

# School Closure/Open Only to Children of Critical Workers and Vulnerable Children Opening January 2021- Infection Control COVID-19 General Risk Assessment Form



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

<b>Name and Address of the School –</b> St Benet's RC Primary School, Ouston		
<b>Current Number of Staff Employed-</b> 32	<b>Name of Person Completing the Risk Assessment-</b> Catherine Young (Head Teacher)	<b>Date of assessment –</b> 06-01-2021
<b>Current Number of Pupils on Role-</b> 232	<b>Review Dates:</b> Friday 12 <sup>th</sup> February 2021	<b>Date Agreed by Governing Body:</b> 06-01-2021
Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members.		
Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.		
The school have more than 50+ members and staff and to comply with the current <u>Guidance for full opening: schools</u> in the Autumn Term 2020 and to ensure compliance with the <u>Health and Safety Executive (HSE)</u> a copy of this risk assessment has been placed on the school website.		

Those 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.**

- 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 are following the guidance [Guidance for full opening: schools](#)

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

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

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

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

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

For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team -[hsteam@durham.gov.uk](mailto:hsteam@durham.gov.uk) and 03000 263430.

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<b>1. Staff and Pupils and the wider school community</b>					
<p><b>COVID-19 transmission within the school community</b></p>	<p><b>M</b></p>	<ul style="list-style-type: none"> <li>- Registers are taken each day of <b>key worker pupils</b> present.</li> <li>- Staff arrive on site prior to the start of the school day and report to the identified member of the SLT.</li> <li>- Pupils are met each day at the identified entrance for their class by a staff member. Staff maintain social distancing.</li> <li>- Parents will not be permitted into the school building.</li> <li>- Staff attendance at work and those who remain working from home are monitored by the Head teacher /SLT.</li> <li>- Sickness absence procedures in place for Staff and Pupils.</li> <li>- Pupils are kept in consistent bubbles/groups within their <b>year groups/phases</b>, where possible.</li> <li>- Durham County Council (DCC) are working with partner agencies, trade unions and updating schools with relevant information.</li> <li>- Public Health England (PHE) is clear that routinely taking the temperature of pupils is <b>not</b> recommended as this is an unreliable method for identifying coronavirus (COVID-19).</li> <li>- <b>Staff are to wear masks in communal areas as well as outside whilst greeting the children to come into school</b></li> <li>- <b>Parents to wear masks whilst dropping their children off and collecting them on an afternoon</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>Parents/Carers of key workers</b> and Staff to be advised to follow the usual school procedures for sickness absence.</li> <li>- Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence.</li> <li>- The Governing body of the school are to be informed of staff members and Parent/Carers concerns.</li> <li>- Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have.</li> <li>- Head teacher to remind parents/carers and staff via newsletters, text messages 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.</u></li> <li>- Parents/Carers and Staff members are reminded that <u>testing for COVID-19 is available to everyone whatever their age. Testing is available through the NHS.</u></li> <li>- Pupils or a family member or Staff member displaying symptoms will be advised to self-isolate and will <b>not be</b> permitted into school until <u>7/14-day isolation completed.</u></li> </ul>	<p><b>L</b></p>	<p><b>Head teacher- On Going</b></p> <p><b>SLT/ Attendance Officer-As required</b></p> <p><b>Parents/ Carers and Staff-On going.</b></p> <p><b>Head teacher- On Going.</b></p> <p><b>Head teacher- On-going.</b></p> <p><b>Head teacher- Immediate</b></p>

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<b>2. Supporting Children who are working from home</b>					
<b>Children are struggling to access remote learning from home</b>	<b>L</b>	<ul style="list-style-type: none"> <li>- DB Primary is used as the Remote Learning platform and all children and parents have details of their child's log in details to use at home.</li> <li>- Teachers have uploaded work daily/weekly (depending on subject) for children to complete and teachers and teaching assistants are monitoring this, both at home and at school.</li> <li>- We have made parents aware via school communication methods that if families do not have any devices to use, we have a number of iPads available for the children to use</li> </ul>	-Ensure that parents are aware that if they are struggling to access the remote learning online, then we can offer a print out of the work for the children to do at home, which parents can come to collect from the school gates.	<b>L</b>	<b>Parents/ Carers and Staff-On going.</b>  <b>Head teacher-On Going.</b>
<b>Children are not completing work at home</b>	<b>L</b>	<ul style="list-style-type: none"> <li>- Staff will monitor children's use of DB Primary and any parental contact. If staff become concerned about children not accessing any work from home and can not contact parents, they shall refer this to the head teacher to monitor.</li> <li>- Staff will keep in touch with families via DB primary as well as welfare calls (if and when possible). Staff are aware that some families will struggle with juggling their own work as well as supporting their child with their home learning. Staff will continue to reassure parents and ask them to do what they can, when it suits.</li> </ul>	-Ensure that parents are aware that if they are struggling to access the remote learning online, then we can offer a print out of the work for the children to do at home, which parents can come to collect from the school gates.	<b>L</b>	<b>Parents/ Carers and Staff-On going.</b>

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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
Children are feeling isolated from their friends and parents are struggling to keep on top of home learning tasks as well as their own duties	M	<ul style="list-style-type: none"> <li>Staff will keep in touch with families via DB primary as well as welfare calls (if and when possible) and will offer advice and reassurance if needed.</li> <li>For any children who may be classed as vulnerable, staff will speak to the head teacher about the family's situation</li> <li>Remote learning tasks will also include PE activities, PSHE and other forms of mental well-being support</li> </ul>	-Continue to send communication to parents to say that they can contact school via the school or teacher email for any additional support or queries with home learning	L	Parents/ Carers and Staff-On going.
Supporting children on our SEND register who may be feeling isolated and vulnerable at home	M	<ul style="list-style-type: none"> <li>SENCO will speak to families of those children on our SEND register who are working at home. This will be via welfare calls and offer support and advice if needed.</li> </ul>	-Continue to send communication to parents to say that they can contact school via the school or teacher email for any additional support or queries with home learning	L	SENCO Class teachers On-going
Supporting families eligible for free school meals	L	<ul style="list-style-type: none"> <li>Taylor Shaw catering company is offering hampers for children who are eligible for free school meals. School will contact those eligible families to see who wishes to take us up on the offer of a food hamper each week.</li> </ul>	-Send weekly emails/ texts to those families, in case they choose to accept a hamper at a later date	L	Head teacher Admin staff On-going
Supporting vulnerable families (those who have been working with external agencies)	M	<ul style="list-style-type: none"> <li>Head teacher shall make welfare calls to those families who may require additional support to check in and offer support where needed.</li> </ul>	-Via school newsletters and other communication methods, advertise any external agencies as well as support groups/activities which may help parents	L	Head teacher SLT On-going
<b>3.Symptoms of COVID-19 in the school community</b>					
Members of the school community presenting symptoms of COVID-19.	H	<ul style="list-style-type: none"> <li>Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are:</li> <li><b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not</li> </ul>	<ul style="list-style-type: none"> <li>Head teacher to continuously remind Parents/Carers via school comms of the symptoms of COVID-19.</li> <li>Head teacher to continuously remind</li> </ul>	L	Head teacher-On going

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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>need to measure your temperature)</p> <ul style="list-style-type: none"> <li>- <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>- <b>a loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> <li>- Sickiness and diarrhea symptoms have also been reported as on onset to coronavirus. Anyone with such illness or symptoms should also stay at home and get a test, if symptoms persist.</li> <li>- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow '<b>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</b>', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> <li>- Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms as well as anyone in their support bubble who has been in close contact.</li> <li>- The school understands the NHS Test and Trace process and are aware of how to contact their local Public Health England health protection team-</li> <li>- The school have advised staff and</li> </ul>	<p>Parents/Carers that anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the <a href="#">NHS testing and tracing for coronavirus website</a>, 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.</p> <ul style="list-style-type: none"> <li>- Head teacher to remind Parents/Carers and Staff via school comms. that where a pupil or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for households with possible coronavirus infection</a>.</li> <li>- Parents/Carers collecting unwell pupils are reminded of the guidance to follow.</li> <li>- Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace.</li> <li>- Remote education to be made available to pupils not attending the school.</li> </ul>		<p><b>Staff-On-Going</b></p> <p><b>Head teacher</b></p> <p><b>Head teacher-On going</b></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"> <li>- <b>Book a test</b> if they are displaying symptoms.</li> <li>- Staff and pupils <b>DO NOT</b> come into the school if they have symptoms of COVID-19 and <b>WILL BE</b> sent home to self-isolate if they develop them in school.</li> </ul> <p>The school are aware that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Carers if using a home testing kit</p> <ul style="list-style-type: none"> <li>- <b>Self-isolate</b> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul>			
<p><b>Isolating Staff/Pupils during the school day</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- If a pupil/member of staff are 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. This will be the original staffroom- the soft furnished benches by the window which will no longer be in use. Following the collection of the child, the office shall be deep cleaned.</li> <li>- Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff.</li> <li>- Where Staff /Pupils need to use toilet facilities a separate toilet (disabled toilet near secretary's office) is to be accessed if</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members to be assessed as to whether they are fit enough to drive themselves' home. If they are not fit to drive their next of kin are to be contacted.</li> <li>- If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a <b>test</b>) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test.</li> <li>- Staff are aware that they may be contacted by NHS Test and Trace.</li> <li>- Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitizer.</li> <li>- The area around the person with symptoms must be cleaned with normal</li> </ul>	<p><b>M</b></p>	<p><b>SLT-As required</b></p> <p><b>Staff-As required</b></p> <p><b>Staff/Pupils as required</b></p>

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		<p>possible.</p> <ul style="list-style-type: none"> <li>- Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>- Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them <b>DO NOT</b> need to go home to self-isolate (only when they show symptoms)</li> </ul>	household bleach after they have left to reduce the risk of passing the infection on to other people the guidance <u>COVID-19: cleaning of non-healthcare settings guidance</u> .is to be followed.		<b>Staff-As required</b>
<b>Pupil/Staff member testing negative for COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- If a Pupil or member of Staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.</li> <li>- Other members of the household can stop self-isolating.</li> </ul>	The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test by emailing the school	<b>L</b>	<b>Head teacher-On going</b>

#### 4.Managing a positive case in the school community (for those in school)

<b>Staff/Pupil or family member tests positive for COVID-19</b>	<b>H</b>	<p><b>The Health Protection Agency are available to provide schools with advice and support-Contact - 0300 3038596-Option1</b></p> <ul style="list-style-type: none"> <li>- The Health Protection Agency team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>- If a pupil or member of Staff <b>tests positive</b>, they are instructed to follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue <b>to self-isolate for at least 7 days</b> from the onset of their symptoms and then return to school <b>only if</b> they do not have</li> </ul>	<ul style="list-style-type: none"> <li>- Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test:</li> <li>- If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</li> <li>- Remote education to be made available to pupils not attending the school.</li> <li>- The government will ensure that it is as easy as possible to get a test through a</li> </ul>	<b>L</b>	<b>Head teacher-On going</b>
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		<p>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"> <li>- 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.</li> <li>- If a member of the staff's/pupil's household tests positive the Pupil/Staff member must self-isolate for the full 10 days.</li> <li>- Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded.</li> </ul>	wide range of routes that are locally accessible, fast and convenient further guidance is to be provided.		
<b>Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.</b>	<b>H</b>	<p><b>The school will contact the Health Protection Agency -Contact - 0300 3038596-Option1</b></p> <ul style="list-style-type: none"> <li>- <b>The Health Protection Team</b> will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by NHS Test and Trace.</li> <li>- Where need identified <b>The Health Protection Team</b> will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> </ul>	The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided.		<b>Head teacher</b>

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

<b>Pupils /Staff independently travelling to the school site.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Designated car parking area available to staff (staff car park- only for staff)</li> <li>- Social distancing guidance to be followed when accessing/egressing from car vehicles.</li> <li>- Bike drop off points located at fence near</li> </ul>	<ul style="list-style-type: none"> <li>- Staff and Parents/carers and pupils advised on the current guidance regarding accessing <u>public transport</u>.</li> <li>- Staff /Pupils to be advised to adhere to <u>staying alert</u> and social distancing</li> </ul>	<b>L</b>	<b>Head teacher- Immediate</b>
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		Eden Garden site.	guidance when away from the school. -Staff presence in the outdoor areas at the start and end of the school day.		
<b>Staff and Pupils wearing face coverings when making their way to the school building</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- From January 2021, staff are now wearing face masks or coverings in school in communal areas. Staff are not required to wear them in the classroom but if they feel more comfortable for their own protection, they can.</li> <li>- Staff and Pupils instructed not to touch the front of their face covering during use or when removing them.</li> <li>- Staff/ Pupils must wash their hands immediately on arrival /hand sanitizer (as is the case for all pupils), Staff/Pupils wash their hands again before heading to their classroom/work area.</li> </ul>	-	<b>L</b>	<b>Head teacher</b>

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

<b>Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Staff/Pupils who were clinically extremely vulnerable and received a letter advising them to shield are now advised to work from home.</li> <li>- Guidance for those who are clinically-vulnerable, including pregnant women, is available. Those who are clinically vulnerable can attend the work place and if necessary, an individual risk assessment can be put into place.</li> <li>- The Head teacher has flexibility regarding Staff member's medical needs and work activities that they are able to undertake within the school.</li> <li>- People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>- Where need identified-Staff individual Medical/III-Health risk assessment to be completed.</li> <li>- Where need identified staff referred to DCC Occupational Health Service.</li> <li>- Individual cases to be discussed with HR.</li> </ul>	<b>M</b>	<b>Head teacher-As required</b>
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<b>7. Maintaining hand and respiratory hygiene on the school site</b>					
<b>Hand and respiratory hygiene across the school</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Staff wash their hands/apply hand sanitizer with pupils at the start and end of the school day.</li> <li>- Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities are not available due to the number of pupils at the start of the school day</li> <li>- Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members.</li> <li>- Where hand washing facilities are limited due to the number of pupils, hand sanitizer stations have been located in identified areas around the school site</li> <li>- Pupils are supervised when accessing the hand sanitizer.</li> <li>- Tissues made available in each classroom.</li> <li>- Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> <li>- Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> <li>- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>- Lidded waste bins are in place to place used tissues in.</li> </ul>	<ul style="list-style-type: none"> <li>- Where handwashing facilities not readily available consider setting up hand sanitizer and tissue stations in each classroom. Where lidded bins are not available tissues can be double bagged in a nappy sack and placed in the bin.</li> <li>- Where toilet facilities are close/in the classroom consideration be given to flushing used tissues down the toilet.</li> </ul>	<b>L</b>	<b>Staff-On going</b>

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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"> <li>- Waste bins are emptied and placed in the bin store at the end of the school day and where need identified.</li> <li>- Hand sanitiser station located at the main entrance for visitor use.</li> <li>- All Visitors sanitise their hands on entering the school building.</li> <li>- <u>Stringent cleaning schedules in place and guidance updated on the Extranet.</u></li> </ul>			
<b>New and Expectant Mums showing symptoms of COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Staff are aware of the symptoms of COVID-19.</li> <li>- <b>Staff instructed to follow the guidance; Stay at home (self-isolate)</b> – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.</li> <li>- <b>Book a test</b> – get a test to check if you <u>have coronavirus</u> as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.</li> <li>- <b>Speak to your midwife or maternity team</b> they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a <u>video consultation</u>.</li> </ul>	<ul style="list-style-type: none"> <li>- See 4-. Managing a positive case in the school community.</li> <li>- Staff can be referred to DCC Occupational Health Service regarding a testing for COVID-19.</li> <li>- Where need identified consultation to take place with HR.</li> </ul>	<b>M</b>	<b>Head teacher</b>
<b>8.Access to the school site and building</b>					
<b>Transmission of COVID-19 to Pupils/Staff</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- <b>No parent is allowed onto the school site until further notice.</b></li> <li>- Access to the school site is controlled, both entrance gates (staff car park used for children Nursery to Y2 and main entrance</li> </ul>	<ul style="list-style-type: none"> <li>- Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when approaching the school site.</li> <li>- Parents/Carers advised to leave the</li> </ul>	<b>M</b>	<b>Staff/Head teacher-On Going</b>

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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>used for Y3-6) are used to allow <b>key worker pupils</b> and to flow onto the school site/building</p> <ul style="list-style-type: none"> <li>- Separate Entrance doors for each year group clearly identified – classroom doors used for entrance/exit into the building</li> <li>- Primary aged pupils must be accompanied to school each morning (unless Y5/6 children where parental consent has been given)</li> <li>- <b>Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child, wearing a mask</b></li> <li>- Pupils advised to maintain social distancing when entering the school site.</li> <li>- Pupils are met each day at the identified entrances for their bubble by a staff member.</li> <li>- Pupils store outdoor clothing and bags in designated area.</li> <li>- Staff store their bags in cupboards.</li> <li>- Those pupils with clearly named packed lunches and water bottles are to store them within a designated area of their allocated classroom.</li> <li>- Staff members will wipe packed lunch boxes and water bottles over with a cloth that has had anti-bacterial spray applied to it.</li> <li>- Pupils are supervised to apply hand sanitiser at the start of the school day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Staff wash their hands with pupils at the start of the school day.</li> <li>- Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to a separate room (bench in staffroom) and next of kin/parents contacted.</li> </ul>	<p>school site immediately once their child has entered the building.</p> <ul style="list-style-type: none"> <li>- School entrances and site secured at the start of the school day.</li> </ul>		

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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
<b>9. None school staff working in the building</b>					
<b>Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Floor markings in place at the main school reception area ensuring social distancing.</li> <li>- Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the school</li> <li>- Visitors to the school are by appointment only. Gates will be closed and they must ring the school to be allowed entry onto site.</li> <li>- Visitors to sign the track and trace form and use hand sanitiser before entering the main entrance gates. Discussion of face mask to be had as well as social distancing rules around school.</li> <li>- Where possible Contractors to carry out activities outside of school hours.</li> <li>- Hand sanitiser station located at the main entrance.</li> <li>- All Visitors sanitise their hands prior to entering the school building.</li> <li>- A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details, in case of any Track and Trace incidents.</li> <li>- Dedicated areas identified for use by Support Agencies.</li> <li>- All visitors are accompanied when moving about the building.</li> <li>- Tissues located at the main reception area with a lidded waste bin.</li> <li>- Waste bins emptied at the end of the school day.</li> <li>- <b>Face coverings must be worn by all visitors</b></li> </ul>	<ul style="list-style-type: none"> <li>- Visitors are to be advised not to attend the school if they are unwell.</li> <li>- Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene.</li> <li>- Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. <b>They are</b> responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings.</li> </ul>	<b>M</b>	<b>SLT-As required</b>

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		to the school			

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

<p><b>COVID-19 spreading from person to person within the school building</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- Guidance followed for the cleaning of non health care settings.</li> <li>- Cleaning schedule in place during the school day and at the end of the school day, <b>as well as regular intervals during the day</b></li> <li>- <u>Spillage policy in place.</u></li> <li>- Where hand washing facilities are limited due to the number of pupils, hand sanitizer stations have been located in identified areas- corridors/classrooms. Pupils are supervised when accessing the hand sanitizer.</li> <li>- Handwashing <u>posters</u> located in pupil and staff toilet areas and in the classroom areas.</li> <li>- Pupils and Staff follow the ‘Catch it, Bin it, Kill it’, guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> <li>- Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> <li>- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>- Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.</li> <li>- Pupils and Staff ensure that they thoroughly dry their hands.</li> <li>- Infection Control Risk assessment in place to manage other biological hazards within the</li> </ul>	<ul style="list-style-type: none"> <li>- Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified.</li> <li>- Staff to take responsibility for their own personal hygiene throughout the school day.</li> <li>- Consideration be given to using hand towels and not hand dryers to ensure that hands are dried thoroughly.</li> <li>- Waste bins to be emptied throughout the school day and placed in the external bin store.</li> <li>- The Caretaker to raise any stock level concerns with the Head teacher/ school secretary in relation to equipment/ chemicals etc.</li> <li>- Where need identified, pupils to eat their lunches in their classrooms.</li> <li>- Classroom surfaces to be cleaned if classroom used as a dining area.</li> <li>- All bins emptied at the end of each school day and placed in the external bin store.</li> <li>- Parents advised to ensure that pupils wash their hands when they <b>return</b> to the home environment.</li> <li>- <u>The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.</u></li> </ul>	<p><b>M</b></p>	<p><b>Head teacher- On going</b></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>school community.</p> <ul style="list-style-type: none"> <li>- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>- Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils.</li> <li>- Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis.</li> <li>- Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.</li> <li>- Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins.</li> <li>- Staff and pupils wash their hands/apply hand sanitiser at the end of the school day</li> <li>- Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation.</li> <li>- COSHH assessments in place and shared with staff where need identified. Staff wear appropriate PPE when carrying out cleaning activities.</li> <li>- Staff read the labels of chemicals/ substances used to clean surfaces prior to use.</li> </ul>			
<b>Maintaining infection control in the Classrooms and during break periods</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Additional areas changed into areas that can be used during the lunch period e.g, classrooms, where need identified.</li> <li>- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school</li> </ul>	<ul style="list-style-type: none"> <li>- Staff to be provided with sufficient time between class lessons to allow handwashing/hand sanitising to take place.</li> <li>- Where need identified pupils to be issued with a stationery pack and exercise</li> </ul>	<b>M</b>	<b>Head teacher</b>

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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>timetable.</p> <ul style="list-style-type: none"> <li>- Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms.</li> <li>- Staff always maintain social distancing with other staff members</li> <li>- Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing.</li> <li>- Soft furnishings, toys etc. around the classroom to be relocated <b>during this key worker phase.</b></li> <li>- Windows and doors are opened to allow natural ventilation during the school day.</li> <li>- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>- Rota in place for lunchtime and break time periods.</li> <li>- Timetable reviewed to reduce the need for pupils to move about the building.</li> <li>- Wet play activity boxes available in each classroom for bubbles to use.</li> <li>- Outdoor activities to be carried out on a rota basis to ensure social distancing.</li> <li>- Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.</li> <li>- Where classrooms/halls are unoccupied doors are to be closed.</li> <li>- Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils.</li> <li>- Robust cleaning regime in place in the Nursery/Reception area.</li> <li>- Waste bins located in classroom/ corridor</li> </ul>	<p>book that is specific to them.</p> <ul style="list-style-type: none"> <li>- Consideration be given to the nursery and reception class areas to continue to set up activity box for each school day. Activity boxes are to be removed from the area and cleaned.</li> <li>- Pupils/Parents/Carers continually reminded that pupils bring in filled water bottles each day.</li> <li>- Water jugs can be 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..</li> <li>- Mixed groups (ie: entering with a childminder) are to be closely supervised.</li> <li>- Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> </ul>		<p><b>Staff-On Going</b></p> <p><b>Head teacher</b></p> <p><b>Staff</b></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>areas are to be emptied at the end of the school day.</p> <ul style="list-style-type: none"> <li>- Water fountains not permitted to be used around the school site.</li> <li>- Pupil face to face working to be limited to 15 minutes.</li> <li>- Where pupils require support from a Staff member or TA support to be given side on and not face to face.</li> <li>- Hand sanitizer stations located around the building where need identified.</li> </ul>			

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

EYFS	H	<ul style="list-style-type: none"> <li>- Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so.</li> <li>- The schools access to public spaces is restricted to small groups and the <u>guidelines on the number of people who can meet in outdoor public places</u> is followed.</li> <li>- The school will not take larger groups of pupils to public outdoor spaces at one time.</li> <li>- Cleaning schedule in place for am/pm sessions.</li> <li>- Identified area in place where personal care activities carried out. Areas are cleaned following use.</li> <li>- PPE worn when providing support with personal care.</li> <li>- Personal care risk assessments in place where need identified.</li> <li>- Where possible Staff socially distance when working together.</li> </ul>	<ul style="list-style-type: none"> <li>- Settings are to consider how they can minimize mixing within allocated space, for example where they use different rooms for different age groups, keeping those groups apart as much as possible</li> <li>- Waste is double bagged where nappy bins are not available.</li> </ul>	M	Head teacher
					Staff

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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
Wrap around care/ After School Clubs	H	-At the present time, no after school clubs will be offered.		M	Head teacher
Maintaining Year Group/Year Group Bubbles to reduce transmission of COVID-19	H	<ul style="list-style-type: none"> <li>- Staff and pupils work in classrooms/ Computing suite to reduce whole school movement around the building.</li> <li>- Staff workstations are positioned at the front of the classroom, socially distanced from pupils.</li> <li>- Where possible, desks placed in rows facing the front of the classroom. One child sitting at each desk with a 2-metre distance between each child.</li> <li>-Maximum of 15 children per class (with 2 metre distance in place)</li> <li>- Pupils kept in consistent groups/bubbles (unless numbers of key workers increase and then bubbles will be reviewed on a weekly basis. Bubbles will keep to year groups/phases as much as possible).</li> <li>- Pupils are supported to maintain distance and not touch staff and their peers where possible.</li> <li>- SLT will continue to walk around the school, particularly at times when transitions are at a minimum.</li> <li>- Classroom based resources, such as books and games, are used and shared only within the bubble /group.</li> <li>- Playground Activity boxes pre-prepared where possible for each day.</li> </ul>	- Stagger the start times for year groups to ease congestion at the start and end of the school day	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"> <li>- Classroom resources included in the cleaning schedule for each class.</li> <li>- Movement limited where possible to key times- Break times/Lunch times and specialist subject areas.</li> <li>- Each class to have their own set of Ipads and the computer suite shall be blocked off for the junior children to access DB Primary.</li> </ul>			

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

<b>Access to Welfare facilities for Staff and Pupils</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>- Cubicles in place.</li> <li>- Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>- Pupil toilet facilities cleaned following break and lunch periods.</li> <li>- Lunch time and breaktime rota in place for staff accessing the staff room area. - Consideration be given to additional eating spaces created within the school e.g. Caroline's Library</li> <li>- Windows are opened in the staff room when it is occupied by staff members.</li> <li>- Position of furniture within staff room/ Library areas reviewed to ensure social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>- Additional welfare facilities provided for staff where need identified.</li> </ul>	<b>L</b>	<b>Premises Management-As required</b>
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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
<b>Break and Lunch periods</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Menu to be agreed with Taylor Shaw. Ensure that pupil and staff social distancing can be attained.</li> <li>- Staggered break times and lunch times agreed for year groups.</li> <li>- Pupils directed to wash their hands during break/lunchtime periods.</li> <li>- Lunches in classrooms for the first few weeks for children in Years 1-6. Reception children eating in the hall. Nursery children eating in their classroom.</li> <li>- Areas zoned off for use by specific year groups/bubbles at certain times, then cleaned before another year group utilises it</li> <li>- When congregating in halls etc, doors and windows are opened to allow natural ventilation.</li> <li>- Outdoor areas accessed as much as possible. Areas zoned off for use by specific year groups/bubbles.</li> <li>- Spot cleaning carried out.</li> <li>- Surfaces are cleaned following each group/bubble use.</li> <li>- Cleaning schedule in place.</li> </ul>		<b>L</b>	<b>Head teacher</b>

### 13. Pupil behaviour during the school day

<b>Pupil-Challenging behaviours displayed</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils with challenging behaviours identified.</li> <li>- Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours.</li> <li>- Relevant staff are Team Teach Trained.</li> <li>- Where need identified Team Teach</li> </ul>	<ul style="list-style-type: none"> <li>- Where behaviours exhibited by pupils potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing when arriving at work each day and changing clothing before they leave work. Staff are advised to shower when they return home from work each day.</li> </ul>	<b>M</b>	<b>Staff-Where need identified.</b>
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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
		techniques are applied, including restraint. - General Infection Control risk assessment in place.	<ul style="list-style-type: none"> <li>- Where need identified face visors be made available to Staff.</li> <li>- Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team.</li> <li>- Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out.</li> <li>- Where restraint has had to be carried out review the pupil risk assessment in place.</li> <li>- Continually review whether PPE is required when managing challenging behaviours.</li> <li>- Where need identified review the Behaviour Policy.</li> </ul>		<b>Staff-Where need identified.</b> <b>Staff-Immediate Head teacher-As required</b>  <b>Staff/Pupils-As required</b>

#### 14. Residential educational settings

<b>Transmission of COVID-19 in the residential setting (to take place in April 2021) – to be reviewed by February Half Term</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Identified staff supervise the residential setting.</li> <li>- Where need identified, pupils' access residential accommodation.</li> <li>- Bed rooms and social areas have a separate cleaning schedule in place for the residential setting.</li> <li>- Staff and pupil bedding placed on a boil wash once residential access completed.</li> <li>- Staff/Pupils are provided with a list of items they are permitted to have during residential visit.</li> </ul>	<ul style="list-style-type: none"> <li>- Coronavirus (COVID-19): guidance on isolation for residential educational settings to be followed.</li> <li>- Separate risk assessment to be completed for residential area.</li> <li>- School Building checklist to be completed.</li> </ul>	<b>L</b>	<b>Head teacher</b>
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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
<b>15.Welfare facilities around the school site for Staff, Pupils and Visitors.</b>					
<b>Use of Welfare facilities for Staff and Pupils</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>- Cubicles in place in toilet areas</li> <li>- Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>- Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods.</li> <li>- Lunch time and breaktime rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room.</li> <li>- Windows are opened in the staff room when it is occupied by staff members.</li> <li>- Position of furniture within staff room/ library areas reviewed to ensure social distancing.</li> <li>- Cleaning schedule in place</li> <li>- Areas immediately outside of toilet areas clearly marked to allow for social distancing and movement in and out of the facilities.</li> <li>- Staff encouraged to bring flasks into school for personal use.</li> <li>- Alternative space made available to staff for break periods.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that a robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned.</li> </ul>	<b>L</b>	<b>Premises Management-As required</b>
<b>Personal care</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Personal care takes place in identified toilet areas within the school.</li> <li>- PPE readily available in toilet areas.</li> <li>- Staff wear appropriate PPE when carrying out personal care tasks.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff concerns to be raised with the Head teacher.</li> <li>- Where nappy bins are not present waste to be double bagged and placed in lidded bins.</li> </ul>	<b>L</b>	<b>Head teacher</b>

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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"> <li>- Face visors available to staff where need identified.</li> <li>- Where windows are available, they are opened whilst personal care taking place.</li> <li>- Area cleaned after each use.</li> <li>- Included in the cleaning schedule for the school.</li> </ul>			

### 16. Pupils with first aid/medication

<b>Personal Protective Equipment (PPE)</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- <b>Wearing a face covering or face mask in schools is now recommended.</b></li> <li>- Tasks have been identified within the school that would require staff wearing <b>full PPE</b>; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19.</li> <li>- Staff follow good hand <u>washing practice</u> prior to wearing PPE.</li> <li>- Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the school maintains a stock of disposable gloves/aprons and face masks.</li> <li>- Where staff are supporting pupils, who present challenging behaviours and pupil individual risk assessments are in place., PPE requirements are required with staff to ensure their safety.</li> </ul>	<b>L</b>	<p><b>Head teacher-On going</b></p> <p><b>Staff-Where need identified</b></p> <p><b>Staff-Where need identified</b></p>
<b>First Aid Provision and support with medication</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- First Aid risk assessment in place</li> <li>- Identified Staff are first aid trained.</li> <li>- Staff are aware of the procedure to follow should they need to undertake <u>CPR</u></li> <li>- Head teachers are aware of the current</li> </ul>	<ul style="list-style-type: none"> <li>- Gloves and first aid items used to be double bagged and placed in the waste bn.</li> <li>- Waste bins emptied throughout the school day.</li> <li>- Ensure that a stock of disposable</li> </ul>	<b>L</b>	<b>Staff-On going</b>

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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><u>guidance</u> regarding Paediatric First Aid Trained Staff in EYFS Settings</p> <ul style="list-style-type: none"> <li>- Fully stocked first aid boxes located on the school site, in the secretary's office</li> <li>- Staff to wash their hands prior to administering first aid</li> <li>- Staff to wear disposable gloves when providing first aid support.</li> <li>- Staff to wash their hands after providing first aid support.</li> <li>- Medication policy in place.</li> <li>- Staff to wash their hands prior to and following support with medication.</li> <li>- Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school.</li> <li>- Medication stored in a dedicated area.</li> <li>- Identified staff support pupils with medical needs.</li> </ul>	<p>gloves are available for staff use.</p> <ul style="list-style-type: none"> <li>- Review when staff members last received First Aid Training ,guidance is available on the <u>HSE website</u>.</li> <li>- Review when staff members last received medication training. Concerns to be raised with the school nurse in the first instance.</li> </ul>		

## 17.Mental Wellbeing

<b>Staff Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff receive sufficient breaks during the school day.</li> <li>- Staff encouraged to leave the school site shortly after the end of the school day.</li> <li>- The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school.</li> <li>- Where need identified staff are to be referred to the DCC Occupational Health Team-occhealth@durham.gov.uk</li> <li>- Staff to be reminded of the counselling services available to all DCC staff-<u>Health Assured</u> on 0800 716017 and SAS Wellbeing Services.</li> <li>- Staff workload monitored by the SLT and HT well-being monitored by governing body.</li> </ul>	<b>L</b>	<p><b>Staff-On-going</b></p> <p><b>Head teacher-As required.</b></p> <p><b>SLT-As required</b></p>
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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
			- HR colleagues contacted for support where need identified.		
<b>Pupil Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Regular contact made with pupils' parent/carers who are currently not attending the school.</li> <li>- Safeguarding Policy in place and adapted.</li> <li>- Staff report concerns with pupil's behaviour via the usual routes.</li> </ul>	<ul style="list-style-type: none"> <li>- The school to contact the agencies who regularly support their pupils with social and emotional support.</li> <li>- Staff to monitor children who may be struggling with their own well-being and put strategies into place</li> </ul>		<b>Head teacher</b>  <b>Staff-As required</b>

## 18. Building Management

<b>Emergency Situations</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis.</li> <li>- In the event of the fire alarm sounding Staff and Pupils are to evacuate the building via the nearest available fire exit – fire drill to be arranged for the first few weeks back</li> <li>- Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks.</li> <li>- Re-entering the building is to be staggered.</li> <li>- Staff and pupils are to wash their hands /apply hand sanitizer when they're enter the building.</li> </ul>	<ul style="list-style-type: none"> <li>- School Building Checklist to be completed.</li> <li>- Where need identified Personal Emergency Evacuation Plans put in place/reviewed</li> <li>- H/T/responsible person should go through the fire emergency procedures as desk top exercise with the staff to ensure that they are familiar with the evacuation procedures.</li> </ul>	<b>L</b>	<b>Premises Manager/ Caretaker SLT/Staff</b>
<b>Main reception and entrance doors around the school.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures</li> <li>- Clear signage in place prompting hand washing/use of hand sanitizer.</li> <li>- Hand sanitiser station in place.</li> <li>- Visitors apply hand sanitizer when they enter the school building.</li> <li>- Visitors sign in after they have applied</li> </ul>	<ul style="list-style-type: none"> <li>- Visitors are to be advised not to attend the school if they are unwell.</li> <li>- Visitors well being monitored when attending the school.</li> <li>- Visitors to be advised that face coverings are not permitted within the school building.</li> <li>- Parents to be encouraged to e-mail or speak with staff over the telephone where</li> </ul>	<b>L</b>	<b>Head teacher/Staff</b>

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		hand sanitizer - Tissues located at the main reception area with a lidded waste bin. - Waste bins emptied at the end of the school day. - Face coverings <b>not to be</b> worn in the school building	they have concerns with their child		
<b>Office areas</b>	<b>H</b>	- The maximum occupancy of the office areas has been calculated to ensure social distancing – only two people in the secretary's office at any one time. - The doors of the office in use can be wedged open when occupied. - Where available, windows are opened whilst the office area is in use. - Staff leave their desks as clear as possible so that it can be easily cleaned. - Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day. - Staff undertake other activities that allow them to leave the office area over the course of the school day.	- Where waste bins do not have lids place an object over the waste bin to act as a lid.	<b>L</b>	<b>Caretaker/ Premise Manager-On Going.</b>
<b>Toilet Areas/Personal Care changing facilities</b>	<b>H</b>	- Allocated to identified groups/bubbles of pupils. - Cleaned following each use. - Waste bins regularly emptied, and waste taken to external bin area. - PPE readily available for personal care. - Sanitary bins located in identified and have closed lids. SLA in place.	- As nappy bins are not present, waste to be double bagged and placed in lidded bins.	<b>L</b>	<b>Staff</b>
<b>Meeting Rooms</b>	<b>H</b>	- Timetabled access only - Locked and secure when not in use - None essential items removed from the		<b>L</b>	

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		meeting rooms. - Seating and tables positioned to allow for social distancing - Cleaning regime in place following each meeting. - Windows opened to allow natural ventilation.			
<b>Catering facilities</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Taylor Shaw Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area.</li> <li>- Ventilation switched on whilst kitchen staff are in the kitchen.</li> <li>- Identified number of staff work in the main kitchen area to ensure social distancing.</li> <li>- Staff start times are staggered to ensure social distancing.</li> <li>- Main Kitchen floor space clearly marked to ensure social distancing.</li> <li>- Handwashing and hand sanitizer facilities readily available.</li> <li>- Handwashing posters located in welfare facilities.</li> <li>- Catering staff adhere to <u>hand washing guidelines</u>.</li> <li>- Serving hatches provide a natural social distance from pupils.</li> <li>- When staff are serving, they stand side by side ensuring social distancing can be maintained.</li> <li>- Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>.</li> <li>- Kitchen deliveries made directly to the kitchen area where possible.</li> <li>- Water fountains taken out of use around</li> </ul>	<ul style="list-style-type: none"> <li>- School Building checklist to be completed.</li> <li>- Catering Contractor/Cook to discuss with the Head teacher/ office staff about what food will be able to be provided to pupils. Menu to be agreed.</li> <li>- Where need identified the number of staff in the kitchen area is to be reduced.</li> <li>- Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff.</li> </ul>	<b>L</b>	<b>Premises Management-As required</b> <b>Head teacher-Immediate</b>  <b>Head teacher</b>

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		<p>the school site.</p> <ul style="list-style-type: none"> <li>- None kitchen staff prohibited from entering the main kitchen area.</li> <li>- Kitchen staff only move about the building where need identified for serving pupils.</li> </ul>			
<b>Deliveries to the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Only essential items are ordered by the school.</li> <li>- Identified staff take responsibility for deliveries made to the school.</li> <li>- Staff members wash their hands before and after decanting orders and storing them away.</li> <li>- Kitchen deliveries are made directly to the kitchen area.</li> <li>- On decanting products, products are to be wiped down and stored away.</li> <li>- Packaging to be placed in the external bin store.</li> </ul>		<b>L</b>	
<b>Waste Management on the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- External bin store in place</li> <li>- Contractor SLA in place to remove waste materials from the school site.</li> <li>- Waste removed from the school building at the end of each day and placed in the designated bin store area.</li> </ul>	<ul style="list-style-type: none"> <li>- Review refuse collection SLA to ensure that it meets the current needs of the school.</li> </ul>	<b>L</b>	<b>Caretaker</b>
<b>External Lettings</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Access only permitted outside of school hours.</li> </ul>	<ul style="list-style-type: none"> <li>- Meet virtually with community groups to discuss re accessing the building.</li> <li>- Community groups to provide the school with a copy of their COVID-19 risk assessment for the activities they wish to undertake in the school building.</li> </ul>	<b>L</b>	<b>Head teacher</b>

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

Guidance
<a href="#">Guidance for full opening: schools</a>
<a href="#">Supporting children and young people with SEND as schools and colleges prepare for wider opening</a>
<a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a>
<a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a>
<a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings</a>
<a href="#">Extranet cleaning schedules</a>
<a href="#">NHS Test and Trace</a>
<a href="#">Coronavirus symptoms</a>
<a href="#">Pregnancy and coronavirus.</a>
<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>
PE Guidance- <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport
<a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a>
<a href="#">Further and higher education: coronavirus (COVID-19)</a>
<a href="#">Remote education support.</a>
<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>
<a href="#">CLEAPPS Guidance for subject areas</a>

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[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

[HSE guidance on working safely.](#)

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

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

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

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