

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

St. Anne's CE Primary and Nursery School



St. Anne's CE Primary and Nursery School Warwick Road, Bishop Auckland, County Durham, DL14 6LS		
Current Number of Staff Employed- HT, DHT, 8 FT teaching staff, 5 PT teaching staff, 7 support staff, 2 office staff, 2 cleaning staff, 5 lunchtime supervisors, 1 apprentice (to Dec.2020)	Name of Person Completing the Risk Assessment- Mrs. Lynne Sixsmith	Date of assessment – July 2020 September 2020 November 2020
Current Number of Pupils on Role- 216	Review Dates- September 2020 and as required thereafter	
Consultation -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.		
Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team. The school have more than 25+ members and staff and to comply with the current Guidance for full opening: schools in the Autumn Term 2020 and to ensure compliance with the Health and Safety Executive (HSE) a copy of this risk assessment has been placed on the school website		
Staff covered by this assessment – The School Community		
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. The virus is thought to spread mainly from person-to-person. <ul style="list-style-type: none"> Between people who are in close contact with one another (within about 6 feet). Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 may be spread by people who are not showing symptoms 		

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

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

The school is following the guidance [Guidance for full opening: schools](#)

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

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

Response to any infection

- 8) Engage with the [NHS Test and Trace](#) process-Where need identified.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community-Schools have been provided with guidance from DCC

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

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

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

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

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

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

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

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1.Staff and Pupils and the wider school community					
COVID-19 transmission within households	M	<ul style="list-style-type: none"> - Registers are taken each day of pupils present. - Staff arrive on site prior to the start of the school day and report to the HT or appropriate member of the SLT. - Pupils are met each day at the identified entrance for their class by a staff member. Staff maintain social distancing. - Parents will not be permitted into the school building. - Staff attendance at work is monitored by the Head teacher /SLT. - Sickness absence procedures in place for staff and pupils. - Pupils are kept in consistent bubbles/groups within their year groups, where possible. - Durham County Council (DCC) are working with partner agencies, trade unions and updating schools with relevant information. - Public Health England (PHE) is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). - Staff are aware to report to their SLT if they present with symptoms of COVID-19/Test positive. - The school will follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2). - The school have advised staff and 	<ul style="list-style-type: none"> - Parents/carers and staff to be advised to follow the usual school procedures for sickness absence. - 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. - Parents/carers and staff advised to report to the school any symptoms of COVID 19 that they or their household may have. - Head teacher to remind parents/carers and staff via newsletters etc. that where pupils or a member of their household displays symptoms of the coronavirus, they are to follow <u>the Guidance for households with possible coronavirus infection, and engage in the NHST Test and Trace procedure.</u> - Head teacher to remind staff if they or a member of their household displays symptoms of the coronavirus, they are to follow <u>the Guidance for households with possible coronavirus infection.</u> - 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. - Parents/Carers and Staff members are 	L	<p>Head Teacher-ongoing</p> <p>SLT/ Office manager/ admin staff</p> <p>Parents/ carers and staff-ongoing</p> <p>Head Teacher-ongoing</p> <p>Head Teacher-ongoing.</p> <p>Head Teacher-immediate</p>

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		<p>parents/carers that they will need to be ready and willing to;</p> <ul style="list-style-type: none"> - Book a test if they are displaying symptoms. - Staff and pupils DO NOT come into the school if they have symptoms of COVID-19 and WILL BE sent home to self-isolate if they develop them in school. <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"> - Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (<p>COVID-19) for 14 days</p>	<p>reminded that <u>t</u>esting for COVID-19 is available to everyone presenting symptoms of COVID-19 ,whatever their age.<u>Testing is available through the NHS.</u></p> <ul style="list-style-type: none"> - Pupils or Staff member displaying symptoms will be advised to self-isolate and will not be permitted into school and advised to book an <u>NHS Test</u> - - Members of the pupil/staff members household also need to self-isolate for 14 days and if they present with COVID-19 symptoms book an <u>NHS Test</u>.. - The Governing Body of the school are to be informed of staff members and parent/carers concerns. 		<p>Household</p> <p>Governing Board- as required</p>

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2.Maintaining hand and respiratory hygiene on the school site					
Hand and respiratory hygiene across the school	H	<ul style="list-style-type: none"> - Staff wash their hands/apply hand sanitiser with pupils at the start and end of the school day. -Staff is responsible for maintaining their own personal hygiene during the day. Staff is advised not to wear jewellery to minimise transmission. - Pupils are supervised to wash their hands and apply hand sanitiser. - 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. - Pupils are supervised when accessing the hand sanitiser. - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members. - Where hand washing facilities are limited due to the number of pupils, hand sanitiser has also been located in identified areas around the school site - Tissues made available in each classroom. - Pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. - 'Catch it, bin it, kill it' posters located in pupil, staff toilet areas and around the school site. Handwashing and hand sanitiser posters located in the toilet areas and around the school site. - Pupils taught to cough and sneeze into their elbow and away from the direction of 	<p>-Where toilet facilities are close, consideration be given to flushing used tissues down the toilet.</p> <p>Take into consideration other areas within the school that are able to facilitate hand washing e.g. activity areas that have a sink with cold running water.</p>	L	Staff-ongoing

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Use of face coverings on the school site		<p>other pupils and staff.</p> <ul style="list-style-type: none"> - Lidded waste bins are in place to place used tissues in. - Waste bins are emptied and placed in the bin store at the end of the school day and where need identified. Bins are emptied at the end of the school day. - Hand sanitiser located at the main entrance for visitor use. - All visitors sanitise their hands on entering the school building. - <u>Stringent cleaning schedules in place-</u> DCC cleaning checklist in place. - Toilet areas monitored throughout the school day to ensure that the supplies of hand soap and paper towels are maintained. - Face coverings are not classified as <u>PPE (personal protective equipment)</u>. Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19). Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. - The school holds a supply of face coverings and where need identified issued to pupils and visitors. 	<p>Where staff wish to wear face coverings when in the classroom this is to be discussed with the Head teacher.</p> <p>-Consideration needs to be given to staff and pupils under lying health conditions.</p> <p>-In areas where local restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors unless they are exempt.</p> <p>-Agencies that support the school should discuss with the Head teacher the wearing of face coverings when on the school site prior to attending the school site.</p> <p>Use of face coverings in the school environment;</p>		

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Ventilation in the school building		<p>The school are aware of the updated guidance - Face coverings in education.</p> <p>-Face coverings are mandatory in communal areas of secondary schools and colleges.</p> <p>-The use of face coverings in communal areas remains at the discretion of individual schools.</p> <p>-Where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teacher to use their discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</p> <p>-Children in primary school do not need to wear a face covering.</p> <p>-Where visitors to the school site are to wear face coverings, clear signage in place at the entrance to the school building.</p> <p>Classrooms, corridor areas etc. are well ventilated prior to the start of the school day.</p> <p>-During Autumn and Winter windows are 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>-The school should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process should be communicated clearly to pupils and staff.</p> <p>-Safe wearing of face coverings requires cleaning of hands before and after touching.</p> <p>-When not in use face coverings are to be stored away between uses where possible in a sealable plastic bag.</p> <p>-Pupils to be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands/apply hand sanitiser.</p> <p>Where need identified staff and pupils advised to wear additional clothing.</p> <p>-Mechanised ventilation- For the system to provide adequate outdoor air it is essential to keep the grilles and the duct work free from blockages. Further information is available in the H&S COVID-19 folder on the extranet.</p> <p>-Ensure that the mechanised ventilation system is tested and inspected on a regular basis by an approved contractor.</p>		

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		<ul style="list-style-type: none"> -Internal doors opened to assist with creating a throughput of air. -Where need identified external doors opened where safe to do so. -Where need identified furniture re-arranged. -Mechanical ventilation systems used where available – they are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance systems adjusted to full fresh air. -Where fresh air is not available, then systems should be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply). -The HSE guidance for ventilation is followed. -Heating used to ensure comfort levels are maintained in the school building 			

3.Symptoms of COVID-19 in the school community

Staff sickness absence	H	<ul style="list-style-type: none"> - Staff are aware of the procedure they are to follow if they are absent from work - SLT monitor staff sickness absence and ensure that cover is provided where need identified. - SLT ensure pupils are supervised throughout the school day and are monitored for the symptoms of the coronavirus throughout the school day. - Pupils are aware to report to a member of staff if they are feeling unwell during the school day. 	<p>Trends identified and where need identified reported to DCC Public Health Team via COVID-19 Education settings reporting tool</p> <p>-Deep clean of areas of the school that affected staff are based and cleaning procedures reviewed.</p>	L	Head Teacher-ongoing
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Pupil/Staff develops symptoms in school/setting		<p>- Where need identified the school will follow the DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2).</u></p> <p>Staff is aware of the symptoms of COVID-19- The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – 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) - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. - If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 7 days and <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). - Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms - The school understands the NHS Test and Trace process and is aware of how to contact 	<ul style="list-style-type: none"> - Head Teacher to continuously remind parents/carers via school comms of the symptoms of COVID-19. - Head Teacher to continuously remind parents/carers that anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the <u>NHS testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. - Head Teacher to remind parents/carers and staff via school comms. that where pupil or a member of their household displays symptoms of the coronavirus, they are to follow <u>the Guidance for households with possible coronavirus infection.</u> - Parents/carers collecting unwell pupils are reminded of the guidance to follow. - 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. - 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 		<p>Staff-ongoing Office Manager</p> <p>Head Teacher</p> <p>Head Teacher- ongoing</p>

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		<p>their local Public Health England health protection team. The school has advised staff and parents/carers that they will need to be ready and willing to;</p> <ul style="list-style-type: none"> - Book a test if they are displaying symptoms. - Staff and pupils DO NOT come into the school if they have symptoms of COVID-19 and WILL BE sent home to self-isolate if they develop them in school. 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 - Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>DCC are coordinating testing for staff members and their families Head teachers to refer to the guidance schools what to do flowchart</p> <ul style="list-style-type: none"> - Send home the pupil/staff member and request staff member/parent/carer arrange testing. The school understands the NHS Test and Trace process. - Advise parent/carer/staff member that household members self-isolate until results come back - pupil/staff 10 days, household 14 days. - Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2). 	<p>and Trace.</p> <ul style="list-style-type: none"> - Remote education to be made available to pupils not attending the school. - Trends identified and where need identified reported to DCC Public Health Team via COVID-19 Education settings reporting tool - Head teachers to make staff members aware of the process to follow outside of school hours.-Appendix 3. - Staff and pupil sickness absence monitored, and trends identified and where need identified bubble sizes reviewed. - The school has received 10 postal testing kits, where need identified testing kit issued at the Head teachers' discretion. - Additional testing kits can be re-ordered as required. 		

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Isolating staff/pupils during the school day	H	<ul style="list-style-type: none"> - Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) If a pupil/member of staff is awaiting collection, they should be moved, if possible, to a 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. - 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. - Where staff /pupils need to use toilet facilities a separate toilet is to be accessed if possible. - Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else. - Staff who have helped a pupil/staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them DO NOT need to go home to self-isolate - Where supervision or comfort has to be provided PPE is to be worn safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. 	<ul style="list-style-type: none"> - Staff members to be assessed as to whether they are fit enough to drive themselves home. If they are not fit to drive, their next of kin are to be contacted. - If staff who provided support to the pupil/staff member develops symptoms themselves (in which case, they should arrange a test) or if the symptomatic pupil /staff member subsequently tests positive they should request a test. - Staff are aware that they may be contacted by NHS Test and Trace. - 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. - The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people the guidance COVID-19: cleaning of non-healthcare settings guidance. is to be followed - Waste is to be double bagged and stored securely for at least 48hrs away from normal waste. 	M	<p>HT/SLT-as required</p> <p>Staff-as required</p> <p>Staff/pupils as required</p> <p>Staff-as required</p>
Pupil/staff member with symptoms testing negative for COVID-19	H	<ul style="list-style-type: none"> - If a pupil or member of staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better..Other members of the household can stop self-isolating. 	The school will ask parents/carers and staff to inform them immediately of the results of a COVID-19 test:	L	Head Teacher-ongoing

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		<ul style="list-style-type: none"> - Head teachers to follow the guidance detailed in Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) - Negative: Child/staff may return if the NHS criteria has been met - Household can stop self-isolating follow NHS guidance on your test result 			

4.Managing a staff member/pupil positive case in the school community

Staff/pupil or family member tests positive for COVID-19	H	<ul style="list-style-type: none"> - - Head teachers report the confirmed case to the COVID-19 Education settings reporting tool. -Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) -Schools/Education settings COVID-19 reporting process (Appendix 2). - EYFS-Notify Ofsted and report the confirmed case to <p>The Health Protection Agency are available to provide schools with advice and support-Contact - 0300 3038596-Option1</p> <ul style="list-style-type: none"> - The Health Protection Agency team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. - If a pupil or member of staff tests positive, they are instructed to follow the 'stay at home' guidance for households with possible or 	<ul style="list-style-type: none"> - Schools should ask parents/carers and staff to inform them immediately of the results of a test: - If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. - Remote education to be made available to pupils not attending the school. - The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. Further guidance is to be provided. <p>Parents and carers to be reminded that they should not attempt to book a test if their child does not present with COVID-19 symptoms.</p> <ul style="list-style-type: none"> - The school has received 10 postal 	L	Head Teacher-ongoing
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		<p><u>confirmed coronavirus (COVID-19) infection'</u> and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</p> <ul style="list-style-type: none"> - The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. - If a member of staff/pupils household tests positive the pupil/staff member must self-isolate for the full 14 days. - Sickness absence is monitored for staff and pupils at the school. All sickness absences are recorded. 	testing kits, where need identified testing kit issued at the Head teachers' discretion		
Managing a positive case Of COVID-19, Ensuring all staff and pupils are safe.	H	<p>DCC have produced a flow diagram for all DCC schools to follow in the event of a <u>confirmed case of COVID-19</u></p> <p>-The school will access the <u>COVID-19 Education settings reporting tool</u> -Appendix</p> <p>- (COVID-19). Schools can also contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>- 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</p>	<p>Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> - Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - Proximity contacts - extended close contact (within 1 to 2 metres for more than 		Head Teacher

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		<p>asked to self-isolate.</p> <ul style="list-style-type: none"> - 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 /works at the school– as identified by NHS Test and Trace. - Where need identified The Health Protection Team 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. 	<p>15 minutes) with an infected individual</p> <ul style="list-style-type: none"> -Travelling in a small vehicle, like a car, with an infected person -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. The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. -Schools should ask parents/carers and Staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> - If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. - The school has received 10 postal testing kits, where need identified testing kit issued at the Head teachers' discretion - Remote education to be made available to pupils not attending the school. 		
The school being placed on lockdown	M	<ul style="list-style-type: none"> - The school will be guided by Durham County Council (DCC) in the event of a local lockdown. -DCC will follow guidance detailed in - COVID-19 contain framework: a guide for local decision-makers - The school are aware that a local lockdown is in place in Durham. 	<ul style="list-style-type: none"> - In areas where local restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors unless they are exempt. - Where need has been identified Head 	L	Head Teacher

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - The Head teacher has read the local guidance available-North East of England: local restrictions and has identified activities that the school carries out which are included in the guidance and has taken the appropriate action. -Where need identified the school will work with the Health Protection Team. 	<p>teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur.</p> <ul style="list-style-type: none"> - Follow the guidance provided by the Health Protection Team. 		

5. Staff and pupils accessing vehicles to travel to and from the school (including trips)

Transport on and off the school site (school trips)	M	<ul style="list-style-type: none"> - Pupils will be escorted by staff members who will be supporting them during the school day to the identified drop off/pick up points on the school site. - Pupils closest to the driver will get on/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 trip. - Social distancing, where possible, will be maintained by staff members. - Where face- to- face support is needed, this is limited to 15 minutes. - Staff wash their hands/apply hand sanitiser when re-entering the building. - Where need identified, specific transport arrangements will be included in individual pupil risk assessment. <p>Records maintained of all pupils who travel on dedicated transport.</p> <ul style="list-style-type: none"> - Where possible pupils should sit in the same seat when accessing dedicated transport. 		L	<p>Head Teacher</p> <p>Parents/ carers-ongoing</p> <p>Parents/ carers-ongoing</p> <p>Staff-ongoing</p> <p>School-immediate</p>
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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Pupils /staff independently travelling to the school site.	H	<ul style="list-style-type: none"> - Designated car parking area available to staff. Staff to ensure arrival by car before 8.30am - Social distancing guidance to be followed when accessing/egressing from car vehicles. - Bike/scooter shelter located in the open air. - Pupils access the bike shelter one at a time at the start and end of the school day - Pupil face- to- face contact limited to less than 5 minutes when storing/taking bikes/scooters out of the shelter. - Demarcation markings in place in the bike shelter to allow for social distancing. 	<ul style="list-style-type: none"> - 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 on trips. - Staff to ensure that pupils are to wash their hands for 20 seconds prior to leaving and school, and on their return. - Pupils not able to wash their hands/apply hand sanitiser are to be supported by staff to wash their hands prior to leaving school and on their return. - The school is to ensure that all pupils are escorted to the identified collection points at the school/ destination. - The school is to ensure that all pupils are supervised when accessing transport vehicles at the end of the trip - 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. - Due to the local lockdown, in place in Durham advise staff to, try to; - Share the car with the same people each time. - Keep to small groups of people at any one time. - Open windows for ventilation - Travel side by side or behind other people, rather than facing them, where seating arrangements allow - Consider seating arrangements to 	L	Head teacher- immediate

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			<p>maximise distance between people in the vehicle</p> <ul style="list-style-type: none"> - Clean your car between journeys using standard cleaning products – make sure you clean door handles and other areas that people may touch - Ask the driver and passengers to wear a <u>face covering</u> - See guidance on <u>car sharing and travelling with people outside your</u> 		
Staff and pupils wearing face coverings when making their way to the school building	H	<ul style="list-style-type: none"> - Pupils and staff who use face coverings remove them when they arrive in the school building. - Staff and pupils instructed not to touch the front of their face covering during use or when removing them. - Staff/ pupils must wash their hands immediately on arrival /hand sanitiser (as is the case for all pupils), dispose of temporary face coverings in a lidded bin or place a reusable face coverings in a plastic bag that is to be placed in their school bag/work bag so that they can re- wear it to travel home. Staff/pupils wash their hands again before heading to their classroom/work area. - The school holds a supply of face coverings and where need identified issued to pupils for transport purposes 	<ul style="list-style-type: none"> - Staff and pupils advised prior to the start of the autumn term the procedure to follow when removing face coverings when entering the school building 	L	Head Teacher-ongoing

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
6.Staff/pupil, family member who may be at increased risk					
Staff/pupils who may otherwise be at increased risk from coronavirus (COVID-19)	H	<ul style="list-style-type: none"> - Some staff/pupils may have particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in consultation with BAME employees. - People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace <p>Primary schools-the use of face coverings in communal areas remains at the discretion of individual schools.</p>	<ul style="list-style-type: none"> - Where need identified the Head Teacher is to discuss parents' carers' or staff members' concerns and explain the measures the school has in place to reduce risks of COVID-19 transmitting in the school community. - The Head Teacher as far as practically possible will accommodate concerns raised. <p>Risk assessment to be completed for any staff member at increased risk. Risk assessment document is available on the Extranet. <u>H&S COVID-19 folder.</u></p>	M	Head Teacher-ongoing
Staff/pupils who are clinically vulnerable (moderate risk) or extremely clinically vulnerable (high risk)	H	<ul style="list-style-type: none"> - Staff/pupils who were clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. - Guidance for those who are clinically-vulnerable, including pregnant women avail. - The Head Teacher has flexibility regarding staff members' medical needs and work activities that they are able to undertake within the school. - People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 	<ul style="list-style-type: none"> - Where need identified-staff individual Medical/III-Health risk assessment to be completed. - Where need identified staff referred to DCC Occupational Health Service. - Individual cases to be discussed with HR. - Pupils' EHCPs reviewed and discussions to take place with their GPs/Consultants etc. prior to them returning to school. - Where health concerns still exist a multi-agency meeting to take place. 	M	Head Teacher-as required DHT- as required

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> -The school are aware of the recent changes to <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u> -The Headteacher/SLT are aware of the definition of <u>Clinically Extremely Vulnerable groups</u> -<u>Staff</u> who are-Clinically Extremely Vulnerable (CEV) are strongly advised to work from home. If you cannot work from home, you should not attend work for this period of restrictions. -<u>Pupils</u> who are Clinically Extremely Vulnerable (CEV) can still attend school. Evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions. -The Head teacher/SLT are aware of the definition of <u>Clinically Vulnerable.(CV)</u>. -If staff are CV, they can attend work (if they cannot work from home). 	<ul style="list-style-type: none"> - Risk assessment document to be completed 19 folder. -Pupils - Parents/Carers to speak with their GP or hospital carer if Clinically Extremely Vulnerable. - If <u>staff</u> are at high risk from coronavirus, the school will discuss this with them. -<u>Staff</u> are to speak to their GP or hospital carer if they are at high risk from coronavirus. 		

7. New and Expectant mums in the school community

New and Expectant Mums	M	<ul style="list-style-type: none"> - Staff to inform the Head Teacher if they are pregnant. - Staff to consult with their GP and Midwife. - New and Expectant mums COVID -19 risk assessment completed. -Maintain 2 metre distance, if this is not possible avoid face to face contact and minimal time spent within, 1 metre of others. - Guidance from the NHS- <u>Pregnancy and the coronavirus</u> and <u>the Royal College of Obstetricians & Gynaecologists</u> as well as the 	<ul style="list-style-type: none"> - Member of staff to raise concerns with their midwife/GP in the first instance. - Concerns to be raised with the Head teacher where need identified. - Where need identified HR to be consulted. 	L	Staff member-as required Staff member-as required
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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		NHS <u>Who is at Risk</u> is followed and shared with staff members. - Shielding for all staff members is to be suspended on the 1 st August 2020.			
New and Expectant Mums showing symptoms of COVID-19	H	<ul style="list-style-type: none"> - Staff are aware of the symptoms of COVID-19. - Staff instructed to follow the guidance: Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate. - Book a test – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms. - Speak to your midwife or maternity team 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. 	<ul style="list-style-type: none"> - See 4-. Managing a positive case in the school community. - Staff can be referred to DCC Occupational Health Service regarding a testing for COVID-19. - Where need identified consultation to take place with HR. 	M	Head Teacher

8.Access to the school site and building
Egress from the school site and building
Build-up of pedestrian traffic/vehicle traffic around the school

Transmission of COVID-19 to pupils/staff	M	--The start of the school day has been staggered to allow controlled access into the school building by pupils and prevent gatherings outside of the school site. - Staggered start times, as sufficient entrance doors are not available to deal with the number of pupils accessing the school. Start times communicated to parents via school communication links and updates	-Parents/children encouraged to walk/cycle to school. - Pupils, parents/carers to be continually reminded via school communication links to maintain social distancing when entering the school site. - Parents/carers continually reminded to leave the school site immediately once their child has entered the building.	L	Staff Head Teacher-ongoing Staff as required Parents- see Parental
Access to the school site and building					

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	H	<p>provided where need identified.</p> <p>Access to the school site is controlled, main entrance and several entrance doors are used to allow staff, pupils and parents/carers to flow onto/off the school site/building. Use of marked and signposted perimeter paths permit one-way only access and avoid 'pinch points'. One-way system for parents and pupils leaving the site following drop- off and pick- up is via the pedestrian path, so that unaccompanied pupils have a safety barrier between themselves and the main road.</p> <p>-Staff need to be in the car park before 8.30 am to ensure the safety of incoming parents and pupils via the vehicular gate. If arriving by car after 8.30am, staff will park on the main road outside the school.</p> <p>- Teaching and support staff access the site via their allocated pod door. Kitchen staff via the side door. HT, Admin staff, Chaplain and cleaning staff via front entrance.</p> <p>- Staff store their coats and bags in staffroom lockers or preferably classroom store cupboards.</p> <p>- It is the parental responsibility of older pupils to decide whether their child can come to school unaccompanied.</p> <p>-Parents of older children advised to leave their child at the school gate and not come onto the site. On the first day, a member of staff from the relevant pods will be on duty to direct children via the one- way system.</p> <p>- Younger primary aged pupils must be accompanied to school each morning.</p> <p>- Parents advised via school communication links that only one parent/carer from that child's household is permitted to drop off/pick up their child.</p>	<p>-Parents/Carers reminded that pupils are to maintain social distancing when travelling to and from the school site.</p> <p>- School entrances and site secured at the start of the school day.</p> <p>- Staff, pupils, parents/carers will be informed to only bring essential items needed for that day.</p> <p>- Staff to utilise the information available from eBug website. And Coronavirus (COVID 19) guidance for educational settings poster</p> <p>-Parents must be contactable throughout the day, in case their child develops symptoms whilst in school and needs to be collected. (see School Recovery Guide for Parents)</p> <p>-Pupils are met each day at the identified entrances for their year group class by a staff member. Three metre no-go zone 'box' to be painted at the pod entrance/exit, with two metre 'tram lines' painted on the playground to secure social distancing of parents. Teachers must adhere strictly to social distancing guidelines when communicating with parents.</p> <p>- When the children come to the entry point they will be given hand sanitiser, they will then go and hang up their coat (if necessary) on the designated peg, Pegs in porches to be allocated with name labels. They will then place their named lunch box in the designated area and wash their hands. Staff members to wipe packed lunch boxes and water bottles over with disposable blue paper with anti-bacterial spray applied to it. They will not be able to enter the classroom environment until they</p>	L	<p>Guide-ongoing</p> <p>Head teacher-ongoing to monitor parental, pupil and staff compliance</p> <p>Site manager</p> <p>Staff- ongoing</p> <p>Staff- ongoing</p>

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Egress from the school site- measures to be taken		<ul style="list-style-type: none"> - Pupils, parents/carers advised to model social distancing when entering the school site, following the signage and markings. - Parents not permitted to enter the school building unless need is essential. -Parents advised to leave the school site immediately once their child has entered the building. - Separate entrance doors for each year group clearly identified. - Pupils are met each day at the identified entrances for their year group by a staff member. -If parents are dropping off more than one child, they can be dropped off at the same time, however children still need to use their allocated entrance. Parents advised to contact the school to seek advice on managing arrangements for the above circumstance. - Pupils store outdoor clothing and bags in designated area (cloakroom). Pupils with clearly named packed lunches and water bottles (avoid labelling on the base) are to store them within a designated area of their allocated classroom. - Year groups will have staggered ends to the day to ease congestion -Manage the time collection of children pod by pod, to reduce parental gathering by the school dates. One-way circuit of parents in or out of school- markings on school yard and appropriate signage indicating entrance (pedestrian path) and exit (car park) -Staff control the flow of pupils leaving the school building and encourage social distancing. - Year 6 permitted to walk home from school 	<p>have completed this process. They will place their named water bottles on their allocated double desk.</p> <ul style="list-style-type: none"> -Pupils are supervised to wash their hands and apply hand sanitiser at the start of the school day to model good practice. <p>Pupils reminded about hand hygiene by staff members. Pupils who need support to wash their hands are guided by a member of staff.</p> <ul style="list-style-type: none"> -Staff to wash their hands with pupils at the start of the school day - Staff members attached to that pod to be responsible for informing the office/site manager if stocks become low, so that they can be replenished in a timely manner. -Staff and pupils presenting with symptoms at the start of the school day are isolated in the isolation room and parents/next of kin/carers contacted. <ul style="list-style-type: none"> - Parents/carers to keep the school up to date who will be collecting their child from school. -Pupils/staff will wash their hands before they leave the school site. - Parents/carers advised to ensure that pupils wash their hands when they arrive home from school. 	L	<p>Parents/ carers- as required</p> <p>Staff-ongoing</p> <p>Parents/carers- daily</p>

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		<p>but reminded to socially distance.</p> <ul style="list-style-type: none"> - If leaving unaccompanied, pupils advised not to congregate at exit doors and gates. - Pupils supervised to ensure that they leave the school site swiftly and in a socially acceptable manner, not in groups - Water bottles and lunch bottles taken home from school each day <p>-Pupils/staff will wash their hands before they leave the school site via their allocated classroom exit.</p> <p>-Only one parent/carer permitted to collect their child from the school site. If other siblings can't be left at home, they may accompany the adult to collect their child but this must be kept to necessary cases and the whole household unit must follow social distancing rules</p> <p>-If a parent/carer has to wait for a child from another year group, the parent must join the socially-distanced grid in the playground and wait. (see School Recovery Parents' Guide)</p> <ul style="list-style-type: none"> - Pupils and staff reminded to maintain social distancing when supervising pupils off the school site and informed of the one-way system + allocated exit route for their bubble. - Parents/carers to ensure that they follow social distancing as they leave the site via the one-way system: across the yard, past the year 6 large classroom window, turn left up the pedestrian path and exit via the pedestrian gate. - Parents/carers directed to leave the school site immediately once they have collected their child. <p>-Water bottles and lunch bottles taken home from school each day</p>	<ul style="list-style-type: none"> - Parents/carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home. <p>Staff control the flow of pupils leaving the school building to encourage social distancing.</p> <ul style="list-style-type: none"> - The groups of children will be collected from the door they used for entry. -Staff to vacate the premises in a timely fashion to allow for the daily rigorous cleaning regime. <p>Gates are secured to the school site.</p> <ul style="list-style-type: none"> -Gates and entrance doors are included in the cleaning regime at the school. 		<p>Clear information for parents/carer in Parent Guide (Head Teacher)- July 2020</p> <p>Parents/ carers-ongoing</p> <p>Staff-ongoing</p> <p>Site manager-daily</p> <p>Parents/carer-ongoing</p>

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Close contact of adults and children on and outside the school site.		<ul style="list-style-type: none"> -Parents/carers advised to ensure that pupils wash their hands when they arrive home and that water bottles and lunch boxes are to be thoroughly washed and wiped with anti-bacterial spray when they arrive home. -Staff to leave the site via the same classroom fire door through which they gained access. -Gates are secured to the school site at the start and end of the school day. Gates and entrance doors in the cleaning regime - Parents/carers are continually reminded to safely park around the school site. -Parents/Carers reminded that pupils are to maintain social distancing when travelling to and from the school site. -Floor markings in place where need identified in external areas eg to avoid congestion on the path outside school, if parents arrive too early for their start time. -Areas around the school site monitored by the school staff at the start and end of the school day to ensure that pupils/parents do not group together in limited spaces. 	<ul style="list-style-type: none"> -Social distancing measures are in place on the school site - Head teacher to remind parents/carers not congregate on the school site or around the school site. - Pupils reminded not to congregate outside the school gates or on the school site 		Head Teacher SLT-ongoing
Egress from the school site and building. Congestion at the exit gates around the school site					
Maintaining group bubbles to reduce transmission of COVID-1		<ul style="list-style-type: none"> -Seating plans in place within classrooms. -Seating plans in place where dining areas are used. -Any movement of staff between bubbles recorded. 	<ul style="list-style-type: none"> Controls in place reviewed where a positive case is identified. -Cleaning schedules reviewed where a positive case is identified. 		

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9.Non-school staff working in the building					
Visitors/contractors, agency staff, volunteers and support agencies working in the building contracting/transmitting COVID-19	H	<ul style="list-style-type: none"> - All Visitors/Contractors/Agency Staff and Support Agencies complete a visitor health questionnaire on arrival, including contact details for track and trace. -External floor markings and signage in place at the main school reception area ensuring social distancing. - Wall signs in place in Reception and around the school. - Social distancing markers in place in corridor areas. - Posters/notices clearly displayed reference handwashing/hand sanitising and social distancing procedures in place at the school - Visitors to the school are by appointment only. - Where possible contractors to carry out activities outside of school hours. - Hand sanitiser located at the main entrance. - All visitors sanitise their hands prior to entering the school building. - A register of all visitors/contractors /agency staff and support agencies maintained, including their contact details. - Dedicated areas identified for use by support agencies. - Where possible areas allocated to support agencies as close to the main entrance, to reduce movement around the building. - Where agencies support the school, where possible the same member of staff attends each time. 	<ul style="list-style-type: none"> -Questionnaire reviewed prior to entering the building, it is at the school's discretion whether they are permitted on the school site. - Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be advised not to attend the school site if they are unwell. - Supply/ad hoc staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment. - Support agencies advised of the procedures to follow when working with pupils e.g. hand hygiene. - Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They are responsible for ensuring that they minimise contact and maintain social distancing as possible from pupils and staff when working in school buildings. -All visitors must be expressly given permission by the Head Teacher or Deputy Head Teacher before being allowed to visit the site. -Maintain an accurate log of any visit that involves entering the school, including name, time and location accessed, to meet track and trace requirements. -Only essential visitors will be permitted to enter the building -Trade persons attending the school site to complete statutory testing to be permitted on site. 	M	Head Teacher/SLT as required Office Staff/Head teacher-On going

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Parent Visitors		<ul style="list-style-type: none"> - All visitors are accompanied when moving about the building. - Parents/carers discouraged to access the main reception area without an appointment. - Main reception area spot cleaned at the beginning and end of the school day. - Tissues located at the main reception area with a lidded waste bin. - Waste bins emptied at the end of the school day. <p>-Schools are encouraged to avoid visitors entering their premises where possible.</p> <p>- For new admissions virtual tours should be considered.</p> <p>-If visits are required in person settings should consider ensuring face coverings are worn, regular handwashing and holding visits after hours if possible.</p> <p>- 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.</p> <p>-For parents entering a setting to help children settle in, face coverings should be worn, they should stay for a limited time only (no more than an hour), avoid close contact with other children and ensure they are aware of the</p>	<p>-Where possible appointments to be made outside of school hours.</p> <p>-All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.</p> <p>-Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be made aware if they have been in close contact with a positive COVID case in the school environment.</p> <p>- 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.</p> <p>-Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to inform the school if they test positive for COVID-19 following their visit to the school.</p>		

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		<p>protective measures in writing.</p> <p>-Parents to complete the visitor questionnaire prior to entering the school building.</p>			
Initial Teacher Training Students	M	<p>- Allocated a class/year group to work with within the school.</p> <p>-Complete a visitor health questionnaire when they first start at the school.</p>	<p>- ITTS staff receive a full induction, shown how to model handwashing practice and advised on good respiratory hygiene.</p> <p>- Shown welfare facilities available to staff members.</p> <p>- Students reminded what the symptoms of COVID-19 are.</p> <p>-Each student to receive a copy of the COVID-19 risk assessment.</p> <p>- Students to inform the school if they have any underlying health conditions that need to be considered in relation to COVID 19.</p>	L	SLT-as required

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

<p>COVID-19 spreading from person to person within the school building</p>	<p>H</p> <ul style="list-style-type: none"> - Guidance followed for the cleaning of non-health care settings. - Cleaning schedule in place at the beginning and end of the school day. - Spillage Policy in place. - Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are assisted by a member of staff. - Where need identified hand sanitiser to be made available to staff and pupils. - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members. Staff follow the guidance provided - Where hand washing facilities are limited due to the number of pupils, hand sanitiser 	<p>M</p> <ul style="list-style-type: none"> - Where possible a member of the cleaning team to be available during the school day to carry out spot cleaning and removal of waste from the school site, where need identified. - Staff to utilise the information available from eBug website - Staff to take responsibility for their own personal hygiene throughout the school day. -In line with identified need, pupils to eat their lunches in their classrooms. - Classroom surfaces to be cleaned prior to eating when classrooms are used as a dining area. - All bins emptied at the end of each school day and contents placed in the 	<p>Site manager Cleaning staff Head Teacher-ongoing</p> <p>Staff- ongoing</p> <p>Site Manager-</p>
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		<p>has been located in identified areas. Pupils are supervised when accessing the hand sanitiser.</p> <ul style="list-style-type: none"> - Handwashing posters 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. - Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. - Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff. - Staff and pupils are directed to 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 with hand towels. - 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 classroom/toilet areas for spot cleaning. - Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils. -- Staff socially distance themselves from one another. - 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. - Communal fridge doors, kettles, toasters 	<p>external bin store.</p> <ul style="list-style-type: none"> - Parents advised to ensure that pupils wash their hands when they return to the home environment. 		<p>ongoing</p> <p>Support staff/ lunchtime supervisors</p> <p>Cleaning staff-ongoing</p> <p>Parent/carer-ongoing</p> <p>Staff-ongoing</p> <p>Cleaning staff-ongoing</p>

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		<p>and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.</p> <p>-Classrooms provided with a kettle (NB health and safety procedures)</p> <ul style="list-style-type: none"> - 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. - Staff and pupils wash their hands/apply hand sanitiser at the end of the school day - Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation. <p>-Windows and doors opened and closed throughout the school day.</p> <ul style="list-style-type: none"> - Cleaning schedules on the <u>Extranet</u>. - COSHH assessments in place and shared with staff where need identified. Staff wear appropriate PPE when carrying out cleaning activities. - Staff read the labels of chemicals/substances used to clean surfaces prior to use. <p>-Ordering of stock in a timely manner to ensure availability</p>	<ul style="list-style-type: none"> - The Site Manager to raise any stock level concerns with the Head Teacher in relation to equipment/chemicals etc. - The Governing Body of the school are to be informed of staff members'/parents'/carers' concerns. 		<p>Site manager Cleaning staff- ongoing</p> <p>Site manager Staff- ongoing</p> <p>Site manager</p> <p>Head Teacher Site manager</p> <p>Staff- ongoing</p> <p>Governing Body- ongoing</p>
Maintaining infection control in the classrooms and during break periods	H	<ul style="list-style-type: none"> - Classrooms used instead of the hall for lunches in all cases except Nursery (11.40-12.15) and Reception (12.15-12.45) - All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. <p>-Where job shares occur, staff have their own resources for the school day and workstations cleaned following use.</p>	<ul style="list-style-type: none"> - Staff to be provided with sufficient time between class lessons during break periods to allow handwashing/hand sanitising to take place. - Consideration be given to resources used in the nursery and reception class areas for each school day- to be removed from the area and cleaned. - Pupils/parents/carers continually reminded that pupils bring in filled water 	M	Head Teacher- ongoing Staff-in preparation for the beginning of term

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		<ul style="list-style-type: none"> - Where staff members are teaching in different classrooms around the school site hand sanitiser stations located in each classroom. Cleaning products available to staff members to clean staff workstations. - Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms. - Staff always maintain social distancing with other staff members - Classroom areas in use have items that are non- essential removed to allow a larger floor space to help promote social distancing. - Soft furnishings, toys etc. around the classroom to be relocated during the phased opening of the school. -Transparent plastic pencil cases and stationery holders to be provided for each child to allow for ease of wiping. -Transparent plastic covers on all exercise books to allow for ease of wiping. - Windows and doors are opened to allow natural ventilation during the school day. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Rota in place for lunchtime and break time periods. Each classroom to be allocated its own kettle. Strict adherence to H and S guidelines in supervising use and storage - Reduce the need for pupils/staff to move about the building (all messages relayed via mobile/ in plastic wallets provided for each classroom) - Wet play activity boxes available in each classroom to avoid sharing of resources. - Outdoor activities to be carried out on a 	<p>bottles each day, clearly labelled on the side, not on the base.</p> <ul style="list-style-type: none"> - If water jugs are used to top up water bottles: pupils are to remove the top from the water bottle and place the water bottle on a hard surface, staff are to wash their hands prior to topping up the water bottle, staff are to hold the water whilst topping up the water bottle. The water bottle is to be wiped with an anti-bacterial wipe. - Consider that where mixing into wider groups for specialist teaching/ small group meetings comprising pupils from different bubbles (eg pupil voice) pupils are able to maintain social distancing and endeavor to prevent physical contact between pupils. - Such mixed groups are to be closely supervised, or alternative means of meeting enabled (ie virtual) - 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. - Where such groups take place, reduce the meeting time to below 15 minutes. 		<p>Cleaning staff-ongoing</p> <p>Head Teacher-ongoing Parents/carers-ongoing</p> <p>Staff-ongoing</p> <p>Head Teacher Support staff Chaplain</p> <p>Staff</p>

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		rota basis to ensure social distancing. <ul style="list-style-type: none"> - Where possible teaching activities to be carried out in the outdoor areas of the school. - Where classrooms and the hall is occupied doors can be propped open to allow natural ventilation. - Where classrooms are unoccupied doors are to be closed. - Nursery/Reception indoor/outdoor areas set out to provide adequate space for staff and pupils. - Robust cleaning regime in place for all classrooms, particularly the Nursery/Reception area. - Waste bins located in classroom/hall areas and emptied at the end of the school day. - Pupil face- to- face working to be limited to 15 minutes. - Where pupils require support from a staff member or TA support to be given side on and not face to face. - Hand sanitiser located around the building where need identified. - Cleaning schedules on the <u>Extranet</u>. 	<ul style="list-style-type: none"> - The Governing Body of the school are to be informed of staff members' and parent/carers' concerns 		Governing Board-ongoing

11.Pupils and staff working in identified bubbles/groups

EYFS	H	<ul style="list-style-type: none"> - From 20 July, early years settings will no longer be required to keep pupils in small, consistent groups. - Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so. - EYFS are able to access public spaces e.g. parks ensuring that 2 metre distance from other people can be maintained. The school's 	<ul style="list-style-type: none"> - Minimise mixing within allocated space, for example use of different rooms for different age groups (nursery, Reception), keeping those groups apart as much as possible (eg use of hall for lunch, rota for shared play areas) 	M	EYFS Lead-ongoing EYFS staff EYFS Lead and staff
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		<p>access to public spaces is restricted to small groups and the guidelines on the number of people who can meet in outdoor public places is followed. The school will not take larger groups of pupils to public outdoor spaces at one time.</p> <p>- Risk assessments completed for accessing the local community</p> <p>- Cleaning schedule in place for am/pm sessions.</p> <p>- Identified area in place where personal care activities carried out. Areas are cleaned following use.</p> <p>- PPE worn when providing support with personal care. Staff wear the usual PPE when providing support with personal care.</p> <p>- Personal care risk assessments in place where need identified required PPE considered as part of the risk assessment.</p> <p>- Where possible staff socially distance when working together.</p>	<p>- Waste is double bagged where nappy bins are not available.</p>		<p>Cleaning staff-ongoing</p> <p>Staff- ongoing</p> <p>Staff- ongoing</p> <p>Staff- ongoing</p>
Wrap around care	H	<p>- Current guidance advises that wrap around care can recommence.</p> <p>- School- based bubbles that pupils are in during the school day must be consistently maintained within the wrap around setting ie breakfast club. Therefore, Breakfast Club will be relocated from the hall to classrooms, where timetabled TAs will supervise the children within the bubble to which they are attached during the school day. A staggered approach to breakfast club will be adopted, with a pre-booking system to control numbers. The Breakfast Club supervisor will draw up a 'menu' of suitable, healthy food and drink, which she will deliver to classrooms in named, disposable bags for each child whose parents</p>	<p>- In Breakfast club bubbles, pupils are to maintain social distancing and staff endeavor to prevent physical contact between pupils.</p> <p>- 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 Breakfast Club.</p> <p>-Tables to be wiped down with anti-bacterial spray ahead of lessons</p> <p>-If private providers (Buddies) are to continue after-school wrap around care, they are to provide the school with a copy of their COVID-19 risk assessment.</p>	M	<p>Head Teacher- as required</p> <p>Support staff-ongoing</p>

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		<p>have requested a place. This will take place fifteen minutes ahead of the allocated breakfast start time for that bubble</p> <ul style="list-style-type: none"> - Social distancing of pupils and staff is maintained. 	<ul style="list-style-type: none"> - After-school club provision mainly sourced externally will be considered for restart after the half term break, depending on the situation and guidelines at that time. - Class/Year group bubbles maintained for after school clubs/activities- Y6 Maths Club 		<p>External provider-ongoing</p> <p>Year 6 staff</p>
Maintaining year group bubbles to reduce transmission of COVID-19	H	<ul style="list-style-type: none"> -Staff workstations are positioned at the front of the classroom, socially distanced from pupils. - Where possible desks placed in rows facing the front of the classroom. - Pupils kept in consistent groups/bubbles. - Pupils are supported to maintain distance and not touch staff and their peers where possible. - SLT will increase vigilance in school, particularly at times when transitions are at a minimum. - Classrooms have a demarcation area on the floor where no pupil, furniture or equipment will be placed, enabling leaders/visitors/admin staff/support staff to enter the classroom, speak to pupils observe learning and generally be present around the school - Pupils taught in identified classrooms, lesson-specific movement is limited throughout the school day. - Movement limited to key times-break times/lunch times and specialist subjects (PE) - Classroom- based resources, such as books and games, are used and shared within the bubble. Guided reading and Accelerated Reader resources to be relocated from the 	<ul style="list-style-type: none"> - Stagger the start times for year groups to ease congestion at the start and end of the school day- see Parent Guide - 'Zoning' outdoor areas, so that where pupils from different year group bubbles are on break or lunch at the same time, they are kept separate from one another. 	L	<p>Head Teacher-ongoing</p> <p>Director of Sport-ongoing</p>

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		library to specific classrooms/bubbles. - Activity boxes pre-prepared if necessary for wet play. Boxes removed at the end of each session and put aside for 48 hrs/cleaned as required. - Classroom resources included in the cleaning schedule for each class. - Cleaning schedules available on the <u>Extranet</u> .			

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

Moving about the building/school site-Covid-19 transmission	M	<ul style="list-style-type: none"> - Clear direction given to parents via the school's communication links for the start and end of the school day. -Each group must spend their time in isolation from other groups, including lunchtime and break time. Time outside will be timetabled on a daily rota system, coordinated by line managers. - One-way system of access and egress at the start and end of the day. - Staggered Breakfast Club times for each bubble. -Breakfast Club to be held in classrooms (see relevant section for detail) - Rota in place for break times and the lunchtime periods to minimise the flow of pupils. - Alternative external routes to be adopted to access outdoor play areas etc.(via classroom fire doors) - Most pupils, except Nursery and Reception, will eat their lunch in classrooms. - Rota in place to access the outdoor play areas at the school. 	<ul style="list-style-type: none"> - Group movement to be restricted to their allocated classroom and bathroom. Children will always access their room directly from outside and will not be allowed beyond their allocated classroom to any other internal room unless accompanied by an adult (PE- hall, Y6 group, intervention groups) Movement about the building monitored throughout the school day. Internal signage to indicate this. - Rotas changed where need identified. - Enhanced cleaning schedule in place for corridor areas, doors etc. <p>-- Social distancing measures adhered to</p>	L	Head Teacher-ongoing SLT-ongoing
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		<ul style="list-style-type: none"> - Posters in place reminding pupils and staff to maintain social distancing. - Pupils supervised by/ accompanied by staff members if moving about the building. - Hand sanitiser dispensers located around the school site, including where need identified in classroom areas. - Use of hand sanitiser supervised by staff. - Cleaning schedule available 	<p>where possible by staff.</p> <ul style="list-style-type: none"> - Pupils and staff advised to stick to the left-hand side of corridor areas. <p>Consideration be given to placing directional signs around the school site.</p>		
Access to welfare facilities for staff and pupils	M	<ul style="list-style-type: none"> - Staff supervise pupils when washing their hands in the toilet areas/sink areas. - Cubicles in place. - Urinals - instruction given to pupils how to safely use them if necessary. - Only one child (accompanied) to go to the bathroom at once - Lunch time and breaktime rota in place for staff accessing the staff room area - Windows are opened in the staff room when it is occupied by staff members. - Position of furniture within staff room areas reviewed to ensure social distancing-responsibility of individual staff. - Staff and pupil toilet facilities cleaned at least twice throughout the school day and without exception at the end of the day (door handles, toilet cubicle locking mechanisms and flushers). - Follow cleaning schedules- available on the <u>Extranet</u>. 	<ul style="list-style-type: none"> - Additional welfare facilities provided for staff if need identified. - Library to be used if additional staff welfare space is needed for KS1 and KS2 staff. Nursery/ Reception staff may use the Nursery office area if required. - Consider placing cleaning products in the staff toilet areas so that staff can carry out spot cleaning after using the facilities e.g. anti-bacterial wipes in toilet cubicles. - Where external agencies are supporting the school clearly identify toilet facilities that they can access. 	L	Premises Management- Site manager and cleaning staff as required

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Break and lunch periods	H	<ul style="list-style-type: none"> - Staggered break times and lunch times agreed for yr groups- no mixing of bubbles. - Outdoor areas accessed as much as possible. Areas zoned off for use by specific year groups/bubbles. -Meeting with lunchtime supervisors and school cook to explain new system to take place ahead of the end of the summer term - Break timings to be negotiated via communication with appropriate line manager. -No afternoon break for KS2, years 1 and 2 afternoon breaks are optional -Nursery and Reception bubbles to use small yard on a rota basis for breaks and lunchtime -Lunches in classrooms for all year groups 1-6. Nursery and Reception lunches in hall. Nursery access across yard via hall fire door. Reception access via KS1 main corridor. - Menu agreed with the kitchen contractor in advance. -Menu choice - hot option- 'dry' choice to minimise mess in classroom environments. -Pre-choice system- via Survey Monkey -Lunches prepared on site to order and delivered with name labels to classrooms by catering staff at 11.45am and 12.15 pm, fifteen minutes ahead of each sitting. -Lunches served in polystyrene lidded trays with individually wrapped cutlery packs -Sittings at 12 and 12.30, offset with half hour outdoor playtime for each bubble. -Seating to be allocated to pupils to ensure bubbles can be tracked when in the dining hall. -Wet play supervision- no shared resources. - Rota to supervise lunches and outdoor play 	<ul style="list-style-type: none"> - Staff movement around school- a one-way system will operate in corridors which are not sufficiently wide enough to support adequate social distancing (staff to take personal responsibility for this). Passing in corridors is considered low-risk, but should nevertheless be managed by respecting the one-way system. 	L	<p>Head Teacher- July 2020</p> <p>HT meeting with external catering manager and school cook- July 2020</p> <p>HT meeting with lunchtime supervisors and school cook- July 2020</p> <p>Survey Monkey enabled by Office Manager- July 2020</p> <p>Lunchtime supervisors- ongoing</p> <p>School catering staff- ongoing</p>

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		<p>shared between lunchtime supervisors, PE lead (yrs 5 and 6 outdoor activity), and teaching assistants attached to the bubble.</p> <ul style="list-style-type: none"> -Ensure pupil and staff social distancing during indoor breaks and indoor lunch. - Pupils directed to wash their hands before and after break/lunchtime periods. -Tables to be cleaned before and after lunch- by supervising staff, using cloths and antibacterial spray provided in class packs and deposited in black bin bags. - Bin bags and cutlery removed from classrooms by catering staff. -Trays flattened (with residual food waste) and cleaning schedule in place. -Cleaning schedule in place following the lunchtime period. - Hand sanitiser /tissue stations located in each bubble. -Staff ensure that where possible they maintain 2 metre social distancing when moving about the area. 			<p>School support staff and Director of Sport (ongoing)</p> <p>Catering staff/site manager-ongoing</p>

13.Pupil behaviour during the school day

Pupils refusing to social distance/follow hand washing procedures	H	<ul style="list-style-type: none"> - Parents/carers advised prior to the pupils returning to the school that <u>all</u> pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety. - Head Teacher to revise Home School Agreement as an appendix to the current Behaviour Policy to support the additional safety behaviours required. - Hand sanitiser made available where pupils refuse/ have a medical reason not to 	<ul style="list-style-type: none"> - Where defiant behaviours are anticipated refer to the Home School Agreement appendix to the school's Behaviour Policy. - Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school. - Where pupils have refused to wash their hands and refuse to social distance, refer to the Home School Agreement 	M	<p>Head Teacher to revise Home School Agreement (July 2020)</p> <p>Head Teacher-as required</p>
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		<p>wash hands.</p> <ul style="list-style-type: none"> - Where pupils refuse to wash their hands or use hand sanitiser, skin- friendly skin cleaning wipes are used as an alternative - Individual needs of pupils identified and managed and risk assessments put in place - Pupils continue to adhere to regular hand washing. - Pupils are supervised when using hand sanitiser considering risks around ingestion. - EYFS/Key Stage 1 pupils and pupils with complex needs are helped to clean their hands properly. - Cleaning schedule in place for the whole school. - Where possible social distancing to be maintained. 	<p>appendix</p> <ul style="list-style-type: none"> - Area where the pupil has been located within the building to be thoroughly cleaned. - Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team. - Where need identified for pupil behaviour, staff wearing PPE when supporting pupils to be reviewed with the Head Teacher. 		<p>Staff-where need identified</p> <p>Head Teacher-where need identified.</p> <p>Staff-immediate</p> <p>Head Teacher-where need identified.</p>
Pupil-challenging behaviours displayed	M	<ul style="list-style-type: none"> - Pupils with challenging behaviours identified. - Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours. - General Infection Control risk assessment in place. -Home School Agreement Appendix to the current Behaviour Policy, conducted by the Head Teacher in the review process. 	<ul style="list-style-type: none"> - Where behaviours exhibited by pupils potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing and changing clothing before they leave work. Place the soiled clothing in a pillowcase and wash the clothing when they return home. Staff are advised to shower when they return home from work. Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team, including Behaviour Support. .Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out. - Continually review whether PPE is required when managing challenging behaviours. - Review Team Teach training if need identified-Contact Team Teach provider. 	M	<p>Head Teacher to revise Home School Agreement (July 2020)</p> <p>Head Teacher-infection risk assessment (July 2020)</p> <p>SLT-where need identified.</p> <p>Staff-where need identified.</p> <p>SLT-immediate</p> <p>Head Teacher-as required</p>

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Pupils absconding from the school site	M	<ul style="list-style-type: none"> - Security checklist and policy in place for the school. - Perimeter gates are secured at the start of the school day. - Fob access control-entrance to the building - Class bubbles agreed, with a suitable number of staff supervising the class. - Individual risk assessments in place for pupils who present challenging behaviours and further controls identified. - Perimeter fencing inspected to ensure the site is secure. - Pupils always supervised. 	<ul style="list-style-type: none"> - Procedures in place should pupils abscond from the school building/site. 	L	Head Teacher LADO
Pupils with an EHCP who require staff support throughout the day	H	<ul style="list-style-type: none"> - Identified staff work with pupils. - Staff wash their hands before and after working with a pupil - A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart - All equipment needed for the child is set up in the space before the start of the session - If applicable, staff go to the pupil's classroom, standing at the entrance to collect the pupil (not entering the classroom) - The pupil follows the staff member (at a distance) to the identified area and returns to class following the intervention in same way - The intervention is provided at a distance where possible. - Following the intervention staff and pupil wash their hands. - After the pupil has returned to class, the member of staff cleans the desk area and any equipment that may be used by another pupil. 	<ul style="list-style-type: none"> - If deemed necessary, staff provided with hand sanitiser that can be kept about their person. 	L	Head Teacher/DHT Relevant staff-ongoing

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Pupils accessing alternative education provision	H	<p>The school has agreed the following control measures with the alternative provision.</p> <ul style="list-style-type: none"> - The school has issued a copy of their COVID-19 risk assessment where the pupil attends both settings during the week. - Any concerns with the identified pupil's health and wellbeing is to be communicated immediately via telephone by the school/alternative provision. - The pupil will wear clean clothing each day when attending alternative provision. - Sickness absence procedure in place for pupils. - Alternative provision is to make the school aware if the pupil does not attend the setting. 	<ul style="list-style-type: none"> - The school is to request a copy of the COVID-19 risk assessment for the alternative provisions that the pupil attends. - Spot check to be carried out on alternative provision to ensure pupil safety (Social Services) 	L	<p>Head Teacher</p> <p>LADO (DHT)</p> <p>Alternative Education Provider Social Services- as required</p>

14. Residential educational settings

Transmission of COVID-19 in the residential setting	H	<ul style="list-style-type: none"> - Upper KS2 residential trip delayed until Summer 2021. - Coronavirus (COVID-19): guidance on isolation for residential educational settings to be followed. 	<ul style="list-style-type: none"> - Separate risk assessment to be completed for residential area. - Identified staff supervise the residential setting - Staff/pupils provided with a list of items permitted during residential visit 	L	<p>Head Teacher</p> <p>Staff</p> <p>Residential setting</p>
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15. Supporting pupils during the school day

Intervention Groups	H	<ul style="list-style-type: none"> - The school will review groups so that each small group receiving support is drawn from one class/year group bubble only. - Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session. - Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils. 	<ul style="list-style-type: none"> - 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. 	M	<p>Head Teacher/SLT- in readiness for the autumn term</p> <p>Staff-ongoing</p>
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		<ul style="list-style-type: none"> - Pupils will bring all equipment they require with them to the intervention area. - The area will be cleaned over lunch, before pupils from another bubble use the area. - Staff wash their hands between each intervention group and have access to tissues/hand sanitiser - Staff members working in this way will provide interventions across either KS1, lower KS2 or upper KS2: no member of staff will work across more than one (sub) phase. <p>-Where possible tables set out to ensure 2 metre social distancing in place.</p>			
Key Stage 1 Interventions	H	<ul style="list-style-type: none"> - Interventions are carried out in identified areas of Key Stage 1. - Additional spaces identified such as library area, hall etc are cleaned prior to and following interventions. - Year 1 pupils will be in a class bubble. Teaching of phonics may require the use of 'bubbles within bubbles', creating small ability-based phonics groups within a year group bubble. - Pupils split into phonics groups, which will be taught by not only the y1 teacher and support assistant, but also by additional support staff members if need identified. - Where a phonics bubble is taught by a member of staff not working within the year group bubble, the group seating arrangements (including that of the staff member) will ensure distancing between the staff member and the children. 	<ul style="list-style-type: none"> - Where such groups are needed to be formed ensure that robust hand washing guidance is followed, pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses. - Staff and pupils will wash their hands prior to joining their phonics group and after the session. - Children will have two phonics sessions a day to support catch-up. <p>-Initially, only one of these will be with their phonics ability bubble with the other being class-based, to reduce the number of times pupils need to be in sub-groups outside their class bubble.</p>	L	Head Teacher and English Lead- July and September onwards Staff-ongoing
Pupils not currently attending the school	L	<ul style="list-style-type: none"> - Resources available through BBC bitesize and Oak National Academy. - See mental wellbeing section. 	<ul style="list-style-type: none"> - Head teacher/SLT are aware of the needs of pupils not currently attending the school. 	L	Head Teacher-ongoing as required

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		<p>Parents/Carers contacted to discuss their concerns/anxieties.</p> <ul style="list-style-type: none"> - Phased returns undertaken where needs identified. - Welfare checks carried out with pupils and parent/carers. - Relevant agencies informed. <p>NB The above is currently not necessary, as all pupils have returned to school.</p>	<ul style="list-style-type: none"> - Remote education to be made available to pupils not attending the school. 		Appropriate staff-as required.
16.Subject area needs					
Equipment needed for specific subject areas	M	<ul style="list-style-type: none"> - Pupils will have their own pencil cases, stationery packs and exercise books required for each subject with plastic covers. - Suitably adapted activities suggested by Art, Science, Design Technology/ Food Technology subject leads, if necessary. -DT lead to plan activities for Forest School in advance - All Science, DT and Art resources have been pre-checked as per CLEAPPS guidance and are ready for use -- Subject area risk assessments in place. - Cleaning schedule in place for subject areas following the use of equipment eg laptops, Science resources, Art resources, DT/ Food Technology resources - Cleaning schedules to be consulted. 	<ul style="list-style-type: none"> -- Where need identified pre-user, checklists completed - Timetable agreed to enable sharing of resources eg laptops and cleaning schedule. - Consider need to adapt Forest School activities. - Ensure that where need identified inspections are completed prior to specific equipment being used. 	L	<p>Subject Leads- as required</p> <p>School shared technician</p> <p>Staff-as required</p> <p>Premises Management/ site manager /cleaner/</p>
Classroom resources	H	<ul style="list-style-type: none"> - Resources that are shared between classes or bubbles, such as sports, art and science equipment to be cleaned frequently and meticulously - Resources cleaned prior to each 	<ul style="list-style-type: none"> - 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. 	L	Head Teacher to ensure appropriate resources are ordered in a timely manner

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		<p>group/bubble using them and always between bubbles.</p> <p>-All exercise books to have plastic covers- for ease of wiping clean.</p> <p>-Each pupil (years 1-6) to be provided with a clear plastic zipped pencil case and an A4 clear plastic zipped stationery pocket for their own stationery- each to be wiped clean daily after school.</p> <p>-No sharing of equipment which may increase hand transmission eg pencil sharpeners, rubbers. Individual equipment to be stored in each child's stationery pack.</p> <p>-Avoid using monitors to take responsibility for everyday classroom 'jobs'</p>	<p>- Resource boxes to be set up in advance where possible.</p>		<p>(July 2020)</p> <p>Class teachers and bubble support staff-ongoing</p>
PE Activities	H	<ul style="list-style-type: none"> - Pupils are to be kept in consistent bubbles within year groups. - PE activities to take place in external areas of the school- outdoor sports prioritised where possible. - Large indoor space (school hall) used where it is not possible- doors are opened to allow ventilation. - Maximise distancing between pupils- - External coaches, clubs and organisations for curricular and extra-curricular activities can resume supporting the school. - Director of Sport to read guidance readily available and identify a programme for the autumn term. Guidance on the phased return of sport and recreation and guidance from Sport England for grass root sport, plus that of the Association for Physical Education and the Youth Sport Trust. - Contact sports avoided, as per above guidance. 	<ul style="list-style-type: none"> - Consider allowing pupils to wear their school PE kit and not school uniform when PE lessons are timetabled. - Consider identifying alternative changing facilities (classroom) and ensure safeguarding measures. - Parents/carers and pupils advised what PE kit pupils should wear to school, taking into account the autumnal weather conditions. <p>-Grids to be marked out on the school field</p> <ul style="list-style-type: none"> - Consider Education Enterprise provision for the spring term- SLA in place. PE support activity risk assessments clearly detailing the controls in place for COVID-19 to be shared with the school. 	L	<p>Head Teacher- July 2020</p> <p>Director of Sport-ongoing</p> <p>Staff-ongoing</p>

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		<ul style="list-style-type: none"> - Cleaning schedule in place for PE equipment accessed during the school week. - Sports equipment thoroughly cleaned between each use by different individual groups <p>Curriculum:</p> <p>Children are perceived to have been largely sedentary during the last 4/5 months. Lockdown and restrictions will have led to a reduction in physical activity and associated mental stimulation. It is therefore prudent to change the outline of our PE programme during the first half term and to tailor its content to meet the needs of our children. Its aim will be to chiefly build aerobic fitness- to get the heart, lungs and circulatory system doing their job, to restore muscle function and condition, create a general air and feeling of wellbeing which is essential for mental health and to develop physical fitness and endurance and just to inject some fun back into daily lives.</p> <p>-Outdoor areas marked out in advance as follows:</p> <ol style="list-style-type: none"> 1. A small grid of 16 squares each measuring 5m square next to the MUGA. 2. A larger grid towards the top and centre of the field of 36 squares measuring 5m square. 3. A straight 10 lane running track 50m in length. 	<ul style="list-style-type: none"> - PE Guidance available - Director of Sport to share plans based on this. <p>The structure of P.E lessons will ensure children are constantly active during lesson time with periods of higher and lower intensity built into the activities. Lessons and activities will be progressive, carefully thought out and sequenced to allow for recovery and demand. There will be a mixture of strength building activities, running/jogging aerobic and balance/co-ordination.</p>		
Music lessons	H	<ul style="list-style-type: none"> - Lessons can take place where physical distancing can be assured. - During lessons position pupils back-to-back or side-to-side, avoiding sharing of 	<p>Current guidance advises;</p> <ul style="list-style-type: none"> - There may be an additional risk of infection in environments where staff/pupils are singing, chanting, playing wind or brass 	M	Music Lead

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		instruments, and ensuring good ventilation. - Singing, wind and brass playing should not take place in larger groups such as school choirs, or school assemblies/ worship. -Singing, wind and brass instrument playing can be undertaken in small groups. - The Music Lead has read the guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u> .	instruments (y2 recorder) - Where instruments are to be played - consideration be given to lessons taking place outside. - Consider limiting class sizes to no more than 15 if instruments and singing are to take place (Y4 ukeleles, choir). -Where external agencies provide support request a copy of their COVID-19 risk assessment prior to recommencing activities. - Agencies to complete the visitor questionnaire. - 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. -Agree activities that will be undertaken. - Discuss how bubbles will be maintained. - Agree how spot cleaning will be carried out. - Agencies to advise if a member of staff has underlying health conditions that need to be taken into consideration.		
Educational Visits	M	- Domestic (UK) overnight and overseas educational visits at this stage are not permitted at the present time. Guidance is available- <u>coronavirus: travel guidance for educational settings</u> . - During the autumn term, the school can resume non-overnight domestic educational visits. - Daily visits are uploaded to the EVOLVE system. -Appropriate risk assessments completed	- Ensure that pupils are kept within their consistent groups. - Ensure that venues accessed are COVID-19 secure.	L	Head Teacher DHT Evolve supervisor (Office Manager) Relevant staff

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		<ul style="list-style-type: none"> - Where possible the school will make use of local outdoor spaces. - Hand wipes and hand sanitiser carried by staff for use during the visit. <p>-Controls in place where transport is needed to ensure that class bubbles are maintained.</p>			
Swimming	H	<ul style="list-style-type: none"> - Not currently permitted under current guidance documentation. 	<ul style="list-style-type: none"> - Guidance to be provided to schools when the guidance is updated by the DfE. Head teachers are aware of the Guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents - Using changing rooms safely 	L	Health and Safety Team

17.School Community Activities

School assemblies/worship-/large gatherings	H	<ul style="list-style-type: none"> - Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible. - Class-based whole school worship led by School Chaplain and shared via TEAMS/ Zoom/shared area (Monday and Wednesday) 	<ul style="list-style-type: none"> -Class-based approach to Praise Assembly (Friday)- methods to share success school-wide - Chaplain to plan a class, key stage worship to complement the whole school theme on a weekly basis (eg Tuesday-class worship Reflection and Question-based on Monday's theme. Wednesday-emotional wellbeing focus. Thursday-linking school values to Rights Respecting.) - Consider virtual assemblies to take place through the classes. Classes host this on rotation to promote the sense of cross-class links in a safe manner. - Therapeutic cross- class initiatives 	L	<p>Head Teacher- from September 2020 ongoing</p> <p>SLT from September 2020 ongoing</p> <p>School Chaplain- from September 2020 ongoing</p> <p>Class teachers-</p>
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			through virtual models to bring classes together whilst remaining in their individual bubble classroom (eg y6 Buddies and Macmillan) -Consider alternative virtual means of relaying the calendar of class worship to parents. -Awaiting guidance on worship held in church (Harvest, Christmas)		from September 2020 ongoing
Outdoor play areas/equipment	M	<ul style="list-style-type: none"> - Fixed and portable outdoor play equipment has been out of use since school closure. - Adventure trail to remain out of use until inspection has occurred. - Tyre trail to remain out of use 	For consideration: <ul style="list-style-type: none"> - Each class group allocated outdoor portable play equipment to be stored in their individual classrooms after use. -Cleaning regime in place for outdoor play equipment (portable and fixed) at the end of the school day. - Where a cleaning regime can't be carried out during the school day. Fixed outdoor play equipment to be taken out of use. -Building checklist to be completed. 		Head Teacher Director of Sport Cleaning staff (from September 2020) Site Manager

18. Welfare facilities around the school site for staff, pupils and visitors.

Use of welfare facilities for staff and pupils	M	<ul style="list-style-type: none"> - Staff supervise pupils when washing their hands in the toilet areas/sink areas- see details in other sections. -Bathroom facilities allocated to specific year groups, staff and visitors. - Cubicles in place in toilet areas - Urinals- instruction given to relevant pupils on how to safely use them. - Areas immediately outside of toilet areas (pupil and staff) clearly marked to allow for social distancing and movement in and out of the facilities. 	<ul style="list-style-type: none"> - Ensure that a robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned. 	L	Staff- as required Staff- as required Head Teacher (July 2020)
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		<ul style="list-style-type: none"> -Provision of additional staff bathroom (disabled toilet) if required. - Pupil, staff and visitor toilet facilities cleaned to the required standard (door handles, toilet cubicle locking mechanisms and flushers). - Bathroom cleaning schedule in place before and after school. - Lunchtime and break time rota in place for staff accessing the staff room areas to facilitate social distancing. - Alternative space made available to staff for break periods (library for KS1 and 2 staff, nursery office for EYFS staff) - Position of furniture within staff room areas reviewed to ensure social distancing. -Staff encouraged to clean as they go when accessing the staff room. Restrict use of dishwasher and boiler to a minimum to minimise infection transferral by hand. Make use of the kettle allocated to each pod, providing flexible comfort breaks and reducing unnecessary staff travel. Staff to adopt rigorous H and S guidance on the use of the kettle to eradicate risk. - Windows are opened in staff room areas when it is occupied by staff members. - Staff to bring their own lidded cups/ flasks/ packed lunch bags into school for personal use. Store in staffroom locker/ classroom cupboard and return home for daily washing. 			<p>Premises Management (Head Teacher and site manager)- daily</p> <p>Head Teacher (reviewed July 2020)</p> <p>Staff- as required</p> <p>Staff- as required</p> <p>Staff- as required</p> <p>Staff- daily</p>
Personal Care	H	<ul style="list-style-type: none"> - Personal care takes place in identified toilet areas within the school. - PPE readily available in toilet areas. Staff wear appropriate PPE when carrying out 	<ul style="list-style-type: none"> - Staff concerns to be raised with the Head Teacher. - Where nappy bins are not present waste to be double- bagged and placed in lidded bins. 	L	Head Teacher-ongoing

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		<p>personal care tasks.</p> <ul style="list-style-type: none"> - Resources required to support personal care readily available. - Face visors available to staff where need identified. - Where windows are available, they are opened whilst personal care taking place. - Area cleaned after each use. - Included in the cleaning schedule for the school - Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. - 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. 			

19. Pupils with first aid/medication

Personal Protective Equipment (PPE)	M	<ul style="list-style-type: none"> - Wearing a face covering or face mask in schools is not recommended. - Each classroom and office has been provided with a PPE box - 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 	<ul style="list-style-type: none"> - Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with the Head Teacher. - Ensure that the school maintains a stock of disposable gloves/aprons and face masks. Contact your usual PPE supplier any concerns are to be raised with the Health and Safety Team- 	L	Head Teacher-on going
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		and potentially when a staff member/pupil is symptomatic of covid-19. <ul style="list-style-type: none"> - Staff follow good hand washing practice prior to wearing PPE. - Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care. 	hsteam@durham.gov.uk and 03000 263430. <ul style="list-style-type: none"> - Where staff members may be supporting pupils, who present challenging behaviours and pupil individual risk assessments are in place, PPE requirements to be discussed with staff to ensure their safety. 		Staff-where need identified Staff-where need identified
First Aid provision and support with medication	M	<ul style="list-style-type: none"> - Each classroom and office area provided with a PPE box. - First Aid risk assessment in place - All staff are first aid trained, with the exception of the school chaplain. DHT and Office Manager have a higher level of training (November 2019) Paediatric First Aid Trained Staff in EYFS- relevant staff recently trained. - Staff are aware of the procedure to follow should they need to undertake CPR - Fully stocked first aid boxes located around the school site and in the vicinity of classrooms. Accident slips for each pod. - Staff to wash their hands prior to administering first aid and wear disposable gloves when providing first aid support. No other additional PPE is required unless the pupil is symptomatic. - Medication Policy in place. - Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school. - Medication stored in a dedicated area 	<ul style="list-style-type: none"> - Review the First Aid Risk Assessment. -Refresh First Aid training for all staff and children in the autumn term. -For basic first aid, staff responsible for that pod will deal with it directly. -Guidance is available on the HSE website - Used gloves and first aid items to be double- bagged and placed in the waste bin. - Waste bins emptied throughout the school day. - Stock of disposable gloves available for staff use in the classroom bubble box. -Staff to be responsible for maintaining the first aid kit-spare stock stored in the wall cabinet in the bathroom next to Reception entrance. - Identified staff support pupils with medical needs. - Staff to wash their hands prior to and following support with medication/ first aid. -Concerns to be raised with the school nurse in the first instance. 	L	Head Teacher- Autumn 2020 Staff-on going

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20.Mental Wellbeing					
Staff Wellbeing	M	<ul style="list-style-type: none"> - Staff can access Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).link and the Education Support Partnership provides a free helpline for school staff and targeted support for mental health/ wellbeing -Staff members with health issues to speak with the Head Teacher in the first instance if they have concerns regarding returning to school. - Staff receives sufficient breaks during the school day. Duty pairs to take turns for comfort breaks. -Staggered start and an earlier finish- staff should leave the school premises in a timely fashion, providing an opportunity to enhance work-life balance. -Staff communication to continue via Whatsapp alerts and weekly HT rolling updates. Virtual staff meetings only as required. -Sound professional judgement to be applied in terms of workload and minimising risk, every attempt made to treat staff equitably. 	<ul style="list-style-type: none"> - Where need identified staff are to be referred to the DCC Occupational Health Team-occhealth@durham.gov.uk - Staff to be reminded of the counselling services available to all DCC staff-Health Assured on 0800 716017. - Staff workload monitored by the SLT. - HR colleagues contacted for support where need identified. -The Wellbeing Team appointed during wider reopening in June to monitor the health and wellbeing of all staff and coordinated by the school chaplain, will be maintained - Governing Board to be conscious of the wellbeing of staff, including senior leaders, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders <p>Staff to be made aware of;</p> <ul style="list-style-type: none"> - MindEd - a free educational resource from Health Education England on children and young people's mental health - Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing. - Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff. 	L	<p>Staff-ongoing</p> <p>Head Teacher-as required.</p> <p>SLT-as required</p> <p>Governing Board-ongoing Head Teacher</p>

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Pupil Wellbeing	M	<p><u>Mental Wellbeing and the Curriculum</u></p> <p>-It is anticipated that a significant amount of time will be spent considering children's mental wellbeing, pastoral support and identification of who may need additional support, so they are ready to learn .Focused pastoral support in place.</p> <ul style="list-style-type: none"> - Staff can access <u>Returning safe and happy and settled.</u> - Place2Be-Coronavirus: wellbeing activity. - Regular contact made with pupils' parent/carers who are currently not attending the school. - Safeguarding Policy in place. - Staff report concerns with pupils' behaviour via the usual routes, including safeguarding. - Part of the curriculum for the Autumn term and Spring Term. <p><u>Pupils</u></p> <p>-A Wellbeing Team to be appointed to monitor the health and wellbeing of all pupils and their families, coordinated by the school chaplain to signpost internal and external support for children and families alike. Allocate the chaplain's office for on-site work and the DHT office for any support sessions with individual pupils- allows for ample social distancing and required ventilation)</p> <p>The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, school staff will need to consider in advance how to support:</p>	<ul style="list-style-type: none"> - The school to contact the agencies who regularly support their pupils with social and emotional support. - Ensure that staff are aware of the healthy child programme <p>-When the children first come to school, in-school rules, routines and expectations associated with this return to school period should be relayed in a sensitive manner, so as not to overly worry children. A significant amount of time will be spent considering the children's mental wellbeing. The adults in school should acknowledge that it is normal to feel worried and that there are ways this can be supported.</p> <p>--Re- introduce a sign to indicate a 'hug' for both staff and pupils to use (arms crossed over the chest). Other 'signs' to be considered via suggestions made by the children, in addition to 'feelings traffic lights.</p> <p>-Class teacher to notify chaplain via CPOMS if a child needs a one-to-one appointment and a brief summary of the reason, respond by email with a free timeslot. Previous on-site times of 9.15am-11.45 am Monday, Wednesday and Friday tbc. The TA attached to that pod will bring the child to the DHT's office at the allocated time. Social distancing rules will be followed and the child will be provided with a plastic chair, which will be changed for the next child and so on. When the appointment is finished, chaplain will alert the TA by telephone so that the child can be collected by her. Used chairs will be stored outside the DHT's room ready to be wiped.</p>		<p>Head Teacher</p> <p>Staff-as required</p> <p>Wellbeing team led by school chaplain, either virtual or on-site, during chaplain's regular working hours.</p> <p>Staff- ongoing</p> <p>Chaplain-ongoing</p>

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		<ul style="list-style-type: none"> individual children who have found the long period at home hard to manage those who have developed anxieties related to the virus those about whom there are safeguarding concerns those who may make safeguarding disclosures once they are back in schools Some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities. All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. <p>Curriculum Adjustment:</p> <p>- Design Technology and Forest School to lead to undertake virtual Mindfulness training and integrate it into the group Forest School sessions timetabled weekly for each class.</p>	<p>-Assess the wellbeing and mental health of pupils (some children have experienced bereavements, some children may have increased or new caring responsibilities (Young Carers). Consider how to capture this information sensitively and use it to provide effective support.</p> <p>-Share with families how you intend to – Assess the wellbeing and mental health of pupils (some may have increased caring responsibilities- Young Carers Charter) .Share with families how you intend to support the children's understanding of the current situation in an age-appropriate way- ensure the parents' consent and awareness is obtained.</p> <p>The different experiences all pupils will have had at home will naturally play a large part in how easily they re-adapt to attending school and its routines. Staff will need to strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing on the one hand, and identifying and taking time to address explicitly individual concerns or problems on the other. Staff to provide:</p> <ul style="list-style-type: none"> opportunities for children to talk about their experiences of the past few weeks opportunities for one-to-one conversations with trusted adults where this may be supportive some refocused lessons on relevant topics, for example, mental wellbeing or staying safe pastoral activity, such as positive opportunities to renew and develop friendships and peer groups 		Staff- ongoing

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		School Chaplain has planned a worship programme to include whole school (x2), key stage and class worship, plus Praise Assembly- each delivered virtually around a weekly theme (incorporating an element of emotional wellbeing)	<ul style="list-style-type: none"> enriching developmental activities <p>If safeguarding issues come to light they should be addressed using the school's safeguarding policy, which has been updated in light of full reopening. Head Teacher to consider how to manage any increase in referrals as pupils return to school</p> <p>-Gauging pupil voice- consider how the staff are going to gauge about how pupils are feeling about their return to school and link this to how their learning can be shaped throughout the transition back to full learning.</p> <p>-Virtual worship to be planned by the Chaplain and shared in the individual pod.</p> <p>Parents/ carers made aware of:</p> <p>-MindEd - a free educational resource from Health Education England on children and young people's mental health.</p> <p>- Rise Above is a website co-created and produced by young people.</p> <p>- Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</p> <p>- Barnardo's See, Hear, Respond programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies.</p> <p>- Bereavement UK and the Childhood Bereavement Network</p>		<p>Staff- ongoing Head Teacher, as designated Safeguarding Lead- as necessary</p> <p>Chaplain- weekly</p>

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>- In the event of the fire alarm sounding staff and pupils are to evacuate the building via the nearest available fire exit.</p>	<p>through the fire emergency procedures as desk top exercise with the staff to ensure that they are familiar with the evacuation procedures.</p> <p>-The site manager is to check the fire alarm control panel at the start of each school day to ensure that the fire alarm system is operating correctly.</p> <p>-Any faults are to be reported immediately to the Contractor who tests and inspects your schools fire alarm system.</p> <p><u>Fire Alarm</u></p> <p>-In the event of the fire alarm sounding staff are to direct pupils to evacuate the building.</p> <p>-Staff and pupils are to maintain social distancing where possible when evacuating the building.</p> <p>-Staff to monitor the flow of traffic across the yard when evacuating to reduce the contact that pupils have with other age groups /staff members.</p> <p>- Nursery/ EYFS It is acknowledged that Social Distancing between such young children is very difficult and in some cases (nursery and reception) impossible. Social Distancing may not be possible within this group but the group will Socially Distance from all people in other groups.</p> <p>- Staff and pupils are to maintain social distancing when registers are being taken at the usual assembly point at the edge of the school field. Muster points to allow for social distancing between pods</p> <p>-Staff and pupils re- entering the building is to be staggered.</p> <p>-Staff and pupils are to wash their hands</p>		<p>HT Site manager Staff – early autumn term Site manager-daily</p> <p>Site manager-with immediacy, as required</p> <p>Head Teacher to supervise – with immediacy if necessary</p> <p>Staff to carry out instructions - as necessary</p> <p>Office manager to control registering checks- as necessary</p>

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Site manager to check the building and grounds for 'regular' health and safety issues. - 'Normal' tasks to be carried out. <p>Fire Drills- The DCC Health & Safety Team are advising the following;</p> <ul style="list-style-type: none"> - At present suspend practice fire drill. - During a staff briefing complete a desktop fire drill exercise with staff, telling them about the FRA and emergency plan. Document that you have delivered this, as this counts as training. - Staff to familiarise the pupils with where the fire exits are and to walk their individual classes to their fire assembly point separately, whilst maintaining social distancing measures 	<p>when they re- enter the building.</p> <p>'Normal' tasks to continue including:</p> <p>Fire alarm testing; legionella risk assessments; repairs; grass cutting; servicing of equipment/ PAT testing; boiler; heating; utilities; internet services</p>		Site manager, with appropriate regularity
Main reception and entrance doors around the school.	H	<ul style="list-style-type: none"> - Clear signage in place prompting staff/pupils /visitors to maintain social distancing measures - Clear signage in place prompting hand washing/use of hand sanitiser. - Hand sanitiser in place. - Visitors apply hand sanitiser when they enter the school building. - Visitors sign in after they have applied hand sanitiser - Main reception area spot cleaned at the end of the school day. - Tissues located in the main reception office area with a lidded waste bin. - Waste bins emptied at the end of the school day. - Face coverings not to be worn in the school building 	<ul style="list-style-type: none"> - Visitors are to be advised not to attend the school if they are unwell. - Visitors well- being monitored when attending the school. - Visitors to be advised that face coverings are not permitted within the school building. <p>Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day- to- day school life.</p> <ul style="list-style-type: none"> - Unavoidable face- to- face meetings with parents are to be booked in advance so that meeting rooms can be set up to ensure social distancing. 	L	<p>Head Teacher-ongoing</p> <p>Office manager-ongoing</p> <p>Admin staff-ongoing</p>
Office areas	H	<ul style="list-style-type: none"> - The maximum occupancy of the office areas has been calculated to ensure social distancing. <p>DHT's office to be used as an additional</p>	<ul style="list-style-type: none"> - Signage to indicate that non- office staff are encouraged not access office areas 	L	Site manager-ongoing.

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		<p>space if staff undertake other activities that allow them to leave the office area over the course of the school day.</p> <ul style="list-style-type: none"> - Signage in place on office doors - Where possible desks have been placed back to back/side to side - Signage on office doors utilised so that the number of staff located in office spaces can be restricted to the minimum. - The doors of offices in use can be wedged open when occupied. - Where available, windows are opened whilst the office area is in use. - Office staff leave their desks as clear as possible so that they can be easily cleaned. Clear desk policy in place in each office area. - Lidded waste bins are lined with a black bag. Waste bins are emptied at the end of the school day. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. <p>-Signage in place advising the use of facemasks</p>	unless essential.		<p>Office manager-ongoing</p> <p>Office staff-ongoing</p>
Toilet Areas/Personal Care	H	<ul style="list-style-type: none"> - Bathrooms allocated to identified bubbles - Cleaned regularly - Waste placed in nappy bins - Waste bins regularly emptied, and waste taken to external bin area. - PPE readily available for personal care. - Sanitary bins located as identified with closed lids. SLA in place. <p>-Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able</p>	<ul style="list-style-type: none"> - Where nappy bins are not present waste to be double bagged and placed in lidded bins. 	L	<p>Staff – ongoing</p> <p>Cleaning staff-ongoing</p> <p>Site manager-ongoing</p>

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		<p>to maintain a distance of 2 metres from others.</p> <p>- 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>			
Meeting Rooms	H	<ul style="list-style-type: none"> - Timetabled access only - Locked and secure when not in use - Non- essential items removed from the meeting rooms. - Seating and tables positioned to allow for social distancing - Cleaning regime in place following each meeting. - Windows opened to allow natural ventilation. 		L	<p>Head Teacher- July 2020</p> <p>Site Manager- as required</p>
Catering facilities	M	<ul style="list-style-type: none"> - External Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area. - Ventilation switched on whilst kitchen staff are in the kitchen. - Identified number of staff work in the main kitchen area to ensure social distancing. - Staff start times are staggered.to ensure social distancing. - Main kitchen floor space clearly marked to ensure social distancing. - Handwashing and hand sanitiser facilities readily available. - Handwashing posters located in welfare facilities. - Catering staff adhere to hand washing 	<ul style="list-style-type: none"> - School Building checklist to be completed. - Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu agreed. - Where need identified the number of staff in the kitchen area is to be reduced. - Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff. 	L	<p>Site Manager- as required</p> <p>Head Teacher- July 2020</p> <p>Head Teacher- ongoing</p> <p>Kitchen staff- ongoing</p>

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		<p>guidelines.</p> <ul style="list-style-type: none"> - Serving hatches provide a natural social distance from pupils. - When staff are serving, they stand side by side ensuring social distancing can be maintained. - Staff are rotated every 15 minutes if directly serving pupils. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. - Kitchen deliveries made directly to the kitchen area where possible. - Non- kitchen staff prohibited from entering the main kitchen area. - Kitchen staff only move about the building where need identified for serving pupils. 			
Deliveries to the school site	M	<ul style="list-style-type: none"> - Only essential items are ordered. -Communicate well in advance with contractors/ suppliers that will need to provide those items necessary for opening. --Signage in Reception to inform visitors of the rules – suppliers to follow appropriate social distancing and hygiene measures when on site, including food suppliers and grounds maintenance. Identified staff take responsibility for deliveries made to the school 	<ul style="list-style-type: none"> -Maintain an accurate log of any delivery person who enters the school, including name, time and location accessed, for track and trace requirements. -Staff members wash their hands before and after decanting orders and storing -Kitchen deliveries are made directly to the kitchen area. On decanting products, products are to be wiped down and stored away. Packaging in the external bin store 	L	HT/ office staff from Sept 2020 Site manager from Sept 2020 School catering staff from Sept 2020
Waste Management on the school site	M	<ul style="list-style-type: none"> - External bin store in place - Contractor SLA in place to remove waste materials from the school site. - Waste removed from the school building at the end of each day and placed in the designated bin store area. 	<ul style="list-style-type: none"> - Review refuse collection SLA to ensure that it meets the current needs of the school. 	L	Site manager-ongoing
External Lettings	M	<ul style="list-style-type: none"> - Access only permitted outside of school hours. 	<ul style="list-style-type: none"> - Meet virtually with community groups to discuss accessing the building. 	L	Head Teacher- as required

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			- 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.		
Build-up of pedestrian traffic/vehicle traffic around the school and its local community. Refer also to Egress Section					
Close contact of adults and children on and outside the school site.	H	Pupils reminded not to congregate outside the school gates or on the school site. - Social distancing measures are in place on the school site. - Parents/Carers are continually reminded to safely park around the school site. - Pupils movement onto and off the school site is supervised by staff.	-Head teacher to remind Parents/Carers not congregate on the school site or around the school site. -Where concerns raised by the local community, appropriate action taken.	L	Head teacher

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

School based Guidance

	Guidance for full opening: schools
	Supporting children and young people with SEND as schools and colleges prepare for wider opening
	Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak
	Coronavirus (COVID-19): guidance on isolation for residential educational settings.
	Further and higher education: coronavirus (COVID-19)
	Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)
	What parents & carers need to know about early years providers, schools and colleges.
	Remote education support.
	Extra mental health support for pupils and teachers
	Staying alert and safe (social distancing)
	Coronavirus (COVID-19): test kits for schools and FE providers

DCC Extranet

	Health and Safety COVID-19 file
	Extranet cleaning schedules
	Visitors Questionnaire
	COSHH Assessments

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

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	Returning to pools guidance documents
HSE Guidance	
	HSE guidance on working safely.
	HSE Ventilation
	Health and safety guidance on educational visits
Transport Guidance	
	Coronavirus (COVID-19): safer travel guidance for passengers
	Car sharing and travelling with people outside your

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chool based guidance

	Education and childcare settings: New National Restrictions from 5 November 2020
	Guidance for full opening: special schools and other specialist settings
	COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
	Actions for FE colleges and providers during the coronavirus outbreak
	Guidance for full opening: schools
	Coronavirus (COVID-19): guidance on isolation for residential educational settings.
	Face coverings in education
	New National Restrictions from 5 November
	Use of the NHS COVID-19 app in education and childcare settings
.	Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak.
.	Guidance for providers of outdoor facilities on the phased return of sport and recreation in England
.	Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak
.	Behaviour and attendance
.	Coronavirus (COVID-19):test kits for schools and FE providers

HS Guidance

	Who’s at higher risk from coronavirus
	NHS Test and Trace: how it works

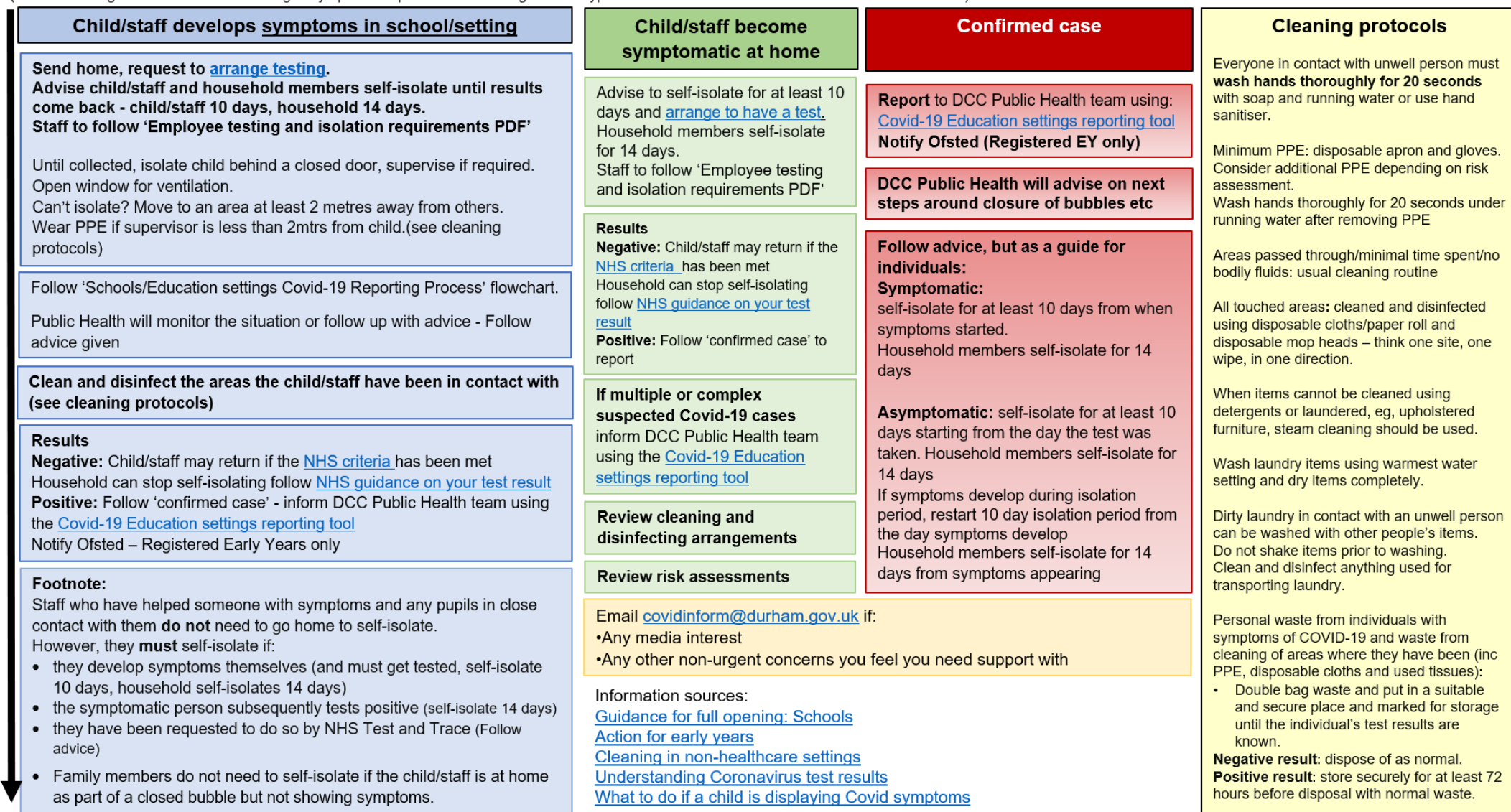
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Appendix 1

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

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



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Appendix 2

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

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

Any **confirmed** Covid-19 cases among staff/pupils

Any multiple or complex suspected cases and any that are causing you concern

Reports/concerns of increased absences among staff/pupils

Any complex/urgent Covid-19 related concerns

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

For advice about a **non-urgent** concern or query please email covidinform@durham.gov.uk

LA Actions

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

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

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

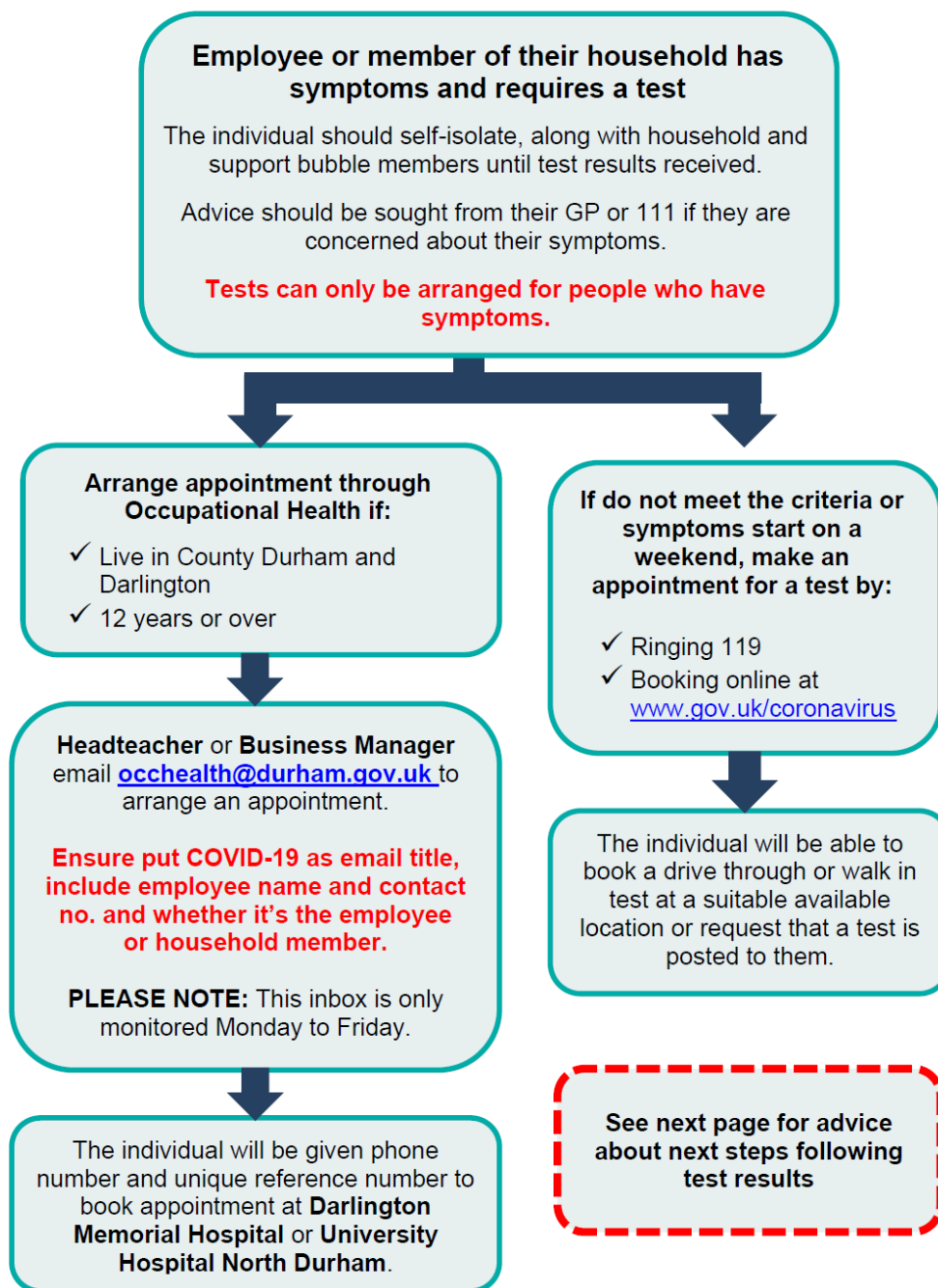
Glossary

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



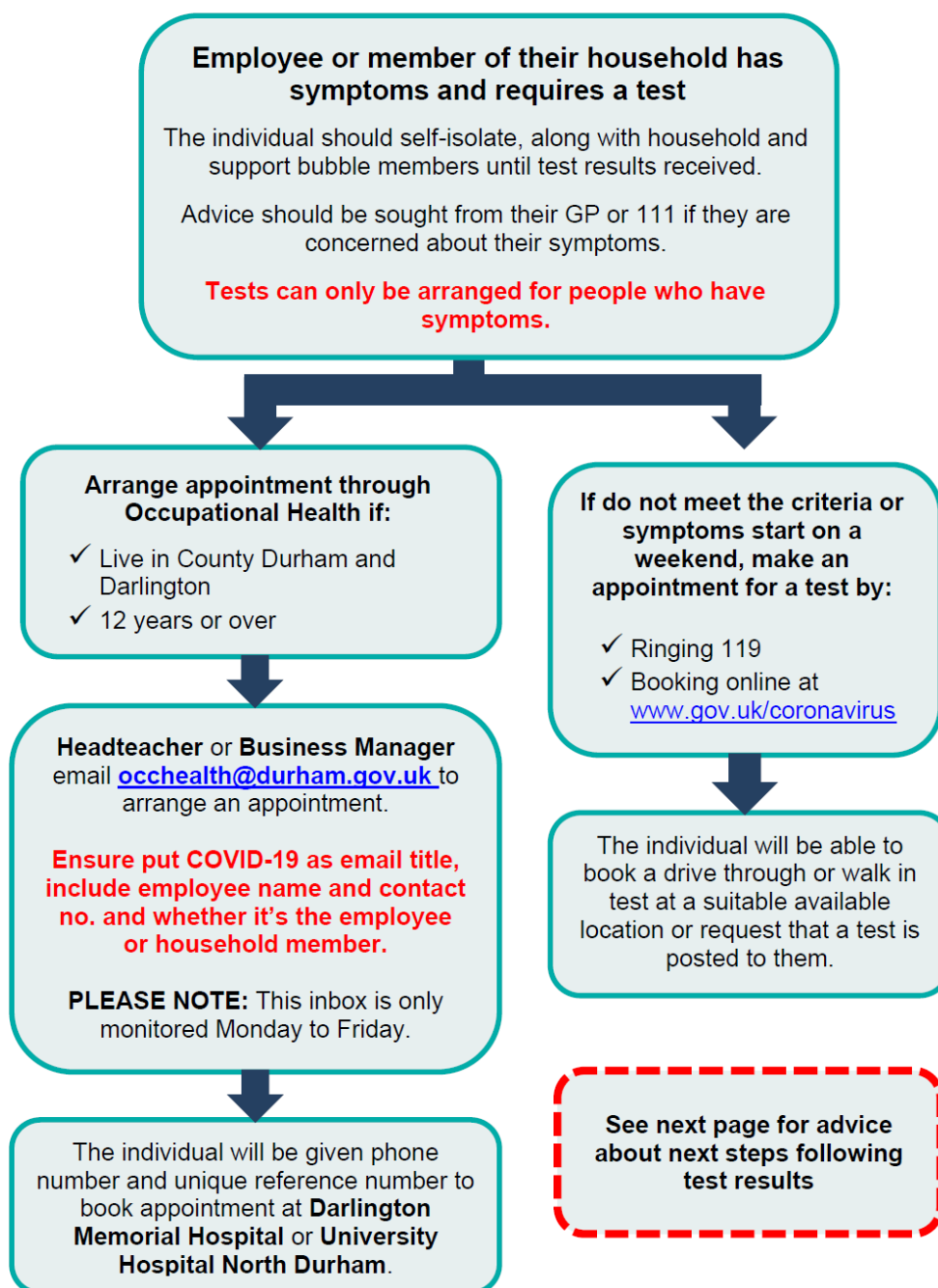
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Employee testing and isolation requirements



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Employee testing and isolation requirements



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

POSITIVE RESULT

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

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

NEGATIVE RESULT

Employee can stop isolating when:

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

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

Other household members do not need to isolate

INCONCLUSIVE RESULT

Employee should get another test as soon as possible.

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

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

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

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

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

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

POSITIVE RESULT

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

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

NEGATIVE RESULT

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

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

INCONCLUSIVE RESULT

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

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

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

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