apply hand sanitiser if handwashing not available.</li> <li><b>-FACE</b> Current guidance followed for Secondary/Primary and Nursery staff and pupils wearing face coverings.</li> <li><b>-SPACE</b> -Year groups have been placed in in class bubbles and seating plans put in place so that close contacts can be identified throughout the school day.</li> <li><b>FRESH AIR</b>-Windows and doors are opened throughout the school building to allow natural ventilation whilst the building is occupied.</li> </ul>	L	Headteacher/Staff
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		school day; -When they arrive at the school - When they return from break periods - When they change rooms/lesson periods. - Before and after eating -Following interventions	of each school day and placed in the external bin store. - Parents advised to ensure that pupils wash their hands when they <b>return</b> home.			
COVID-19 transmission within the school community-Preventive measures		- Face covering guidance followed. -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. - Where need identified hand sanitiser be made available to staff and pupils. - 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> - Hands are dried following handwashing. - Handwashing <u>posters</u> located in pupil and staff toilet areas and in the classroom areas. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.				
COVID-19 transmission within the school community-Preventive measures.	H	-Staff and Pupils wash their hands before and after eating and following coughing and sneezing and where additional need identified. - Pupils and Staff ensure that they thoroughly dry their hands. - Infection Control Risk assessment in place to manage other biological hazards within the school community. - Cleaning products readily available in the immediate area of the			M	Head teacher

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		<p>classroom/toilet areas for spot cleaning.</p> <ul style="list-style-type: none"> <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>- Frequent touch points around the school site are including in the cleaning schedule.</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>- Windows opened in corridor areas/school halls and all occupied areas during the school day to allow natural ventilation.</li> </ul>				
<b>Maintaining infection control in the Classrooms and during break periods</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Face covering guidance followed.</li> <li>- Seating plans in place within classrooms.</li> <li>- Seating plans in place where dining areas are used.</li> <li>- Movement of staff between bubbles kept to a minimum where possible.</li> <li>- Where staff members are teaching in different classrooms around the school site hand sanitiser stations located in each classroom. Cleaning</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>- Pupils/Parents/Carers continually reminded that pupils bring in filled water bottles each</li> </ul>	-Ensure that staff and pupils adhere to seating plans that have been put in place for year group bubbles/class bubbles.	<b>M</b>	<b>Head teacher</b>

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		<p>products available to staff members to clean staff workstations.</p> <ul style="list-style-type: none"> <li>- Staff always maintain social distancing with other staff members</li> <li>- Classroom areas in use have items that are non-essential removed to allow a larger floor space to help promote social distancing.</li> <li>- Soft furnishings, toys etc. around the classroom to be relocated during the phased opening of the school.</li> <li>- Windows and doors are opened to allow natural ventilation during the school day.</li> <li>- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>- Rota in place for lunchtime and break time periods.</li> <li>- Timetable reviewed to reduce the need for pupils to move about the building.</li> <li>- Wet play activities available in each classroom.</li> <li>- Outdoor activities to be carried out on a rota basis to ensure social distancing.</li> <li>- Where possible teaching activities to be carried out in the outdoor areas of the school.</li> <li>- Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.</li> <li>- Where classrooms/halls are unoccupied doors are to be closed.</li> <li>- Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils.</li> <li>- Robust cleaning regime in place.</li> </ul>	<p>day.</p> <p>-Consider that where mixing into wider groups for Breakfast Club, pupils are able to maintain social distancing and endeavor to prevent physical contact between pupils.</p> <p>- 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.</p>			
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		<ul style="list-style-type: none"> <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>- Hand sanitiser stations located around the building where need identified.</li> </ul>				
<b>Maintaining infection control in intervention/nurture groups</b>  <b>N/A</b>	<b>H</b>	<ul style="list-style-type: none"> <li>-Identified staff work in the area/provide interventions each day.</li> <li>-Area well ventilated</li> <li>-Hand/respiratory and cleaning stations in place</li> <li>-Pupils wash their hands/apply hand sanitiser when entering the area.</li> <li>-Workstations set out to maintain social distancing between pupils</li> <li>-Workstations cleaned following use.</li> <li>-Dedicated resources located within the area for pupil/staff use.</li> </ul>			<b>L</b>	<b>Head teacher</b>
<b>13.Pupils and Staff working in identified bubbles/year groups</b>						
<b>EYFS</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- EYFS work in bubbles.</li> <li>- Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so.</li> <li>- Cleaning schedule in place.</li> <li>- Identified area in place where personal care activities carried out. Areas are cleaned following use.</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> <li>-Waste is double bagged where nappy bins are not available.</li> </ul>	-Revisit Hands, Face, Space with pupils at the start of the Summer Term.	<b>M</b>	<b>Head teacher</b>

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		<ul style="list-style-type: none"> <li>- Staff wear the usual PPE worn when providing support with personal care.</li> <li>- Personal care risk assessments in place where need identified and required PPE considered as part of the risk assessment.</li> <li>- Where possible, Staff socially distance when working together.</li> </ul>				
Wrap around care/Breakfast Club etc.	H	<ul style="list-style-type: none"> <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/breakfast club setting.</li> <li>- Social distancing of pupils and staff is maintained during the sessions.</li> <li>-Seating plans in place within the setting.</li> <li>-Seating plans in place where dining areas are used.</li> <li>-Movement of staff between provision and classrooms recorded to ensure close contacts can be identified.</li> <li>-Cleaning schedule in place for the areas in use.</li> </ul>	<ul style="list-style-type: none"> <li>- Consider that where wraparound care has to take place year group bubbles are maintained and pupils are able to maintain social distancing.</li> <li>-<u>Systems of controls to be maintained at all times.</u></li> </ul>	<ul style="list-style-type: none"> <li>-Where private providers are providing wrap around care on the school site, they are to provide the school with a copy of their COVID-19 risk assessment. If the provider employs 50 or more staff, they are legally required to publish the document to their website.</li> <li>-In line with the government <a href="#">roadmap</a>, from 12 April all parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend.</li> <li>-Continue to work closely with any external wraparound providers which your pupils may use to minimise mixing between pupils. This can be achieved by taking steps such as trying to keep pupils in the same school bubble or</li> </ul>	M	Head teacher Staff/Provider

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				<p>in consistent groups.</p> <p>-If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member.</p> <p>-Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.</p>		
<p><b>Maintaining Year Group /Class bubbles to reduce transmission.</b></p>	H	<ul style="list-style-type: none"> <li>- Any movement of Staff between bubbles recorded to identify close contacts.</li> <li>-Start of the school day staggered for all year groups/bubbles.</li> <li>-Additional entrance doors used into the building/Year group/bubble allocated identified entrances.</li> <li>-Seating plans in place for each bubble.</li> <li>- Where possible, desks placed in rows facing the front of the classroom.</li> <li>- Pupils kept in consistent groups/bubbles throughout the school day.</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>- Pupils taught in identified classrooms, lesson subject movement</li> </ul>	<ul style="list-style-type: none"> <li>- Consider reducing the general movement in the school, contacts between different bubbles and the frequency with which one-year group follows another into a space.</li> </ul>		L	Head teacher

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		<p>is limited throughout the school day.</p> <ul style="list-style-type: none"> <li>- Classroom based resources, such as books and games, are used and shared within the bubble /group.</li> <li>- Classroom resources included in the cleaning schedule for each class.</li> <li>- Movement limited where possible to key times-Break times/Lunch times and specialist subject areas.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> </ul>				
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#### 14.Impact of pupils and staff moving about the building/school site

<b>Moving about the building/school site- Covid-19 transmission</b>	<b>M</b>	<ul style="list-style-type: none"> <li>-Clear direction given to parents via the school's communication links for the start and end of the school day.</li> <li>-External signage and floor markings in place.</li> <li>-Time tables in place for year group bubbles.</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 access outdoor play areas etc.</li> <li>- Social distancing measures adhered to where possible by staff. <b>Staff maintain social distancing at all times.</b></li> <li>- Posters in place reminding pupils to maintain social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>- DCC-Caretaking &amp; Cleaning Support Service <a href="#">cleaning schedule updated</a> on the Extranet.</li> <li>- Rotas changed where need identified.</li> </ul>	<ul style="list-style-type: none"> <li>-Review wall and floor markings in place around the school site to ensure that they can still be clearly followed.</li> <li>-Staff members to be reminded to maintain social distancing with adults that they interact with during the school day. <b>Social distancing to be maintained at all times.</b></li> <li>-Staff members to be reminded to be mindful who they interact with prior to and following the end of the school day. <b>Social distancing to be maintained at all times.</b></li> </ul>	<b>L</b>	<b>Head teacher</b>
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		<ul style="list-style-type: none"> <li>- One-way systems where possible put in place on stairways and corridors.</li> <li>- Pupils and staff advised to stick to the left-hand side of corridor areas. Consideration be given to placing directional signs around the school site.</li> <li>- Pupils supervised by Staff members when moving about the building.</li> <li>- Movement about the building monitored throughout the school day by staff.</li> <li>- Hand sanitiser dispensers located around the school site, including in classroom areas.</li> <li>- Use of hand sanitiser supervised by Staff members.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> <li>- Cleaning schedule in place for corridor areas doors and frequent touch points etc.</li> </ul>				
<b>Lifts</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Lift to be operational only where necessary.</li> <li>- Reduce maximum occupancy to two people.</li> <li>- Occupants to stand next to each other but ensuring that they are not touching.</li> <li>- Hand sanitiser station located at the entrance/exit points of the lift.</li> <li>- Lift entrance/exit points have a demarcation area on the floor, so that social distancing can be maintained when accessing the lift.</li> <li>- Cleaning schedules have been made available to schools and are</li> </ul>			<b>L</b>	

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		available on the <a href="#">Extranet</a> . Which include the lift area and regular touch points.				
<b>Break and Lunch periods</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Break and lunchtime areas well ventilated throughout the school day.</li> <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/bubbles</li> <li>- Pupils directed to wash their hands during break/lunchtime periods.</li> <li>- Areas zoned off for use by specific year groups/bubbles. Where possible seating to be allocated to pupils to ensure bubbles can be tracked when in the dining hall.</li> <li>- When congregating in halls etc, doors and windows are opened to allow natural ventilation.</li> <li>- Outdoor areas accessed as much as possible. Areas zoned off for use by specific year groups/bubbles.</li> <li>- Spot cleaning carried out where need identified.</li> <li>- Surfaces are cleaned following each group/bubble use.</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, cleaning located in breaktime/lunchtime areas.</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>

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## 15.Pupil behaviour during the school day

Pupils refusing to social distance/follow hand washing procedures	H	<ul style="list-style-type: none"> <li>- Sanctions in place where pupils do not adhere to social distancing and good hand hygiene and respiratory hygiene.</li> <li>-Behaviour Policy reviewed.</li> <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 sanitiser.</li> <li>-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 pupils continue to adhere to regular hand washing.</li> <li>-Face covering guidance followed. Where need identified Staff wearing PPE when supporting pupils reviewed with the Head teacher.</li> </ul>	<ul style="list-style-type: none"> <li>-Identify pupils with complex needs who struggle to maintain good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in individual pupil risk assessments in order to support pupils and maintain the safety of staff working with them.</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>- 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> </ul>	<ul style="list-style-type: none"> <li>-Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team.</li> <li>- Review Team Teach training where need identified-Contact Team Teach trainer provider and discuss needs.</li> <li>-Consideration be given to a phased return for identified pupil to manage risk.</li> </ul>	M	
Pupil-Challenging behaviours displayed	M	<ul style="list-style-type: none"> <li>- Behaviour Policy in place which has been reviewed in relation to COVID-19.</li> <li>-School building well ventilated. When working with pupils' doors and windows opened to allow natural ventilation.</li> <li>-Pupils with challenging behaviours</li> </ul>	<ul style="list-style-type: none"> <li>- Where restraint has had to be carried out review the pupil risk assessment in place.</li> </ul>	<ul style="list-style-type: none"> <li>- Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team.</li> <li>- Review Team Teach training where need identified-Contact Team</li> </ul>	M	SENCo-Where need identified.

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		<p>identified.</p> <ul style="list-style-type: none"> <li>- Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours.</li> <li>- Relevant staff are Team Teach Trained.</li> <li>- Where need identified Team Teach techniques are applied, including restraint.</li> <li>- Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out.</li> <li>- General Infection Control risk assessment in place.</li> <li>- Staff have received suitable and sufficient training to manage behaviours displayed.</li> <li>- Staff follow face covering guidance/Staff wear face coverings where need identified.</li> <li>- Where behaviours exhibited by pupils potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing when arriving at work each day and changing clothing before they leave work. Placing soiled clothing in a pillowcase and washing the clothing when they return home. Staff are advised to shower when they return home from work each day.</li> </ul>		<p>Teach trainer provider and discuss needs.</p>		
Pupils absconding from the school site	M	<ul style="list-style-type: none"> <li>- Security checklist and Policy in place for the school.</li> <li>- Individual Pupil risk assessments in place detailing actions to take in the event of a pupil absconding from the school.</li> <li>- Pupils supervised when exiting</li> </ul>		<ul style="list-style-type: none"> <li>- Where need identified follow the <a href="#">Coronavirus (COVID-19):Safer travel guidance for passengers</a>.</li> <li>- Face coverings worn if staff members have to travel in the same vehicle/transport young person.</li> </ul>	L	Head teacher

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		/accessing transport vehicles. -Staff meet and greet at the start of the school day, where need identified.		-Security Checklist to be reviewed.		
<b>Pupils (that have an EHCP) that require staff support throughout the day</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Identified staff work with pupils.</li> <li>-Seating plans in place where need identified.</li> <li>-Face coverings worn where need identified.</li> <li>-Individual risk assessments in place where need identified.</li> <li>--Windows and doors open when working with pupils.</li> <li>-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 when working together.</li> <li>-Hand, cleaning stations located within the working area.</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>- Staff go to the pupil's classroom, standing at the entrance to collect the pupil (not entering the classroom)</li> <li>- The pupil follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way</li> <li>- The intervention is provided at a distance where possible.</li> <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</li> </ul>			<b>L</b>	<b>Head teacher</b>

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		pupil.				
<b>Pupils accessing alternative education provision</b>  <b>N/A</b>	<b>H</b>	<p>The school has agreed the following control measures with the alternative provision;</p> <ul style="list-style-type: none"> <li>- The school has issued a copy of their COVID-19 risk assessment where the Pupil attends both settings during the week.</li> <li>- Any concerns with the identified Pupils health and wellbeing is to be communicated immediately via telephone by the school/alternative provision.</li> <li>- The Pupil will wear clean clothing each day when attending alternative provision.</li> <li>- Sickness absence procedure in place for pupils.</li> <li>- Alternative provision is to make the school aware if the pupil does not attend the setting.</li> </ul>	<ul style="list-style-type: none"> <li>- The school is to request a copy of the COVID-19 risk assessment for the alternative provisions that Pupils attend.</li> <li>- Spot check to be carried out on alternative provision to ensure pupil safety</li> </ul>	-Request a copy of the COVID-19 Risk Assessment for the Summer Term from the alternative provision.	<b>L</b>	<b>Head teacher</b>

## 16.Residential educational settings

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

<b>Intervention groups</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Movement of staff between bubbles recorded and reduced to a minimum.</li> <li>- Interventions are carried out in identified areas and cleaned as part of the cleaning schedule.</li> <li>-Windows and doors open when the intervention areas are occupied.</li> <li>-Where such groups are needed to be formed 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.</li> <li>-Hand, cleaning, stations located in intervention areas.</li> <li>-The school will review groups so that each small group receiving support is drawn from one class/year group bubble only.</li> <li>- Pupils from each class bubble will be allocated intervention time after school.</li> <li>- Interventions will take place in</li> </ul>			<b>M</b>	<b>Staff-On going</b>
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		<p>identified areas.</p> <ul style="list-style-type: none"> <li>- Staff wash their hands between each intervention group.</li> <li>-Pupils wash their hands/apply hand sanitiser prior to returning to their class.</li> <li>-Tissue/hand sanitiser station located in the intervention area.</li> </ul>				
<b>Pupils not currently attending the school</b>	<b>L</b>	<ul style="list-style-type: none"> <li>-Welfare calls made to pupils' homes where appropriate.</li> <li>-Where need identified Attendance Officer to attend the home to carry out a doorstep welfare check.</li> <li>-Parent/carers and pupil encouraged to engage in the schools' home learning.</li> <li>-Remote Learning Policy in place.</li> <li>- Welfare checks carried out with pupils and parent/carers.</li> <li>- Relevant agencies informed.</li> <li>-Where doorstep welfare checks needed a risk assessment is completed.</li> <li>-Remote learning available to pupils not currently attending the school.</li> </ul>	-Head teacher/SLT are aware of the needs of pupils not currently attending the school.	<ul style="list-style-type: none"> <li>-Welfare calls to continue where need identified during the Summer Term.</li> <li>-Pastoral Support to be provided where need identified.</li> <li>-Remote education provided where need identified.</li> </ul>	<b>L</b>	<b>Head teacher</b>

## 18.Subject area needs

<b>Equipment needed for specific subject areas</b>  <b>N/A</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils will have their own pencil cases and books/writing pads required for each subject.</li> <li>- Activities planned by subject Leads.</li> <li>- Timetable agreed.</li> <li>- All <a href="#">Science</a>, DT and Art areas have been pre-checked as per <a href="#">CLEAPPS</a> guidance and are ready for use.</li> </ul>		-Review the building checklist to ensure that statutory testing of equipment in use is completed.	<b>L</b>	<b>Premises Management</b>
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		<ul style="list-style-type: none"> <li>- Where need identified pre-user, checklists completed.</li> <li>- Cleaning schedule in place following the use of equipment.</li> <li>- Subject area risk assessments in place.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> <li>- Cleaning schedule in place for subject areas.</li> <li>- Where need identified daily inspections are completed prior to work equipment being operated.</li> </ul>				
<b>Classroom resources</b>	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 group/bubble using them. and always between bubbles.</li> <li>- Separate equipment allocated to a bubble where available.</li> </ul>	<ul style="list-style-type: none"> <li>- Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups/bubbles.</li> <li>- Resource boxes to be set up in advance where possible.</li> </ul>		L	Staff
<b>PE Activities / Lack of changing room space</b>	H	<ul style="list-style-type: none"> <li>- Parents/Carers and Pupils advised what PE kit pupils should wear to school.</li> <li>- PE guidance followed-guidance on the phased return of sport and recreation 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 Sport Trust</a></li> <li>- PE activities undertaken internally and externally as required.</li> <li>- Where PE activities take place inside the school building, halls are well ventilated and where possible social distancing measures maintained.</li> </ul>		<p>From 29 March, outdoor competition between different schools can take place.</p> <p>From 12 April, indoor competition between different schools can take place.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>- Guidance on <a href="#">grassroot sports for public and sport providers</a>, <a href="#">safe provision</a> and <a href="#">facilities</a>, and guidance from <a href="#">Sport England</a></li> <li>- Advice from organisations</li> </ul>	L	PE Department

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		<ul style="list-style-type: none"> <li>- Pupils kept in consistent groups.</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>- External coaches, clubs and organisations for curricular and extra-curricular activities can resume supporting the school.</li> <li>- Cleaning schedule in place for PE equipment accessed during lesson periods.</li> <li>- Where SLA in place for PE support, activity risk assessments clearly detailing the controls in place for COVID-19 shared with the school.</li> </ul>		<p>such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></p> <p><b>-Guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance</a> documents <a href="#">using changing rooms safely</a></b></p>		
<b>Music 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>- 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>- Where instruments are to be played consideration be given to lessons taking place outside.</li> <li>- Consider limiting class sizes to no more than 15 if instruments and singing are to take place.</li> <li>- Where external agencies provide support request a copy of their COVID-19 risk assessment prior to recommending activities.</li> <li>- Agencies to complete the visitor questionnaire.</li> </ul>		<b>M</b>	<b>Music Lead</b>

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			<ul style="list-style-type: none"> <li>- Agencies to keep a register of the pupils that they interact with, register to be left at the main reception area when they leave the building.</li> <li>-Agree activities that will be undertaken.</li> <li>- Discuss how bubbles will be maintained.</li> <li>- Agree how spot cleaning will be carried out.</li> </ul>			
<b>Domestic Residential Visits</b>  <b>N/A</b>	<b>H</b>	<b>Existing bookings;</b> -In line with the <a href="#">COVID-19 Response-Spring 2021</a> , guidance, domestic residential educational visits will not take place earlier than 17 May. -The school have access to DCC guidance available for <a href="#">educational visits on the Extranet</a> and Educational Visits Planning COVID-19 Guidance - in the Resources section of the Evolve system.		- Ensure that venues/activities that are accessed are COVID-19 secure. -Domestic residential educational visits are to be conducted in line with relevant coronavirus <a href="#">(COVID-19) secure guidance</a> and regulations in place at the time of the visit. -For those schools participating in the <a href="#">Duke of Edinburgh Award, new guidance has been issued.</a>  <b>New bookings</b> -Schools can begin planning for new domestic residential educational visits to take place -In line with the <a href="#">COVID-19 Response-Spring 2021</a> , guidance, domestic residential educational visits will not <b>take place earlier than 17 May.</b>  <b>-Schools are advised not to enter into any new financial or contractual</b>	<b>L</b>	<b>Headteacher/EVC</b>

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				<p><b>commitments</b> at this stage. This advice will remain under review and updated at the earliest opportunity.</p> <p>-Any new domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.</p> <p>-The DfE are working with Public Health England and the sector on what coronavirus (COVID-19) secure residential visits will look like at step 3, of the road map and further advice will be provided.</p>		
<p><b>International Educational Visits</b></p> <p><b>N/A</b></p>	<b>H</b>			<p>-It is advised that <b>International Travel is not</b> carried out at the present time.</p> <p>-The Global Travel Taskforce has been commissioned to set out how to facilitate a return to international travel as soon as possible while managing the risk from imported variants of concern. <b>It is due to report on 12 April 2021.</b> This advice will be updated following the publication of the report</p>	<b>L</b>	<b>Headteacher/EVC</b>
<p><b>Educational Visits-Day visits</b></p> <p><b>N/A</b></p>	<b>M</b>	<p>-In line with the <a href="#">COVID-19 Response-Spring 2021</a>, schools will resume educational day visits from 12 April 2021.</p> <p>-The school are following DCC</p>	.	<p>- Visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at</p>	<b>L</b>	<b>Headteacher/EVC</b>

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		<p>guidance available for <a href="#">educational visits on the Extranet</a> and Educational Visits Planning COVID-19 Guidance - in the Resources section of the Evolve system.</p> <ul style="list-style-type: none"> <li>- Daily visits are uploaded to the EVOLVE system.</li> <li>- Appropriate risk assessments completed for daily activities.</li> <li>- Where possible the school is making use of local outdoor spaces.</li> <li>- Hand wipes, tissues, and hand sanitiser carried by staff for use during the visit journey.</li> <li>- Adults adhere to guidance for face coverings when accessing transport.</li> </ul>		<p>that time.</p> <ul style="list-style-type: none"> <li>-Ensure that pupils are kept within their consistent bubbles/year groups.</li> <li>- Ensure that venues/activities that are accessed are COVID-19 secure.</li> <li>- Good hand hygiene, respiratory standards maintained at all times during the visit.</li> <li>-Hand sanitiser applied prior to entering /exit transport vehicle.</li> <li>-Pupils <b>not to be</b> transported on public transport at the present time.</li> <li>- Where transport is in use for educational visits, ensure that the guidance is followed for <a href="#">face coverings</a> when accessing <a href="#">transport</a> where applicable.</li> <li>- Seating plans to be put in place for staff and pupils for transport accessed.</li> <li>- Consider how pupils will be transported to and from swimming activities.</li> </ul> <p>Discuss with the LA transport team.</p> <ul style="list-style-type: none"> <li>-Transport vehicles to be well ventilated.</li> <li>-Discuss with parents/carers the visits to be undertaken and transport arrangements.</li> </ul>		
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Swimming/Water Therapy N/A	H	<ul style="list-style-type: none"> <li>- Head teachers are aware of the Guidance from Swim England on school swimming and water safety lessons available at <a href="#">Returning to pools guidance documents</a></li> <li>-Swimming pool and changing areas well ventilated.</li> <li>-Hand washing facilities available to staff and pupils within venue.</li> <li>-Social distancing from members of the public and others outside outside of their year group/ bubbles</li> <li>- <a href="#">Using changing rooms safely</a> guidance followed.</li> <li>-Changing areas cleaned after each use.</li> <li>-Designated bags allocated to pupils</li> <li>-Swimming pool/Water therapy areas well ventilated.</li> </ul>		<ul style="list-style-type: none"> <li>-Consider how pupils will be transported to and from swimming activities. Discuss with the LA transport team.</li> <li>-Hand sanitiser applied prior to entering /exit transport vehicle</li> <li>-Maintain year group bubbles where possible.</li> <li>-Seating plans in place where need identified.</li> <li>-Transport vehicles to be well ventilated.</li> </ul>	L	
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## 19.School Community Activities

School Assemblies/Worship and Staff meetings	H	<ul style="list-style-type: none"> <li>- Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible.</li> </ul>			L	Head teacher
Outdoor Play Areas/Equipment	M	<ul style="list-style-type: none"> <li>- Each class group's allocated outdoor portable play equipment which is to be stored in their individual classrooms after use.</li> <li>- Portable equipment wiped down after each use.</li> </ul>	<ul style="list-style-type: none"> <li>- Where a cleaning regime can't be carried out during the school day. Fixed outdoor play equipment to be taken out of use.</li> </ul>			Head teacher-

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<b>20.Welfare facilities around the school site for Staff, Pupils and Visitors.</b>						
<b>Use of Welfare facilities for Staff and Pupils</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>- 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>- Lunch time and breaktime rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room.</li> <li>- Windows are opened in the staff room when it is occupied by staff members.</li> <li>- Position of furniture within staff room areas reviewed to ensure social distancing.</li> <li>- Cleaning schedule in place which covers all areas of the school environment. 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> <li>- Alternative space made available to staff for break periods.</li> </ul>		<ul style="list-style-type: none"> <li>-Review the welfare facilities available for Staff members to ensure that social distancing can be maintained.</li> <li>-Additional welfare facilities to be provided where need identified.</li> </ul>	<b>L</b>	

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Isolation Room Pupil Welfare  
Checklist:

-Ensure that any child in isolation is appropriately supported by a member of staff within the isolation room as necessary. Consider the age of the child:

-Should the child be 2 Year Olds – Year 2, the adult should support the child within the Isolation Room, wearing full PPE.

-Check that windows are open for ventilation in Isolation Room.

-Should the child be Y3 – Y6, it may be appropriate for the child to enter the Isolation Room by themselves, with the supervising adult standing immediately outside of the Isolation Room door and supervising at all times.

-Ensure that any child in the isolation room is comfortable, prompting them to take off their coat and bag, particularly if the child will be waiting for collection by parents/carers for an extended period of time.

-Check that any pupil in the Isolation Room is offered the use of the toilet.

-Check that any pupil in the isolation room is provided with an activity as a distraction technique as necessary.

-Following the child going home,

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		inform the Office Staff to alert Mr. Sear to clean the Isolation Room, toilet and coloured pencils/pen/pencil as necessary.				
<b>Toilet Areas/Providing support with personal care</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Toilet areas allocated to identified groups/bubbles of pupils.</li> <li>-Pupils supervised when accessing the toilet area.</li> <li>- Cleaned during the course of the school day.</li> <li>- Waste bins regularly emptied, and waste taken to external bin area</li> <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>-Toilet and changing areas well ventilated when in use /throughout the school day.</li> <li>- Where personal care tasks are undertaken area cleaned after each use.</li> <li>- Toilets and personal care areas Included in the cleaning schedule for the school.</li> <li>- Most personal care tasks will not require PPE beyond what staff would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</li> </ul>		<ul style="list-style-type: none"> <li>- Staff concerns to be raised with the Headteacher, face coverings to be worn when supporting personal care tasks.</li> </ul>	<b>L</b>	<b>Head teacher</b>

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		<p>-Where nappy bins are not present - 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.</p> <p>-Sanitary bins located in identified areas and have closed lids. SLA in place.</p> <p>-Waste to be double bagged and placed in lidded bin.</p> <p>-Personal care risk assessments in place where need identified.</p> <p>-Staff have designated toilet areas around the school site.</p>				
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## 21.Supporting Pupils with first aid/medication

<b>Personal Protective Equipment (PPE)</b>	<b>M</b>	<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.</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 and PPE to be worn clearly identified.</li> </ul> <p>-Sufficient stocks of PPE held by the school and regular stock checks undertaken.</p>		<p>-Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with the Head teacher.</p>	<b>L</b>	<b>Head teacher</b>
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First Aid Provision and support with medication needs	M	<p>-Face coverings worn where necessary when providing first aid/support with medication.</p> <ul style="list-style-type: none"> <li>- First Aid risk assessment in place</li> <li>- Identified Staff are first aid trained.</li> <li>- Identified 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 wash their hands prior to administering first aid.</li> </ul> <p>-Staff wear disposable gloves when providing first aid support.</p> <ul style="list-style-type: none"> <li>- Gloves and first aid items used to be double bagged and placed in the waste bin.</li> <li>- Staff to wash their hands after providing first aid support.</li> <li>- Medication policy in place.</li> <li>- Staff wash their hands prior to and following support with medication.</li> <li>- Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school.</li> <li>- Medication stored in a dedicated area.</li> <li>- Identified staff support pupils with medical needs.</li> <li>- Waste bins emptied throughout the school day.</li> </ul>		<p>-Undertake a stock check of medication held on the school site for pupils.</p> <ul style="list-style-type: none"> <li>- Review when staff members last received medication training. Concerns to be raised with the school nurse in the first instance.</li> <li>- Review when staff members last received First Aid Training guidance is available on the <u>HSE website</u>.</li> </ul> <p>-Face coverings to be worn where necessary when staff are administering face to face first aid treatment, supported with medication/medical needs.</p>	L	Staff-On going
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## 22.Mental Wellbeing

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<p><b>Staff and Pupils Wellbeing</b></p>	<p><b>M</b></p>	<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>. And the link to <a href="#">MindEd</a></li> <li>- Staff have been provided with <a href="#">COVID-19 mental health link</a></li> <li>- Staff receive sufficient breaks during the school day.</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> <p>Focused pastoral support in place.</p> <ul style="list-style-type: none"> <li>- Staff have access to- <a href="#">Returning safe and happy and settled</a>.</li> <li>- Staff are aware of the <a href="#">healthy child programme</a></li> </ul> <p>-Parents and Carers have been made aware of the following agencies that can provide support;</p> <ul style="list-style-type: none"> <li>- <a href="#">Every Mind Matters</a>.</li> <li>- <a href="#">Bereavement UK and the Childhood Bereavement Network</a></li> <li>-<a href="#">Barnardo's</a></li> </ul> <p>-Regular contact made with pupils' parent/carers who are currently not attending the school.</p> <ul style="list-style-type: none"> <li>- <a href="#">Safeguarding Policy in place and reviewed in line with COVID-19</a>.</li> <li>- Staff report concerns with pupil's behaviour via the usual routes, including Safeguarding.</li> <li>- <a href="#">Mental Wellbeing continues to be part of the curriculum for the Summer Term</a>.</li> <li>- The school are working with agencies who regularly support their pupils with social and emotional</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>-Staff to be reminded of the counselling services available to all DCC staff-<a href="#">Health Assured</a> on 0800 716017.</li> <li>-Staff and Parents/Carers to remind of the support available to them in relation to mental well-being.</li> <li>- Where need identified staff are to be referred to the DCC Occupational Health Team- <a href="mailto:occhealth@durham.gov.uk">occhealth@durham.gov.uk</a></li> <li>-HR colleagues contacted for support where need identified.</li> </ul>	<p><b>L</b></p>	<p><b>Staff</b></p> <p><b>Head teacher</b></p>
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		support. - Staff workload monitored by the SLT.				
Staff and Pupils self-isolating during the Summer Term.	M	-Pastoral support contact vulnerable pupils who have to isolate during the Summer Term. -SLT ensure that staff members who have to self-isolate are contacted each week or more frequently where need identified.		-Staff/Pupils have a legal obligation to self-isolate but may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works. Where pupils who are self-isolating and are within the definition of vulnerable, a contact monitoring system is to be put in place. When a vulnerable pupil is required to self-isolate: • Notify their social worker (if they have one) • Agree with the social worker the best way to maintain contact and offer support Ensure you have procedures in place to: • Check if a vulnerable pupil is able to access remote education support • Support them to access it (as far as possible) • Regularly check if they are accessing remote education - Where staff members are having to self-isolate, the HT will contact them to check on their wellbeing.	L	

## 23.Building Management

Managing Health and Safety in the school environment	H	- <a href="#">Building and Associated activities checklist</a> completed in the Autumn Term and reviewed in the Spring	-Review access and egress to the school site that parents/carers use to ensure	-Review the <a href="#">Building and Associated activities checklist</a> in the Summer Term.	L	Head teacher
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		<p>Term to ensure that all statutory testing and inspections have been completed.</p> <p>-Risk assessments held reviewed on a 6/12 monthly basis or where a significant change has occurred.</p>	<p>their safety during adverse weather conditions.</p> <p>-Review the schools gritting policy regarding additional access/egress points on the school site.</p>			
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 bottle necks.</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>-Staff have familiarised the pupils with where the nearest available fire exits are located and walked their individual classes to their fire assembly point separately, whilst maintaining social distancing measures.</li> <li>Records of these individual class bubble walk throughs should be kept in the fire safety logbook.</li> <li>- Where need identified Personal Emergency Evacuation Plans put in place/reviewed.</li> </ul>		<p>-A Fire Drill is to be completed during the Summer Term.</p> <p>-School Building Checklist to be reviewed.</p>	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>-Floor markings in place at the main</li> </ul>	<ul style="list-style-type: none"> <li>- Visitors wellbeing monitored when attending the school.</li> <li>-Parents to be encouraged to</li> </ul>	<ul style="list-style-type: none"> <li>- Where planned visits are taking place, Visitors are to be advised not to attend the school if they are unwell.</li> </ul>	L	Head teacher/Staff

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		<p>school entrance to ensure 2 metre social distancing.</p> <ul style="list-style-type: none"> <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 hand sanitiser.</li> <li>- Main reception area spot cleaned throughout the school day.</li> <li>- Tissues located at the main reception area with a lidded waste bin.</li> <li>- Waste bins emptied at the end of the school day.</li> <li>- Signage in place advising the use of face coverings clearly displayed at the entrance to the building.</li> </ul>	<p>e-mail or speak with staff over the telephone where they have concerns with day to day school life.</p> <ul style="list-style-type: none"> <li>- Face to face meetings with parents are to be booked in advance so that meeting rooms can be set up to ensure social distancing.</li> <li>- Where electronic signing in screens are in use, the screen is to be cleaned after each use.</li> </ul>			
Office areas	H	<ul style="list-style-type: none"> <li>- Hand cleaning station located within the rooms.</li> <li>- The doors of offices in use can be wedged open when occupied.</li> <li>- Where available, windows are opened whilst the office area is in use.</li> <li>- Staff leave their desks as clear as possible so that it can be easily cleaned.</li> <li>- Waste bins are lined with a black bag. Waste bins are emptied at the end of the school day.</li> <li>- Staff undertake other activities that allow them to leave the office area over the course of the school day.</li> <li>- Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>.</li> </ul>	<ul style="list-style-type: none"> <li>- Non-office staff encouraged not to access office areas unless essential.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that photocopiers/reprographic areas are equipped with a hand, respiratory and cleaning stations.</li> <li>- Staff are to clean photocopier/ equipment following use.</li> </ul>	L	Caretaker/ Premise Manager

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Meeting Rooms	H	<ul style="list-style-type: none"> <li>- Timetabled access only</li> <li>- Locked and secure when not in use</li> <li>- Non -essential items removed from the meeting rooms.</li> <li>- Seating and tables positioned to allow for social distancing</li> <li>- Cleaning regime in place following each meeting.</li> <li>- Windows and doors opened, where possible to allow natural ventilation.</li> <li>-Cleaning station located within the rooms.</li> <li>-Surfaces cleaned following use.</li> </ul>			L	
Catering facilities	M	<ul style="list-style-type: none"> <li>- SBM/Contractor Ensures compliance with the <u>guidance for food businesses</u></li> <li>- School Building checklist completed.</li> <li>-Floor markings in place to ensure social distancing can be adhered to, where possible.</li> <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>-Where safe to do so windows and doors opened to allow natural ventilation.</li> <li>- Identified number of staff work in the main kitchen area to ensure social distancing.</li> <li>- Handwashing and hand sanitizer facilities readily available.</li> <li>- Handwashing posters located in</li> </ul>	<ul style="list-style-type: none"> <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	

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		<p>welfare facilities.</p> <ul style="list-style-type: none"> <li>- Catering staff adhere to <u>hand washing guidelines</u>.</li> <li>- Serving hatches provide a natural social distance from pupils.</li> <li>- When staff are serving, they stand side by side ensuring social distancing can be maintained.</li> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> <li>- Kitchen deliveries made directly to the kitchen area where possible.</li> <li>- Water fountains taken out of use around the school site.</li> <li>- No kitchen staff prohibited from entering the main kitchen area.</li> <li>- Kitchen staff only move about the building where need identified for serving pupils.</li> </ul>				
<b>Deliveries to the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Only essential items are ordered by the school.</li> <li>- Deliveries are delivered to identified entrance points at the school.</li> <li>- Identified staff take responsibility for deliveries made to the school.</li> <li>- Staff members wash their hands before and after decanting orders and storing them away.</li> <li>- Kitchen deliveries are made directly to the kitchen area.</li> <li>- Packaging to be placed in the external bin store.</li> </ul>			<b>L</b>	
<b>Waste Management on the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- External bin store in place</li> <li>- Contractor SLA in place to remove waste materials from the school site.</li> <li>- Waste removed from the school building at the end of each day and placed in the designated bin store</li> </ul>	<ul style="list-style-type: none"> <li>- Review refuse collection SLA to ensure that it meets the current needs of the school.</li> </ul>		<b>L</b>	<b>Caretaker</b>

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		area.				
External Lettings  N/A	M	- Access only permitted outside of school hours.	- Meet virtually with community groups to discuss re accessing the building. - Community groups to provide the school with a copy of their COVID-19 risk assessment for the activities they wish to undertake in the school building.		L	Head teacher

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

#### School Based Guidance

	<a href="#">Schools coronavirus (COVID-19) operational guidance</a>
	<a href="#">Coronavirus (COVID-19) asymptomatic testing in schools and colleges</a>
	<a href="#">Primary schools, school-based nurseries and maintained nursery schools.</a>
	<a href="#">SEND and specialist settings.</a>
	<a href="#">Testing for secondary schools and FE colleges.</a>
	<a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a>
	<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>
	<a href="#">Guidance How to stop the spread of coronavirus (COVID-19)</a>
	<a href="#">COVID-19 Response-Spring 2021</a>
	<a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a>

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	<a href="#"><u>COVID-19 Response-Spring 2021 (Road Map).</u></a>
	<a href="#"><u>NHST Test and Trace</u></a>
	<a href="#"><u>Test and Trace Support Payments</u></a>
	<a href="#"><u>-Guidance for Face Coverings in Education followed;</u></a>
	<a href="#"><u>NHS Who is at Risk</u></a>
	<a href="#"><u>Face coverings in education.</u></a>
	<a href="#"><u>Coronavirus (COVID-19): Safer travel guidance for passengers</u></a>
	<a href="#"><u>Coronavirus (COVID-19): red list travel ban countries</u></a>
	<a href="#"><u>Coronavirus (COVID-19): safer travel guidance for passengers</u></a>
	<a href="#"><u>Working safely during coronavirus (COVID-19)</u></a>
	<a href="#"><u>Duke of Edinburgh Award</u></a>
	<a href="#"><u>Car sharing and travelling with people outside your home</u></a>
	<a href="#"><u>Guidance for food businesses</u></a>
	<a href="#"><u>Returning to pools guidance documents</u></a>
	<a href="#"><u>Using changing rooms safely</u></a>
	<a href="#"><u>Cleaning schedule updated</u></a>
	<a href="#"><u>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u></a>
	<a href="#"><u>Pregnancy and the coronavirus</u></a>
	<a href="#"><u>The Royal College of Obstetricians &amp; Gynaecologists</u></a>
	<a href="#"><u>Understanding Coronavirus test results</u></a>
	<a href="#"><u>What to do if a child is displaying Covid symptoms</u></a>
	<a href="#"><u>Extra mental health support for pupils and teachers</u></a>

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<b>DCC Extranet</b>	
	<a href="#">Health and Safety COVID-19 file</a>
	<a href="#">Extranet cleaning schedules</a>
	<a href="#">Visitors Questionnaire</a>
	<a href="#">COSHH Assessments</a>
<b>Subject Area guidance</b>	
	<a href="#">PE Guidance-Guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport
	<a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a>
	<a href="#">CLEAPPS Guidance for subject areas</a>
	<a href="#">Working safely during coronavirus (COVID-19): performing arts</a>
	<a href="#">Returning to pools guidance documents</a>
<b>HSE Guidance</b>	
	<a href="#">HSE guidance on working safely.</a>
	<a href="#">HSE Ventilation</a>
	<a href="#">Health and safety guidance on educational visits</a>

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