

## National Lockdown and Partial School Opening to children of critical workers and those most vulnerable 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> – STANLEY CROOK PRIMARY SCHOOL		
<b>Current Number of Staff Employed-</b> 23	<b>Name of Person Completing the Risk Assessment-</b> MR DAVID CHRISTIE	<b>Date of assessment</b> – January 2021
<b>Current Number of Pupils on Role-</b> 135	<b>Review Dates-</b> Ongoing	
<p><b>Consultation</b> -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members. Approval from CoG 06.01.21. The Governing body of the school are to be informed of staff members and Parent/Carers concerns.</p>		
<p><b>Communication</b> -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.</p> <p>The school have 23 members and staff and to comply with the current <u>Guidance for full opening: schools</u> in the Spring Term 2021 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.</p> <p><u><a href="#">During the lockdown new guidance was introduced-Restricting attendance during the national lockdown: schools</a></u>-This update has been reviewed and key points included in the risk assessment update.</p>		

<b>Persons covered by this assessment</b> – <b>The School Community (Staff, Children, Parents/ Carers, School Visitors)</b>	
<p>COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates. <b>The virus is thought to spread mainly from person-to-person.</b></p> <ul style="list-style-type: none"> <li>• Between people who are in close contact with one another (within about 6 feet).</li> <li>• Through respiratory droplets produced when an infected person coughs, sneezes, or talks.</li> </ul>	

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- 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.

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	<b>Major</b> Major injury, permanent disability or ill-health	High	High	Medium
	<b>Severe</b> Injury requiring medical treatment	High	Medium	Low
	<b>Minor</b> First aid treatment	Medium	Low	Low

On January 4<sup>th</sup> 2021 the Prime Minister announced that England would enter a [National Lockdown](#) due to the surge in coronavirus cases.

For as long as COVID-19 remains in the community, judgements will need to be made within settings about how to minimise the risk from COVID-19, in the school community.

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](#) and where applicable guidance for [Early Years](#), [Further Education Colleges](#) and [Special Schools](#).

Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments;

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.

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- 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.
- 8) Always keeping occupied spaces well-ventilated.

**Response to any infection**

- 8) Engage with the NHS Test and Trace process-Where need identified.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community-Schools have been provided with guidance from DCC
- 10) Contain any outbreak by following local health protection team advice-Where need identified.

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 national lockdown rules (05.01.21) and the school have considered the guidance produced for the North East

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in relation to this risk assessment.

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

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

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<b>1.Staff and Pupils and the wider school community</b>					
Critical workers and vulnerable children in school during Lockdown	H	<p>-Coronavirus cases are rising rapidly across the country. The whole Country has been placed on <a href="#">National Lockdown</a>.</p> <p>-The school have identified <a href="#">Critical worker and vulnerable children who can access schools or educational settings</a>.</p> <p>-There are currently between 53-72/ 135 children who are attending the school (data from week beginning 04.01.21)</p> <p><b>AVERAGE ATTENDANCE</b>            TEAM DONALDSON R/Y1 – 18/29 (62%)            TEAM DAHL Y1/Y2– 16/26 (62%)            TEAM COWELL Y3 – 15/25 (60%)            TEAM WALLIAMS Y4/Y5 – 11/26 (42%)            TEAM MORPURGO Y5/Y6 – 12/29 (41%)</p> <p><b>On average, there are 45 Key Worker children in school and 16 children classed</b></p>	<p>-School pupil capacity levels to be discussed with Staff and the Governing Body on a weekly basis.</p> <p>- Communication with parents/ carers to be carried out on a weekly basis to determine actual need for school access based on working patterns/ rotas/ availability of alternative childcare at home/ both parents being key workers.</p> <p>- Information sent to parents 08.01.21 alerting parents/ carers to high numbers of children in school and pressures placed on staffing</p>	M	Head teacher

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		<p>as vulnerable. 1 x EHCP child is in school every day. 1 x Social Worker child is in school every day.</p> <p>-THERE ARE CURRENTLY 23 NUMBER OF STAFF EMPLOYED AT THE SCHOOL.</p> <p>1 x HT  5 x FULL TIME TEACHERS  8 X FULL TIME TAs (two of these are 1:1)  1 x TA on Maternity Leave  1 x TA Apprentice  2 x OFFICE STAFF  1 x CARETAKER  3 x LUNCHTIME STAFF  1 x COOK/ CLEANER  1 x KITCHEN ASSISTANT (furloughed currently)</p> <p>TEAM DONALDSON STAFF 3:18 (age of children)  TEAM DAHL 2:16  TEAM COWELL 2:15  TEAM WALLIAMS 1:11  TEAM MORPURGO 1:12</p> <p>IN ORDER TO FURTHER MITIGATE RISK OF TRANSMISSION BETWEEN STAFF/ CHILDREN/ BUBBLES, EACH TEAM HAS ESTABLISHED A ROTA FOR STAFF SO</p>			

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		THAT EACH MEMBER OF STAFF IS WORKING IN SCHOOL A MAXIMUM OF 0.8FTE, WITH ADDITIONAL FLEXIBILITIES GRANTED WITH REGARDS CHILDCARE REQUIREMENTS ETC. STAFF WILL WORK FROM HOME ON DAYS WHEN THEY ARE NOT IN SCHOOL.			
COVID-19 transmission within households	M	<p>The <a href="#">Systems of Control</a> are followed throughout the school day.</p> <ul style="list-style-type: none"> <li>-Staff to maintain 2 metre social distancing from other adults and pupils.</li> <li>-Parents/carers advised to keep their children off school if they area unwell.</li> <li>-Staff members do not attend the school site if they are unwell and follow the school's sickness/absence procedure.</li> <li>-Those staff members who are working from home</li> <li>-Staff parents/carers aware of the <a href="#">NHS Test and Trace: how it works</a></li> </ul> <p><u>The school maintain local records of staff/pupils' absence in relation to COVID-19.</u></p> <ul style="list-style-type: none"> <li>-Head teachers have the autonomy to relax uniform and dress code for staff and pupils during the lockdown – although children attending school will be expected to continue to wear normal school uniform.</li> </ul>	<ul style="list-style-type: none"> <li>- Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence.</li> <li>- Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence.</li> <li>- Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have.</li> <li>- Head teacher to remind parents/carers via newsletters/home school communication links that where pupils or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for households with possible coronavirus infection.and engage in the NHS Test and Trace procedure.</a></li> <li>- Head teacher to remind staff if they or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for</a></li> </ul>	L	<p>Head teacher- On Going</p> <p>SLT/ Attendance Officer-As required</p> <p>Parents/ Carers and Staff-On going.</p> <p>Head teacher- On Going.</p> <p>Head teacher- On going.</p>

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		<p>- Registers are taken each day of pupils' present.</p> <p><b>REGISTERS MUST BE TAKEN USING SIMS AND BE COMPLETED BY THE CLASS TEACHER NO LATER THAN 10 MINUTES AFTER THE START OF THEIR TEAMS MORNING/ AFTERNOON SESSION</b></p> <p><b><u>NO STAFF ARE TO DIRECTLY ATTEND THE SCHOOL OFFICE. FOR COMMUNICATION WITH THE SCHOOL OFFICE, STAFF ARE TO CONTACT MRS HIGGINBOTHAM AND/ OR MRS BEBB ON: <a href="mailto:stanleycrook@durhamlearning.net">stanleycrook@durhamlearning.net</a></u></b></p> <p><b>THIS EMAIL IS TO BE USED FOR ALL QUERIES, INCLUDING REGISTERS.</b></p> <p><b><u>IT IS THE RESPONSIBILITY OF THE CLASS TEACHER TO HAVE THEIR OUTLOOK SCHOOL EMAIL OPEN READY TO SEND AND RECEIVE EMAIL COMMUNICATION</u></b></p> <p>- Staff arrive on site prior to the start of the school and move directly to their Teams. Where possible, refreshments are to be made in Team rooms. The staffroom must be used sparingly and quickly to minimise contact between staff members.</p> <p><b>STAFF ARE TO ARRIVE ON SITE</b></p>	<p><b><u>households with possible coronavirus infection.</u></b></p> <p>- 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.</p> <p>- Parents/Carers and Staff members are reminded that <u>testing</u> for COVID-19 is available to everyone presenting symptoms of COVID-19 ,whatever their age.<u>Testing is available through the NHS.</u></p> <p>- Pupils or Staff member displaying symptoms will be advised to self-isolate and will <b>not be</b> permitted into school and advised to book an <u>NHS Test</u></p> <p>- Members of the pupil/staff members household <b>also</b> need to self-isolate for 10 days and if they present with COVID-19 symptoms book an <u>NHS Test</u>.</p>		<p><b>Head teacher- On going</b></p> <p><b>Head teacher- On going</b></p> <p><b>Head teacher- On going</b></p> <p><b>Household</b></p>

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		<p><b>DEPENDING ON ROTA FOR TEAM BREAKFAST CLUB/ AFTER SCHOOL.</b>  <b>Breakfast Club Rota – 7:50am/ 3:40pm</b>  <b>After-School Rota – 8:45am/ 4:30pm</b>  <b>ALL STAFF ARE TO BE IN THEIR TEAMS BY 8:45am.</b></p> <ul style="list-style-type: none"> <li>- Pupils are met each day at the identified entrance for their class by a staff member. Staff maintain social distancing.</li> </ul> <p><b><u>(WHEN ON SCHOOL SITE) CLASS TEACHERS ARE TO LEAD SUPERVISION OF COLLECTION AND EXIT OF CHILDREN IN THEIR TEAMS AT THE MAIN DESIGNATED START AND END TIME FOR THEIR TEAM:</u></b></p> <p><b>Donaldson – 9:35am/3:35am</b>  <b>Dahl – 9:25am/3:25am</b>  <b>Cowell – 9:15am/3:15am</b>  <b>Walliams – 9:05am/3:05am</b>  <b>Morpurgo – 8:55am/ 2:55pm</b></p> <p><b>Available TAs from each Team are to support with collection of younger siblings and supervision of exit of younger siblings with eldest sibling Team times.</b></p> <ul style="list-style-type: none"> <li>- Parents will not be permitted into the school building.</li> <li>- Sickness absence procedures in place for Staff and Pupils:</li> </ul>			

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		<p><b>STAFF ARE TO CALL/ TEXT MR CHRISTIE BEFORE 7:30am ON THE DAY OF ABSENCE REPORTING THEIR ABSENCE AND REASONS (COVIDE SYMPTOMS ETC.). STAFF ARE TO REPORT TO MR CHRISTIE BY 4:00pm ON THE DAY OF ABSENCE TO ADVISE IF RETURNING TO SCHOOL THE NEXT DAY.</b></p> <ul style="list-style-type: none"> <li>- Pupils are kept in consistent bubbles/groups within their year groups, where possible.</li> <li>- Durham County Council (DCC) are working with partner agencies, trade unions and updating schools with relevant information.</li> <li>- Public Health England (PHE) have stated that routinely taking the temperature of pupils is <b>not</b> recommended as this is an unreliable method for identifying coronavirus (COVID-19).</li> <li>- Staff are aware to report to their SLT if they present with symptoms of COVID-19/Test positive.</li> <li>- <b>The school will follow the DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2).</u></b></li> <li>- <b>The school have advised staff and parents/carers that they will need to be ready and willing to;</b></li> <li>- <u>Book a test</u> if they are displaying symptoms.</li> </ul>			

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		<ul style="list-style-type: none"> <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> <li>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</li> <li>- <b>Self-isolate</b> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) for 10 days.</li> </ul>			
Mass testing in schools	H	<ul style="list-style-type: none"> <li>-The LA update schools on a weekly basis with changes in COVID-19 Guidance</li> <li>-<a href="#">Mass asymptomatic testing in specialist settings taking place in January 2021</a></li> <li>-<a href="#">Mass asymptomatic testing in schools and colleges taking place in January 2021</a></li> <li>-<a href="#">School testing programme documentation available on the H&amp;S Teams Extranet page.</a></li> </ul>	-Staff/pupils who test positive are advised to follow <a href="#">-Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>	L	
Social interaction within the school community	H	<ul style="list-style-type: none"> <li>--The <a href="#">Systems of Control</a> are followed throughout the school day.</li> <li>-The school are aware of the updated guidance - <a href="#">Face coverings in education.</a></li> <li>-Parents/Carers requested to wear face coverings when collecting pupils from the</li> </ul>	<ul style="list-style-type: none"> <li>-Limit staff movement between bubbles and around school.</li> <li>-Staff remain in the same bubble for the whole day.</li> <li>-Staff continually consulted regarding the use of face coverings/face shields</li> </ul>	L	Head teacher/Staff

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		<p>school site.</p> <p><b>-Hands, Face, Space guidance</b> followed by Parents/Carers when on the school site.</p> <p>-Pupils remain within their identified bubbles during the school day.</p> <p>-Staff wear face coverings/face shields where need identified.</p> <p>-Classrooms/toilets/staff rooms/halls etc. well ventilated throughout the school day.</p>	<p>during the school day, including in the classroom.</p> <p>-Staff and the Governing Body to be consulted re pupils wearing face coverings in the classroom (advice only applies to secondary age pupils, at present).</p>		
Remote Education/Teaching in class	M	<p>-Coronavirus cases are rising rapidly across the country. The whole Country has been placed on <b>National Lockdown</b>.</p> <p>-The school have identified <b>Critical worker and vulnerable children who can access schools or educational settings</b>.</p> <p>-Pupils not attending school are accessing remote learning.</p> <p>- Year Group breakdown of pupils accessing remote education. This data highlights those children who are not in school under key worker/ vulnerable eligibility and who are accessing remote/ home learning <b>full time</b>:</p> <p>TEAM DONALDSON – 6/29 (21%)</p> <p>TEAM DAHL – 6/26 (23%)</p> <p>TEAM COWELL – 8/25 (32%)</p>	<p>-Ensure that breaks are included for staff and pupils to ensure that breaks are taken away from display screen equipment (DSE).</p> <p>-Staff to complete the <b>homeworking checklist</b>.</p> <p>-Ensure compliance with the Health and Safety (Display Screen Equipment) Regulations 1992, when <b>home working</b></p> <p>-Staff to be supplied with suitable and sufficient equipment to undertake the task of remote education from home.</p> <p>-Discuss workload with the staff team regarding remote provision being provided whilst teaching. Where need identified additional support be provided to the staff member/year group or task shared.</p> <p>-Where <b>doorstep welfare checks</b> needed</p>	L	Head teacher

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		<p>TEAM WALLIAMS – 13/26 (50%) TEAM MORPURGO – 12/29 (41%)</p> <p>CLASS TEACHERS WILL LEAD ON THE PLANNING AND DELIVERY OF HOME/ REMOTE LEARNING</p> <p>TAs will support with feeding back/ monitoring and recording home/ remote learning.</p> <p>When working from home, main task is to make contact with children, provide feedback on learning and record any safeguarding issues.</p> <p>-Where need identified staff are in school teaching and supporting pupils in school and those pupils accessing remote learning.</p> <p>-The school are aware of the updated guidance - <a href="#">Face coverings in education.</a></p> <p>-Welfare calls made where need identified for pupils and staff members</p> <p>-Where possible virtual meeting with class/tutor at least one day a week.</p> <p>-Where need identified staff attend the home to carry out a doorstep welfare check/drop off work</p> <p>-Parent/carers and pupil encouraged to engage in the schools' remote learning.</p>	<p>a risk assessment is completed.</p> <p>-<a href="#">Checklist</a> available for school leaders to support behaviour and attendance.</p> <p>-Where work is dropped off to the home environment hands face space followed.</p> <p>-Where work is collected it is placed in a bag/box and quarantined for 72 hours.</p>		

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		<ul style="list-style-type: none"> <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. Bins are emptied at the end of the school day.</li> <li>- Waste bins are emptied, and waste placed in the bin store at the end of the school day.</li> <li>- Hand sanitiser station located at the main entrance for visitor use.</li> <li>- All Visitors sanitise their hands on entering the school building.</li> <li>- Stringent cleaning schedules in place DCC cleaning checklist in place.</li> <li>- Toilet areas monitored throughout the school day to ensure that the supplies of hand soap and paper towels are maintained.</li> </ul> <p><b>VISITS TO TOILET AREAS ARE SUPERVISED BY A TA FROM THE TEAM TO ENSURE THAT NO CROSS-OVER OF CHILDREN BETWEEN BUBBLES AND THAT HAND HYGIENE RULES ARE BEING FOLLOWED.</b></p>			

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<b>Use of face coverings on the school site</b>	<b>M</b>	<p>- Face coverings are not classified as <u>PPE</u> (personal protective equipment). Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).</p> <p><b>Primary Schools</b>-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.</p> <p>- The school holds a supply of face coverings and where need identified issued to pupils and visitors.</p>	<p>-Where staff wish to wear face coverings when in the classroom this is to be discussed with the Head teacher.</p> <p>- <b>KITCHEN STAFF AND CLEANING STAFF WILL WEAR PPE WHEN WORKING IN SCHOOL DUE TO INCREASED MOVEMENT AROUND THE SCHOOL SITE AND INCREASED MIXING BETWEEN DIFFERENT BUBBLES.</b></p> <p>-Consideration needs to be given to staff and pupils under lying health conditions. Seating arrangements in classrooms have been adjusted to further mitigate risk of pupils with underlying health conditions.</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> <p>-The School should have a process for removing face coverings when those who use face coverings arrive at school, and</p>	<b>L</b>	<p><b>Head teacher-On going</b></p> <p><b>Staff-On going</b></p> <p><b>Head teacher-As required</b></p> <p><b>External agencies-As required</b></p> <p><b>Head teacher-Immediate</b></p>

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			<p>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>		

### 3.Symptoms of COVID-19 in the school community

Staff sickness absence	H	- Staff are aware of the procedure they are to follow if they are absent from work (see Absence Policy)	<p>-Trends identified and where need identified reported to DCC Public Health Team via COVID-19 <a href="#">Education settings reporting tool</a></p> <p>-Deep clean of areas of the school that affected staff are based and cleaning</p>	L	Head teacher- On going
	H	- HT monitor staff sickness absence and ensure that cover is provided where need identified.			

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		<ul style="list-style-type: none"> <li>- HT ensure pupils are supervised throughout the school day and are monitored for the symptoms of the coronavirus throughout the school day.</li> <li>- Pupils are aware to report to a member of staff if they are feeling unwell during the school day.</li> <li>- <b>WHERE NEED IDENTIFIED THE SCHOOL WILL FOLLOW THE DCC GUIDANCE DETAILED IN <u>CHILD/STAFF DEVELOPS SYMPTOMS IN SCHOOL/SETTING (APPENDIX 1) AND SCHOOLS/EDUCATION SETTINGS COVID-19 REPORTING PROCESS (APPENDIX 2).</u></b></li> <li>-<a href="#">Mass asymptomatic testing in schools and colleges</a></li> <li>- The school are aware of the updated guidance - <a href="#">Face coverings in education.</a></li> <li>-Weekly testing made available to all staff</li> <li>-Testing schedule in place which covers all staff.</li> <li>-Staff do not have to participate in the mass testing programme currently in place.</li> <li>-Staff follow the sickness absence procedure for the school.</li> <li>-Staff sickness absence monitored by the Head teacher on a daily basis.</li> <li>-Staff advised to maintain social distancing at all times around other adults.</li> </ul>	<p>procedures reviewed.</p> <ul style="list-style-type: none"> <li>-Where staff do not give consent to be tested the <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a> is followed and the member of staff isolates for 10 days</li> <li>-Head teachers to share the guidance - <a href="#">Use of NHS COVID-19 app in education and childcare settings.</a> Where staff are permitted to have their phones on the school site remind them to pause contact tracing to avoid 'false 'alerts.</li> <li>-Where need identified the Head teacher to raise concerns with the Chair of their Governing body and the Local Authority.</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
		<p>days.</p> <p>-Head teachers follow the <b>DCC GUIDANCE DETAILED IN <u>CHILD/STAFF DEVELOPS SYMPTOMS IN SCHOOL/SETTING (APPENDIX 1) AND SCHOOLS/EDUCATION SETTINGS COVID-19 REPORTING PROCESS (APPENDIX 2).</u></b></p>			
<b>Isolating Staff/Pupils during the school day</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Head teachers follow the <b>DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1)</u></b></li> <li>- If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a secure room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation.</li> <li>- WHERE IT IS NOT POSSIBLE TO ISOLATE STAFF/PUPILS, THEY ARE TO BE MOVED TO AN AREA WHICH IS AT LEAST 2 METRES AWAY FROM PUPILS AND STAFF.</li> <li>-WHERE SUPERVISION OR COMFORT HAS TO BE PROVIDED PPE IS TO BE WORN <u>SAFE WORKING IN EDUCATION, CHILDCARE AND CHILDREN'S SOCIAL CARE SETTINGS, INCLUDING THE USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDANCE.</u></li> <li>- Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members to be assessed as to whether they are fit enough to drive them selves' home. If they are not fit to drive their next of kin are to be contacted.</li> <li>- If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a <b>test</b>) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test.</li> <li>- Staff are aware that they may be contacted by NHS Test and Trace.</li> <li>- Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser.</li> <li>- The area around the person with symptoms must be cleaned with normal household bleach after they have left the room to reduce the risk of passing the infection on to other people the guidance <u>COVID-19: cleaning of non-healthcare settings guidance.is</u> to be followed.</li> <li>- Waste is to be double bagged and stored securely for at least 48hrs away</li> </ul>	<b>M</b>	<p><b>SLT-As required</b></p> <p><b>Staff-As required</b></p> <p><b>Staff/Pupils as required</b></p> <p><b>Staff-As required</b></p> <p><b>Staff-As</b></p>

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		<ul style="list-style-type: none"> <li>- Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>- STAFF WHO HAVE HELPED A PUPIL/STAFF MEMBER PRESENTING COVID-19 SYMPTOM AND ANY PUPILS WHO HAVE BEEN IN CLOSE CONTACT WITH THEM <b>DO NOT</b> NEED TO GO HOME TO SELF-ISOLATE</li> </ul>	from normal waste.		required
Pupil/Staff member with symptoms testing negative for COVID-19	H	<ul style="list-style-type: none"> <li>- Head teachers to follow the guidance detailed in Head teachers follow the <b>DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1)</u></b></li> <li>- Negative: Child/staff may return if the <u>NHS criteria</u> has been met</li> <li>- Household can stop self-isolating follow <u>NHS guidance on your test result</u></li> </ul>	-The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test.	L	Head teacher- On going
<b>4.Managing a staff member/ pupil positive case</b>					
Staff/Pupil or family member tests positive for COVID-19	H	The school are following the updated guidance- <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a>	<ul style="list-style-type: none"> <li>-Isolating Staff/Pupil procedure followed where need identified.</li> <li>- Schools should ask parents/carers and Staff to inform them immediately of the</li> </ul>	L	Head teacher- On going

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		<ul style="list-style-type: none"> <li>- School applies the following definition of a close contact regarding a staff member/pupil who has tested positive.</li> <li>•A person who lives with or spends significant time in the same household as a confirmed case of coronavirus (COVID-19)</li> <li>•Having direct face-to-face contact or direct physical contact with a confirmed case for any length of time</li> <li>•Being less than 1m from a confirmed case for 1 minute or longer</li> <li>•Being less than 2m from a confirmed case for more than 15 mins</li> <li>Travelling in a small vehicle with a confirmed case.</li> <li>-Head teachers report the confirmed case to the <u>COVID-19 Education settings reporting tool</u>.</li> <li>-Head teachers follow the <b>DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1)</u></b></li> <li>-<b><u>Schools/Education settings COVID-19 reporting process (Appendix 2)</u></b>.</li> <li>- The Health Protection Agency team will</li> </ul>	<p>results of a test:</p> <ul style="list-style-type: none"> <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>- Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms.</li> <li>- The school has received 10 postal testing kits, where need identified testing kit issued at the Head teachers' discretion</li> <li>- Remote education to be made available to pupils not attending the school.</li> </ul>		

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		<p>contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <ul style="list-style-type: none"> <li>- If a Pupil or member of Staff <b>tests positive</b>, they are instructed to follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue <b>to self-isolate for at least 10 days</b> from the onset of their symptoms and then return to school <b>only if</b> they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</li> <li>- The 10 -day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li> <li>- If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 10 days.</li> <li>- Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded. Where need identified the school will access the <u>COVID-19 Education settings reporting tool</u></li> </ul>			
<b>Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- DCC have produced a flow diagram for all DCC schools to follow in the event of a <u>confirmed case of COVID-19</u></li> <li>-The school will access the <u>COVID-19</u></li> </ul>	<ul style="list-style-type: none"> <li>- Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they</li> </ul>	<b>M</b>	<b>Head teacher</b>

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		<p><u>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 asked to self-isolate.</p> <p>- <b>The Health Protection Team</b> will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by <u>NHS Test and Trace</u>.</p> <p>- 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.</p>	<p>were last in close contact with that person when they were infectious.</p> <p>Close contact means:</p> <p><b>- 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)</b></p> <p><b>- PROXIMITY CONTACTS - EXTENDED CLOSE CONTACT (WITHIN 1 TO 2 METRES FOR MORE THAN 15 MINUTES) WITH AN INFECTED INDIVIDUAL</b></p> <p><b>-TRAVELLING IN A SMALL VEHICLE, LIKE A CAR, WITH AN INFECTED PERSON</b></p> <p>-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.</p>		
<b>The Local Community placed on lockdown</b>	<b>M</b>	- The school will be guided by Durham County Council (DCC) in the event of a local lockdown.	- In areas where local restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in	<b>L</b>	<b>Head teacher</b>

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		<ul style="list-style-type: none"> <li>-DCC will follow guidance detailed in - <u>COVID-19 contain framework: a guide for local decision-makers</u></li> <li>- The school are aware that a local lockdown is in place in Durham.</li> <li>- The Head teacher has read the local guidance available-North East of England: <u>local restrictions</u> and has identified activities that the school carries out which are included in the guidance and has taken the appropriate action.</li> <li>-Where need identified the school will work with the Health Protection Team.</li> </ul>	<p>areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors unless they are exempt.</p> <ul style="list-style-type: none"> <li>- Where need has been identified Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur.</li> <li>- Follow the guidance provided by the Health Protection Team.</li> </ul>		

### 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.</li> <li>- Social distancing guidance to be followed when accessing/egressing from car vehicles.</li> <li>- Bike sheds located in the open air.</li> <li>-Bike sheds that have access doors are to be included in the cleaning schedule for the school.</li> <li>- Pupils access the bike shed one at a time at the start and end of the school day</li> <li>- Pupil face to face contact limited to less than 15 minutes when storing/taking bikes out of the bike shed.</li> <li>- Demarcation floor markings in place at the entrance to the bike shed to allow for social</li> </ul>	<ul style="list-style-type: none"> <li>- Staff and Parents/carers and pupils advised on the current guidance regarding <u>accessing public transport.</u></li> <li>- Staff /Pupils to be advised to adhere to <u>staying alert</u> and social distancing guidance when away from the school.</li> <li>- Where more than one bike shed is in place consider allocating bike sheds to separate key stages to reduce mixing of age ranges/bubbles.</li> <li>- Notices in place on the bike sheds advising 1 pupil at a time to access the bike sheds.</li> <li>- Staff presence in the outdoor areas at the start and end of the school day</li> </ul>	<b>L</b>	<b>Head teacher- Immediate</b>
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		distancing.	<p>ensuring that pupils leave the school site by all available exits.</p> <ul style="list-style-type: none"> <li>- Due to the local lockdown, in place in Durham advise staff <b>to, try to</b>;</li> <li>- Share the car with the same people each time.</li> <li>- Keep to small groups of people at any one time.</li> <li>- Open windows for ventilation</li> <li>- Travel side by side or behind other people, rather than facing them, where seating arrangements allow</li> <li>- Consider seating arrangements to maximise distance between people in the vehicle</li> <li>- Clean your car between journeys using standard cleaning products – make sure you clean door handles and other areas that people may touch</li> <li>- Ask the driver and passengers to wear a <u>face covering</u></li> </ul> <p>-See guidance on <u>car sharing and travelling with people outside your</u></p>		
<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>- Pupils and staff who use face coverings remove them when they arrive in the school building.</li> <li>- Staff and Pupils instructed not to touch the front of their face covering during use or when removing them.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff and Pupils advised prior to the start of the Spring term the procedure to follow when removing face coverings when entering the school building</li> </ul>	<b>L</b>	<b>Head teacher</b>

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		<ul style="list-style-type: none"> <li>- Staff/ Pupils must wash their hands immediately on arrival /hand sanitizer (as is the case for all pupils), dispose of temporary face coverings in a 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.</li> <li>Staff/Pupils wash their hands again before heading to their classroom/work area.</li> <li>- The school holds a supply of face coverings and where need identified issued to pupils for transport purposes.</li> </ul>			

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<b>6. Staff/Pupil, family member who maybe at increased risk</b>					
Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)	H	<ul style="list-style-type: none"> <li>- Some staff/pupils may have particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees.</li> <li>- People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</li> </ul>	<ul style="list-style-type: none"> <li>- Where need identified the Head teacher is to discuss Parent/ Carers or Staff members concerns and explain the measures the school has in place to reduce risks of COVID-19 transmitting in the school community.</li> <li>- Head teachers are as far as practically possible to accommodate concerns raised.</li> </ul>	M	Head teacher- On Going
Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)	H	<ul style="list-style-type: none"> <li>-The school are aware of the recent changes to <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></li> <li>-The Headteacher/SLT are aware of the definition of <a href="#">Clinically Extremely Vulnerable groups</a></li> <li>-<u>Staff</u> who are-Clinically Extremely Vulnerable (CEV) are strongly advised to work from home. If you cannot work from</li> </ul>	<ul style="list-style-type: none"> <li>- Clinically Extremely Vulnerable/ Clinically Vulnerable risk assessment template available on the Extranet. <a href="#">H&amp;S COVID-19 folder</a>.</li> <li>-Pupils - Parents/Carers to speak with their GP or specialist clinician, if they have not already done so, to understand whether their child should still be classed as Clinically Extremely Vulnerable.</li> </ul>	M	Head teacher- As required

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		<p>home, you should not attend work for this period of lockdown.</p> <ul style="list-style-type: none"> <li>-The school Identified <b>Pupils</b> who are <b>Clinically Extremely Vulnerable (CEV)</b> and have identified if the pupils Consultant has advised them to shield/They have received a letter to shield.</li> <li>-The Head teacher/SLT are aware of the definition of <b>Clinically Vulnerable.(CV)</b>.</li> <li>-If staff are CV, staff can attend work</li> <li>-Staff/pupils who live with those who are CV or CEV can attend the workplace but should ensure they maintain good prevention practice in the workplace and home setting.</li> <li>- Staff/Pupils who were clinically extremely vulnerable are to resume shielding and will receive a letter from their GP, NHS confirming this. Advice received to resume shielding is to be communication and provided to the employer.</li> <li>- Guidance for those who are <u>clinically-vulnerable, including pregnant women</u>, is available.</li> <li>- The Head teacher has flexibility regarding Staff members medical needs and work activities that they are able to undertake within the school.</li> <li>- People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>- If <b>staff</b> are CEV and they believe they should have received a letter from the NHS. <b>Staff</b> are to speak to their GP or hospital care team if they have not been contacted and think they should have been.</li> <li>- Where need identified-Staff individual Medical/III-Health risk assessment to be completed.</li> <li>- Where need identified staff referred to DCC Occupational Health Service.</li> <li>- Individual cases to be discussed with HR.</li> <li>- Pupils EHCP's reviewed and discussions to take place with their GP's/Consultants etc. <b>prior</b> to them returning to school.</li> <li>- Where health concerns still exist a multi-agency meeting to take place.</li> <li>-</li> </ul>		

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<b>7.New and Expectant mums in the school community</b>					
<b>New and Expectant Mums</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff to inform the Head teacher if they are pregnant.</li> <li>- Staff to consult with their GP and Midwife.</li> <li>- New and Expectant mums COVID -19 risk assessment completed.</li> <li>- Maintain 2 metre distance, if this is not possible avoid face to face contact and minimal time spent within, 1 metre of others.</li> <li>- Guidance from the NHS- <u>Pregnancy and the coronavirus</u> and <u>the Royal College of Obstetricians &amp; Gynaecologists</u> as well as the NHS <u>Who is at Risk</u> is followed and shared with staff members.</li> <li>- Shielding has resumed from 05.01.21</li> </ul>	<ul style="list-style-type: none"> <li>- New and Expectant mums will work from home and appropriate tasks and activities set in discussion with the HT.</li> </ul>	<b>L</b>	<b>Staff member-As required</b> <b>Staff member-As required</b>
<b>New and Expectant Mums showing symptoms of COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>-Staff are aware of the symptoms of COVID-19.</li> <li>- <b>Staff instructed to follow the guidance; Stay at home (self-isolate)</b> – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.</li> <li>- <b>Book a test</b> – <u>get a test to check if you have coronavirus</u> as soon as possible. Anyone you live with, and anyone in your support</li> </ul>		<b>M</b>	<b>Head teacher</b>

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		<p>bubble, should also get a test if they have symptoms.</p> <p>- <b>Speak to your midwife or maternity team</b> they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a video consultation.</p>			

## 8. Access to the school site and building

Transmission of COVID-19 to Pupils/Staff	<b>M</b>	<p>- Access to the school site is controlled, several entrance gates and entrance doors are used to allow Pupils and Parents/Carers to flow onto/off the school site/building</p> <p><b>STAFF ARE ADVISED TO ENTER THE SCHOOL SITE BASED ON THEIR SPECIFIC ROTA. STAFF TO MOVE IMMEDIATELY TO THEIR TEAM ROOMS</b></p> <p><b>ALL STAFF TO BE IN TEAMS BY 8:45am. THERE SHOULD BE <u>MINIMAL</u> MOVEMENT OF STAFF AROUND THE SCHOOL SITE FROM 8:45am.</b></p> <p><b>CLASS TEACHERS ARE RESPONSIBLE TO LEAD SUPERVISION OF CHILDREN IN THEIR TEAMS.</b></p> <p><b>TAs/ SUPPORT STAFF TO BE UTILISED FOR RESOURCING ETC. (RESOURCING AND ADMIN TASKS ARE RECOMMENDED</b></p>	<p>- Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site/ yard.</p> <p>- Staggered start times for each Team:  <b>DONALDSON 9:35am/ 3:35pm</b>  <b>DAHL 9:25am/ 3:25am</b>  <b>COWELL 9:15am/ 3:15pm</b>  <b>WALLIAMS 9:05am/ 3:05pm</b>  <b>MORPURGO 8:55am/ 2:55pm</b></p> <p>and times communicated to parents via school comms.</p> <p>- Start times communicated to parents via school communication links and updates provided where need identified.</p> <p>- <b>PARENTS/CARERS ADVISED TO LEAVE THE SCHOOL SITE IMMEDIATELY ONCE THEIR CHILD HAS ENTERED THE BUILDING.</b></p> <p>- School entrances and site secured at</p>	<b>L</b>	Staff/Head teacher-On Going
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		<p><b>TO BE COMPLETED WHEN CHILDREN ARE NOT ON SITE – END OF THE SCHOOL DAY ETC.)</b></p> <ul style="list-style-type: none"> <li>- Separate Entrance doors for each year group clearly identified. <ul style="list-style-type: none"> <li>• BOTTOM YARD DOOR (DONALDSON/ WALLIAMS/ MORPURGO)</li> <li>• CLASS YARD DOOR (COWELL)</li> <li>• TOP YARD DOOR (DAHL)</li> </ul> </li> <li>- <b>PARENTS ADVISED VIA SCHOOL COMMUNICATION LINKS THAT ONLY ONE ONE PARENT/CARER IS PERMITTED TO DROP OFF/PICK UP THEIR CHILD.</b></li> <li>- Pupils, Parents/Carers advised to maintain social distancing when entering the school site.</li> <li>- The start of the school day has been staggered to allow controlled access into the school building by pupils.</li> <li>- <b>THE END OF THE SCHOOL DAY TO BE STAGGERED TO PREVENT GATHERINGS OUTSIDE OF THE SCHOOL SITE.</b></li> <li>- <b>PARENTS NOT PERMITTED TO ENTER THE SCHOOL BUILDING UNLESS NEED IS ESSENTIAL.</b></li> <li>- <b>PUPILS ARE MET EACH DAY AT THE IDENTIFIED ENTRANCES FOR THEIR TEAM BY <u>THE CLASS TEACHER WHEN ON SCHOOL SITE</u> (TAs ARE TO BE UTILISED FOR COLLECTION OF</b></li> </ul>	<p>the start of the school day.</p> <p><b>BREAKFAST CLUB 8:00am (last entry at 8:30am)</b></p> <p><b>AFTER SCHOOL until 4:15pm</b></p> <p><b>Wraparound provision is to be made available to parents/ carers to support with working arrangements and/ or to prioritise vulnerable families.</b></p> <ul style="list-style-type: none"> <li>- Staff, Pupils, Parents/Carers will be informed to only bring essential items not needed for that day.</li> <li>- Staff to utilise the information available from <a href="#">eBug website</a>.</li> </ul> <p><a href="#">Coronavirus (COVID 19) guidance for educational settings poster</a></p> <p>-Parents/Carers reminded that pupils are to maintain social distancing when travelling to and from the school site.</p> <p><b>IN CASES WHERE A PARENT/ CARER NEEDS TO BE SPOKEN TO AT THE START/ END OF THE SCHOOL DAY REGARDING AN INCIDENT, SHARING INFORMATION OR CONCERNS REGARDING BEHAVIOUR ETC, IT IS THE RESPONSIBILITY OF THE <u>CLASS TEACHER</u> TO MAKE THIS COMMUNICATION. TAs/ SUPPORT STAFF SHOULD NOT ENGAGE WITHIN COMMUNICATION WITH PARENTS/ CARERS REGARDING ISSUES IN CLASS ETC.</b></p>		

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		<p><b>CHILDREN FROM TEAM WITH SIBLINGS)</b></p> <ul style="list-style-type: none"> <li>- Floor markings in place where need identified in external areas.</li> <li>- Pupils store outdoor clothing and bags in designated areas.</li> </ul> <p><b>DONALDSON – Team room</b>  <b>DAHL – Mobile Coat store</b>  <b>COWELL – In Team room</b>  <b>WALLIAMS – Allocated space in KS2 cloaks</b>  <b>MORPURGO – Allocated space in KS2 cloaks</b></p> <ul style="list-style-type: none"> <li>- Staff store their bags in lockers, store cupboards.</li> <li>- Those pupils with clearly named packed lunches and water bottles are to store them within a designated area of their allocated classroom.</li> <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 wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the school day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Staff wash their hands with pupils at the start of the school day.</li> </ul>	<p><b>IT IS RECOMMENDED THAT COMMUNICATION BE MADE VIA TELEPHONE. IF THIS IS NOT POSSIBLE, COMMUNICATION SHOULD BE MADE OUTSIDE OF THE SCHOOL BUILDING, OBSERVING SOCIAL DISTANCING MEASURES AND WEARING A FACE MASK. CPOMS SHOULD BE USED TO RECORD AND EVIDENCE ANY COMMUNICATION WITH PARENTS/ CARERS.</b></p>		

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		<p>- STAFF AND PUPILS PRESENTING WITH SYMPTOMS AT THE START OF THE SCHOOL DAY ARE ISOLATED AND TAKEN TO A SEPARATE ROOM AND NEXT OF KIN/PARENTS/CARERS CONTACTED.</p> <p>-Areas around the school site monitored by the school staff at the start and end of the school day to ensure that pupils do not group together in limited spaces.</p>			
COVID-19 spreading from person to person within the school building.	H	<p>-Also see- Use of face coverings on the school site</p> <p>-DCC - Caretaking &amp; Cleaning Support Service <a href="#">cleaning schedule updated</a> on the Extranet.</p>	-Identify pupils with complex needs who struggle to maintain good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in individual pupil risk assessments in order to support pupils and maintain the safety of staff working with them.	M	Head teacher
Maintaining infection control in the Classrooms and during break periods	H	<p>-Seating plans in place within classrooms with children sat in forward facing rows, where possible – or in groupings where numbers in a group can be reduced and children not to sit facing face-to-face.</p> <p>-Seating plans in place where dining areas are in use for each Team/ side of hall/ tables</p> <p>-Any changes to pupil bubbles recorded.</p> <p>-Staff movement between bubbles recorded but kept to an absolute minimum.</p>	-Where need identified staff wear face coverings when working with identified pupils/moving about communal areas.	L	Head teacher

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		<ul style="list-style-type: none"> <li>-Staff movement between bubbles limited.</li> <li>-See face coverings</li> <li>-See ventilation</li> </ul>			
<b>9.Non 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>- <b>ALL VISITORS/CONTRACTORS/AGENCY STAFF AND SUPPORT AGENCIES COMPLETE A VISITOR HEALTH QUESTIONNAIRE ON ARRIVAL, INCLUDING CONTACT DETAILS.</b></li> <li>- Floor markings in place at the main school reception area ensuring social distancing.</li> <li>- Direction floor and wall signs in place around the school.</li> <li>- Social distancing markers in place in large corridor areas.</li> <li>- Posters/notices clearly displayed and reference handwashing/hand sanitising and social distancing procedures in place at the school</li> <li>- <b>VISITORS TO THE SCHOOL ARE BY APPOINTMENT ONLY.</b></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> </ul>	<ul style="list-style-type: none"> <li>- Questionnaire reviewed prior to entering the building, it is at the school's discretion whether they are permitted on the school site.</li> <li>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be advised not to attend the school site if they are unwell.</li> <li>- Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment.</li> <li>- Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene.</li> <li>- Where electronic signing in systems are in place, they are to be pre-programmed to include visitor health questions and contact details</li> <li>- <b>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They are responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings.</b></li> </ul>	<b>M</b>	<b>Office Staff/Head teacher-On going</b>  <b>SLT-As required</b>

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		<ul style="list-style-type: none"> <li>- A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details.</li> <li>- Dedicated areas identified for use by Support Agencies.</li> <li>- Where possible areas allocated to Support Agencies as close to the main entrance, to reduce movement around the building (HALL/ STAFFROOM).</li> <li>- Where agencies supporting the school, where possible it is the same member of staff each time.</li> <li>- All visitors are accompanied when moving about the building.</li> <li>- <b>PARENTS/CARERS DISCOURAGED TO ACCESS THE MAIN RECEPTION AREA WITHOUT AN APPOINTMENT. IF REQUIRED, MAIN RECEPTION AREA MAXIMUM CAPACITY IS 2 PERSONS SOCIALLY DISTANCED.</b></li> <li>- Main reception area spot cleaned throughout the school day.</li> <li>- Hand sanitiser/ Anti Bac Tissues located at the main reception area with a lidded waste bin.</li> <li>- Waste bins emptied at the end of the school day.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>FOR THE PERIOD OF NATIONAL LOCKDOWN, ALL PERIPATETIC TEACHERS HAVE BEEN PLACED ON HOLD</b></li> <li>-Where reception areas are open plan consideration be given to fitting Perspex screens.</li> <li>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be made aware if they have been in close contact with a positive COVID case in the school environment.</li> <li>- Volunteers and Support Agencies are to keep a register of the pupils that they have seen when on site. This information is to be handed to the office staff prior to them leaving the school site.</li> <li>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to inform the school if they test positive for COVID-19 following their visit to the school.</li> </ul>		
<b>Parent Visitors</b>	<b>H</b>	<ul style="list-style-type: none"> <li>-School encourages parents/ carers to avoid visitors entering their premises where possible.</li> <li>- For new admissions virtual tours should be</li> </ul>		<b>M</b>	

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		<p>considered.</p> <p><b>-IF VISITS ARE REQUIRED IN PERSON SETTINGS SHOULD CONSIDER ENSURING FACE COVERINGS ARE WORN, REGULAR HANDWASHING AND HOLDING VISITS AFTER HOURS IF POSSIBLE.</b></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 protective measures in writing.</p> <p>-Parents to complete the visitor questionnaire prior to entering the school building.</p>			
<b>Initial Teacher Training Students</b>	<b>M</b>	<p>- <b>Complete a visitor health questionnaire when they first start at the school.</b></p> <p><b>-Allocated a class/year group to work with within the school.</b></p>	<p><b>- ITSS STUDENTS HAVE BEEN PLACED ON HOLD PENDING FURTHER GUIDANCE</b></p> <p>ITTS staff to receive a full induction and shown how to wash their hands for 20 seconds 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>	<b>L</b>	<b>SLT-As required</b>

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			<ul style="list-style-type: none"> <li>- Each student to receive a copy of the COVID-19 risk assessment.</li> <li>- Students to inform the school if they have any underlying health conditions that need to be considered in relation to COVID 19.</li> </ul>		

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

COVID-19 spreading from person to person within the school building	<b>H</b>	<ul style="list-style-type: none"> <li>- <b>THERE IS TO BE MIMINAL MOVEMENT OF STAFF AROUND THE SCHOOL SITE.</b></li> <li>- <b>ALL STAFF TO BE IN TEAMS BY 8:45am</b></li> <li>- <b>CLASS TEACHERS TO BE RESPONSIBLE TO LEADING SUPERVISION AND OVERALL CLASSROOM MANAGEMENT</b></li> <li>- <b>RESOURCING TO BE SUPPORTED BY TAs/ SUPPORT STAFF AT THE END OF THE SCHOOL DAY IN PREPARATION FOR LESSONS/ ACTIVITIES THE NEXT DAY</b></li> <li>- <b>WHEN ON SCHOOL SITE, CLASS TEACHERS TO BE RESPONSIBLE FOR MAIN COLLECTION AND EXIT OF CHILDREN IN THEIR TEAMS AT THE START/ END OF THE SCHOOL DAY</b></li> <li>- <b>STAFFROOM TO BE USED SPARINGLY</b></li> <li>- Guidance followed for the cleaning of non health care settings.</li> <li>- Cleaning schedule in place during the school day at the end of the school day.</li> <li>- <u>Spillage policy in place.</u></li> </ul>	<ul style="list-style-type: none"> <li>- Where possible, staff to carry out spot cleaning and removal of waste from the school site, where need identified.</li> <li>- Staff to ensure communal areas are kept clean and tidy.</li> <li>- <b>DISINFECTANT SPRAY TO BE USED FOLLOWING USE OF STAFFROOM/ TOILET AREAS.</b></li> <li>- <b>NO MUGS/ CUTLERY ETC ARE TO BE LEFT IN SINKS/ ON WORKTOPS. ALL USED CUTLERY/ MUGS/ BOWLS/ PLATES TO BE PLACED IN DISHWASHER OR CLEANED BY HAND AND LEFT TO DRAIN.</b></li> <li>- Staff to utilise the information available from <a href="#">eBug website</a></li> <li>- <b>STAFF TO TAKE RESPONSIBILITY FOR THEIR OWN PERSONAL HYGIENE THROUGHOUT THE SCHOOL DAY.</b></li> <li>- Waste bins to be emptied throughout the school day and placed in the external bin store.</li> </ul>	<b>M</b>	Head teacher- On going
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		<ul style="list-style-type: none"> <li>- Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Where need identified hand sanitiser be made available to staff and pupils.</li> <li>- <b>PUPILS ARE SUPERVISED THROUGHOUT THE SCHOOL DAY TO WASH THEIR HANDS FOR 20 SECONDS BY STAFF MEMBERS, THROUGHOUT THE SCHOOL DAY. STAFF FOLLOW THE GUIDANCE PROVIDED</b></li> <li>- Hands are dried following handwashing</li> <li>- <b>HAND SANITISER STATIONS HAVE BEEN LOCATED IN IDENTIFIED AREAS. PUPILS ARE SUPERVISED WHEN ACCESSING THE HAND SANITIZER.</b></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</li> </ul>	<ul style="list-style-type: none"> <li>- The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc.</li> <li>- <b>Where need identified (wet playtime etc.) pupils to eat their lunches in their classrooms.</b></li> <li>- Classroom surfaces to be cleaned if classroom used as a dining area.</li> <li>- <b>ALL BINS EMPTIED AT THE END OF EACH SCHOOL DAY AND PLACED IN THE EXTERNAL BIN STORE.</b></li> <li>- Parents advised to ensure that pupils wash their hands when they <b>return</b> to the home environment.</li> </ul>		

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		<p>coughing and sneezing and where additional need identified.</p> <ul style="list-style-type: none"> <li>- Pupils and Staff ensure that they thoroughly dry their hands.</li> <li>- Infection Control Risk assessment in place to manage other biological hazards within the school community.</li> <li>- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning by staff</li> <li>- Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils.</li> <li>- <b>STAFF SOCIALLY DISTANCE THEMSELVES FROM ONE ANOTHER.</b></li> <li>- <b>MINIMAL MOVEMENT AROUND THE SCHOOL SITE DURING THE SCHOOL DAY.</b></li> <li>- Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected with spray 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 regularly by staff.</li> <li>- <b>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.</b></li> </ul>			

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		<ul style="list-style-type: none"> <li>- Staff and pupils wash their hands/apply hand sanitiser at the end of the school day</li> <li>- <b>WHERE AVAILABLE, WINDOWS TO BE OPENED IN CORRIDOR AREAS/SCHOOL HALLS DURING THE SCHOOL DAY TO ALLOW NATURAL VENTILATION.</b></li> <li>-Windows and doors opened and closed throughout the school day.</li> <li><b><u>-MECHANICAL VENTILATION USED IN CONJUNCTION WITH NATURAL VENTILATION. DCC GUIDANCE ON VENTILATION IS AVAILABLE ON THE EXTRANET. (available in staffroom only)</u></b></li> <li>- Cleaning schedules have been made available to schools and are available on the <u>Extranet.</u></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. staffroom/ HT office, 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 timetable. THIS WILL BE KEPT TO AN ABSOLUTE MINIMUM.</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>- <b>PUPILS TO BE ISSUED WITH A STATIONERY PACK AND EXERCISE BOOK THAT IS SPECIFIC TO THEM.</b></li> <li>- The Governing body of the school are to be informed of Staff members and</li> </ul>	<b>M</b>	<b>Head teacher</b>

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		<ul style="list-style-type: none"> <li>- <b>STAFF WORKSTATIONS IN CLASSROOMS SET OUT ENSURING THAT SOCIAL DISTANCING MEASURES ARE IN PLACE WITHIN CLASSROOMS.</b></li> <li>- Where job shares occur, staff have their own resources for the school day and workstations cleaned following use.</li> <li>- 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.</li> <li>- <b>STAFF ALWAYS MAINTAIN SOCIAL DISTANCING WITH OTHER STAFF MEMBERS</b></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>- <b>WINDOWS AND DOORS ARE OPENED TO ALLOW NATURAL VENTILATION DURING THE SCHOOL DAY.</b></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>- <b>TIMETABLE REVIEWED TO REDUCE THE NEED FOR PUPILS TO MOVE ABOUT THE BUILDING DURING THE SCHOOL DAY.</b></li> <li>- <b>WET PLAY ACTIVITY BOXES</b></li> </ul>	<p>Parent/Carers concerns.</p> <ul style="list-style-type: none"> <li>- Consideration be given to the 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>- <b>PUPILS/PARENTS/CARERS CONTINUALLY REMINDED THAT PUPILS BRING IN FILLED WATER BOTTLES EACH DAY.</b></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>- Consider that where mixing into wider groups for specialist teaching, wraparound care and transport has to take place pupils are able to maintain social distancing and endeavor to prevent physical contact between pupils.</li> <li>- <b>MIXED BUBBLE GROUPS ARE NOT TO TAKE PLACE</b></li> </ul>		<p><b>Staff-On Going</b></p> <p><b>Head teacher</b></p> <p><b>Staff</b></p>

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		<p><b>AVAILABLE IN EACH CLASSROOM.</b></p> <ul style="list-style-type: none"> <li>- <b>OUTDOOR ACTIVITIES TO BE CARRIED OUT ON A ROTA BASIS TO ENSURE SOCIAL DISTANCING.</b></li> <li>- Where possible teaching activities to be carried out in the outdoor areas of the school.</li> <li>- <b>WHERE CLASSROOMS AND HALLS ARE OCCUPIED, DOORS CAN BE PROPPED OPEN TO ALLOW NATURAL VENTILATION.</b></li> <li>- Where classrooms/halls are unoccupied doors are to be closed.</li> <li>- 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 Reception area.</li> <li>- Waste bins located in classroom/hall areas and emptied at the end of the school day.</li> <li>- Pupil face to face working limited to 15 minutes.</li> <li>- <b>WHERE PUPILS REQUIRE SUPPORT FROM A STAFF MEMBER OR TA SUPPORT TO BE GIVEN SIDE ON AND NOT FACE TO FACE.</b></li> <li>- Hand sanitizer stations located around the building where need identified.</li> <li>- Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>.</li> </ul>			

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<b>11.Pupils and Staff working in identified bubbles/groups</b>					
<b>EYFS</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- EYFS (Donaldson) work in Team bubble.</li> <li>- Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so.</li> <li>- EYFS can access communal spaces e.g. Forest Schools etc.</li> <li>- Risk assessments completed for accessing outdoor learning areas</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>- Staff wear the usual PPE worn when providing support with personal care.</li> <li>- Personal care risk assessments in place where need identified and required PPE considered as part of the risk assessment.</li> <li>- Where possible, Staff socially distance when working together.</li> </ul>	<ul style="list-style-type: none"> <li>- Settings are to consider how they can minimize mixing within allocated space</li> <li>-Waste is double bagged where nappy bins are not available.</li> </ul>	<b>M</b>	<b>Head teacher</b>

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		<p>facing the front of the classroom or group organisation of tables which minimises children sitting face to face</p> <ul style="list-style-type: none"> <li>- <b>PUPILS KEPT IN CONSISTENT GROUPS/BUBBLES.</b></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>- Classrooms have a demarcation area on the floor where no pupil, furniture or equipment will be placed, enabling leaders to enter the classroom, speak to pupils observe learning and generally be present around the school</li> <li>- <b>PUPILS TAUGHT IN IDENTIFIED CLASSROOMS, MOVEMENT IS LIMITED THROUGHOUT THE SCHOOL DAY.</b></li> <li>- Classroom based resources, such as books and games, are used and shared within the bubble /group.</li> <li>- Activity boxes pre-prepared where possible for each day. Boxes removed at the end of each day and put aside for 48 hrs./cleaned as required.</li> <li>- Classroom resources included in the cleaning schedule for each class.</li> <li>- <b>MOVEMENT OF STAFF AND PUPILS LIMITED WHERE POSSIBLE TO KEY</b></li> </ul>			

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		<b>TIMES-BREAK TIMES/LUNCH TIMES.</b> - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u> .			

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

<b>Moving about the building/school site-Covid-19 transmission</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Clear direction given to parents via the school's communication links for the start and end of the school day.</li> <li>- <b>ROTA IN PLACE FOR BREAK TIMES AND THE LUNCHTIME PERIODS TO REDUCE THE FLOW OF PUPILS IN THE CORRIDOR AREAS.</b></li> <li><b>11:30 COWELL/ WALLIAMS</b></li> <li><b>11:50 MORPURGO</b></li> <li><b>12:15 DONALDSON</b></li> <li><b>12:20 DAHL</b></li> <li>- Where need identified some pupils will eat their lunch in their classrooms.</li> <li>- Rota in place to access the outdoor play areas at the school.</li> <li>- Alternative external routes to be adopted to access outdoor play areas etc.</li> <li>- Social distancing measures adhered to where possible by staff.</li> <li>- Posters in place reminding pupils to maintain social distancing.</li> <li>- One-way systems where possible put in</li> </ul>	<ul style="list-style-type: none"> <li>- Movement about the building monitored throughout the school day.</li> <li>- Rota's changed where need identified.</li> <li>- Cleaning schedule in place for corridor areas doors etc.</li> </ul>	<b>L</b>	<b>Head teacher-On Going</b>
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		place on stairways and corridors. - <b>PUPILS AND STAFF ADVISED TO STICK TO THE LEFT-HAND SIDE OF CORRIDOR AREAS. CONSIDERATION BE GIVEN TO PLACING DIRECTIONAL SIGNS AROUND THE SCHOOL SITE.</b> - Pupils supervised by Staff members when moving about the building. - Pupils supervised - Hand sanitizer dispensers located around the school site, including where need identified in classroom areas. - Use of hand sanitizer supervised by Staff members. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u> .			
<b>Access to Welfare facilities for Staff and Pupils</b>	<b>M</b>	- Staff supervise pupils when washing their hands in the toilet areas/sink areas. - Cubicles in place. - Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). - Staff and pupil toilet facilities cleaned following break and lunch periods. - <b>LUNCH TIME AND BREAKTIME ROTA IN PLACE FOR STAFF ACCESSING THE STAFF ROOM AREA. STAFF TO ENSURE CUTLERY/ MUGS ETC ARE PLACED IN DISHWASHER AFTER USE OR CLEANED</b>	- Additional welfare facilities provided for staff where need identified. - <b>KITCHEN AREA/ TOILET ONLY TO BE USED BY KITCHEN STAFF</b> - <b>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.</b> - Where external agencies are supporting the school clearly identify toilet facilities that they can access.	<b>L</b>	<b>Premises Management- As required</b>

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		<p><b>AND LEFT TO DRAIN</b></p> <ul style="list-style-type: none"> <li>- Ventilation system switched in the staff room when it is occupied by staff members.</li> <li>- Position of furniture within staff room areas reviewed to ensure social distancing.</li> </ul> <p><b>MAXIMUM OF 4 PERSON CAPACITY IN STAFFROOM</b></p> <ul style="list-style-type: none"> <li>- Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> <li>- Where agencies are supporting the school clearly identify toilet facilities that they can access.</li> </ul>			
<b>Break and Lunch periods</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Menu to be agreed with the kitchen contractor. Ensure that pupil and staff social distancing can be attained/ between bubbles.</li> <li>- <b>STAGGERED BREAK TIMES AND LUNCH TIMES AGREED FOR YEAR GROUPS.</b></li> <li>- Pupils directed to wash their hands during break/lunchtime periods.</li> <li>- Areas zoned off for use by specific year groups/bubbles. Where possible seating to be allocated to pupils to ensure bubbles can be tracked when in the dining hall.</li> <li>- When congregating in halls etc, doors and windows are opened to allow natural ventilation.</li> <li>- Outdoor areas accessed as much as</li> </ul>	<p>Kitchen staff to wear PPE when serving food and cleaning in between sittings.</p> <p>Reduced/ streamlined hot lunch offer due to staffing levels and other RA considerations.</p> <p>Screen to divide lunch bubbles.</p> <p>Due to reduced staffing levels in the kitchen, midday staff to support Mrs L with spot cleaning of surfaces between sittings etc.</p>	<b>L</b>	<b>Head teacher</b>

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		<p>possible. Areas zoned off for use by specific year groups/bubbles.</p> <ul style="list-style-type: none"> <li>- Spot cleaning carried out.</li> <li>- Surfaces are cleaned following each group/bubble use</li> <li>- Cleaning schedule in place following the lunchtime period.</li> </ul> <p>-Where possible dining hall tables positioned to ensure bubbles of classes are separated by at least 2 meters.</p> <ul style="list-style-type: none"> <li>- Hand santiser /tissue stations to be located in each bubble.</li> </ul> <p><b>-STAFF ENSURE THAT WHERE POSSIBLE THEY MAINTAIN 2 METRE SOCIAL DISTANCING WHEN MOVING ABOUT THE AREA.</b></p> <p><b>- STAFF TO HAVE LUNCH IN TEAM BUBBLES TO MINIMISE CONTACT BETWEEN STAFF/ BUBBLES</b></p> <p><b>(IN CASES OF WET LUNCH TIME, STAFF TO ENSURE SOCIAL DISTANCING WHEN USING STAFFROOM/ HT OFFICE AREA.)</b></p>			

### 13.Pupil behaviour during the school day

<b>Pupils refusing to social distance/follow hand washing procedures</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Parents/Carers advised prior to the pupils returning to the school that <b>all</b> pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff</li> </ul>	<ul style="list-style-type: none"> <li>- Where defiant behaviours are anticipated review the schools Behaviour Policy.</li> <li>- Where need identified Individual Pupil</li> </ul>	<b>M</b>	<b>Head teacher-As required Staff-Where need identified</b>
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		<p>safety.</p> <ul style="list-style-type: none"> <li>- Hand sanitiser made available where pupils refuse to wash hands.</li> <li>- Pupils are supervised when using hand sanitizer considering risks around ingestion.</li> <li>- EYFS/Key Stage 1 pupils and pupils with complex needs are helped to clean their hands properly.</li> <li>- Where pupils refuse to wash their hands or use hand sanitiser skin friendly skin cleaning wipes are used as an alternative</li> <li>- Individual needs of pupils identified and managed and risk assessments put in place where need identified.</li> <li>- Cleaning schedule in place for the whole school.</li> <li>- Where possible social distancing to be maintained.</li> <li>- Staff supporting pupil continue to adhere to regular hand washing.</li> </ul>	<p>risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school.</p> <ul style="list-style-type: none"> <li>- Consideration be given to a phased return for identified pupil to manage risk.</li> <li>- Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible.</li> <li>- Area where the pupil has been located within the building to be thoroughly cleaned.</li> <li>- Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team.</li> <li>- Where need identified Staff wearing PPE when supporting pupils reviewed with the Head teacher.</li> </ul>		<p><b>Head teacher-Where need identified.</b></p> <p><b>Staff-Immediate</b></p> <p><b>Head teacher-Where need identified.</b></p>
<b>Pupil-Challenging behaviours displayed</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils with challenging behaviours identified.</li> <li>- Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours.</li> <li>- At least one member of staff in each Team is Team Teach Trained to cascade techniques to other staff.</li> </ul>	<p><b>- WHERE BEHAVIOURS EXHIBITED BY PUPILS POTENTIALLY EXPOSES STAFF TO SPUTUM/BODILY FLUIDS STAFF ARE ADVISED TO CHANGE INTO ALTERNATIVE CLOTHING WHEN ARRIVING AT WORK EACH DAY AND CHANGING CLOTHING BEFORE THEY LEAVE WORK. PLACING SOILED CLOTHING IN A PILLOWCASE AND WASHING THE CLOTHING WHEN THEY</b></p>	<b>L</b>	<b>Staff-Where need identified.</b>

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		<ul style="list-style-type: none"> <li>- Where need identified Team Teach techniques are applied, including restraint.</li> <li>- General Infection Control risk assessment in place.</li> <li>- Staff have received suitable and sufficient training to manage behaviours displayed.</li> </ul>	<p><b>RETURN HOME. STAFF ARE ADVISED TO SHOWER WHEN THEY RETURN HOME FROM WORK EACH DAY.</b></p> <p><b>- PPA RECOMMENED FOR STAFF DEALING WITH CHALLENGING BEHAVIOURS</b></p> <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>- Where need identified review the Behaviour Policy.</li> <li>- Review Team Teach training where need identified-Contact Team Teach trainer provider.</li> </ul>		<p><b>Staff- Immediate</b></p> <p><b>Head teacher- As required</b></p> <p><b>Staff/Pupils- As required</b></p>
<b>Pupils absconding from the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Security checklist and Policy in place for the school.</li> <li>- <b>EYFS GATE LOCKED AT 8:30AM EVERY MORNING BY CARETAKER</b></li> <li>- <b>BOTTOM YARD DOOR LOCKED AT ALL TIMES TO PREVENT ACCESS FROM YARD INTO SCHOOL BUILDING</b></li> </ul>	<ul style="list-style-type: none"> <li>- Procedures in place should pupils abscond from the school building/site.</li> <li>- Home-to school Transport Risk Assessment completed and shared with Transport Contractor and Schools.</li> <li>- Where need identified pupil information to be shared with Transport Contractor.</li> </ul>	<b>L</b>	<p><b>Head teacher</b></p> <p><b>Integrated Transport Team- Immediate</b></p>

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		<ul style="list-style-type: none"> <li>- HALL/ YARD DOOR LOCKED AT ALL TIMES</li> <li>- KITCHEN DOOR LOCKED AT ALL TIMES</li> <li>- GATE TO YARD LOCKED AND OPENED AT 8:00AM-9:45AM</li> <li>LOCKED FROM 9:45AM UNTIL 2:45PM</li> <li>YARD GATE LOCKED BY LUNCHTIME STAFF AFTER ENTERING FOR SHIFT</li> <li>- Where need identified to transport pupils in staff vehicles, driving in the course of work risk assessment completed and child locks are on.</li> <li>- Pupils access the building by an identified door and are met by a member of staff.</li> <li>- Perimeter gates are secured at the start of the school day.</li> <li>- Fob access control at main entrance door</li> <li>- Class groups/bubbles agreed, with a suitable number of staff supervising the class.</li> <li>- <b>INDIVIDUAL RISK ASSESSMENTS IN PLACE FOR PUPILS WHO PRESENT CHALLENGING BEHAVIOURS AND FURTHER CONTROLS IDENTIFIED.</b></li> <li>- Confusion handles fitted to doors where need identified.</li> <li>- Perimeter fencing inspected to ensure the site is secure.</li> <li>- Pupils always supervised.</li> </ul>			

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Pupils that have an EHCP that require staff support throughout the day	H	<ul style="list-style-type: none"> <li>- Identified staff work with pupils.</li> <li>- Staff wash their hands before and after working with a pupil</li> <li>- A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart</li> <li>- All equipment needed for the child is set up in the space before the start of the session</li> <li>- Staff go to the pupil's classroom, standing at the entrance to collect the pupil (not entering the classroom)</li> <li>- The pupil follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way</li> <li>- The intervention is provided at a distance where possible.</li> <li>- Following the intervention Staff and Pupil wash their hands.</li> <li>- After the Pupil has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff provide with hand sanitiser that can be kept about their person.</li> <li>- Consider the introduction of activity boxes that can be introduced each day and removed and cleaned at the end of each day.</li> </ul>	L	Head teacher

### 15.Supporting pupils during the school day

Intervention groups	H	<p><b>- THE SCHOOL WILL REVIEW GROUPS SO THAT, WHERE POSSIBLE, EACH SMALL GROUP RECEIVING SUPPORT IS DRAWN FROM ONE CLASS/YEAR GROUP</b></p>	<ul style="list-style-type: none"> <li>- Ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc.</li> </ul>	M	Staff-On going
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		<p><b>BUBBLE ONLY.</b></p> <ul style="list-style-type: none"> <li>- During period of lockdown, no intervention groups will be across bubbles.</li> <li>- Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session.</li> <li>- Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils.</li> <li>- Pupils will bring all equipment they require with them to the intervention area.</li> <li>- The area will be cleaned over lunch, before pupils from another bubble use the area.</li> <li>- Staff wash their hands between each intervention group.</li> <li>- Staff members working in this way will provide interventions across either KS1 or KS2: no member of staff will work across more than one (sub) phase.</li> <li>-Tissue/hand sanitiser station located in the intervention area.</li> <li>-Where possible tables set out to ensure 2 metre social distancing in place.</li> </ul>	practice followed whilst at school.		
<b>Key Stage 1 Interventions</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Interventions are carried out in identified areas of Key Stage 1.</li> <li>- Additional spaces identified such as library area, hall etc are cleaned prior to and following interventions.</li> <li>- Year 1 pupils will be in class bubbles. Teaching of phonics will require the use of</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> </ul>	<b>L</b>	<b>Staff-On going</b>

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		<p>'bubbles within bubbles', creating small ability-based phonics groups within a year group bubble.</p> <ul style="list-style-type: none"> <li>- Pupils will be split into phonics groups, if need identified.</li> <li>- 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.</li> <li>- Staff and pupils will wash their hands prior to joining their phonics group and after the session.</li> <li>- Children will have two phonics sessions a day to support catch-up.</li> <li>- 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.</li> </ul>			
<b>Pupils not currently attending the school</b>	<b>L</b>	<ul style="list-style-type: none"> <li>- Resources available through BBC bitesize and Oak National Academy and other e-learning platforms used in school</li> <li>- See mental wellbeing.</li> <li>- Parents/Carers utilise ClassDojo to discuss their concerns/anxieties.</li> <li>- Phased returns undertaken where needs identified.</li> <li>- Welfare checks carried out with pupils and</li> </ul>	<ul style="list-style-type: none"> <li>- Head teacher/SLT are aware of the needs of pupils not currently attending the school.</li> <li>- Remote education to be made available to pupils not attending the school.</li> <li>- <b>STAFF TO BE AVAILABLE BETWEEN 8:45AM-4:30PM TO PROVIDE FEEDBACK AND ANSWER QUERIES FROM PUPILS/ PARENTS ON HOME/</b></li> </ul>	<b>L</b>	<b>Head teacher</b>

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		parent/carers. - Relevant agencies informed. <b>- SOCIAL SERVICES LIST REVIEWED PERIODICALLY TO ENSURE CIN PUPILS ARE IN SCHOOL</b> <b>-DAILY CONTACT MADE WITH PARENTS/ FAMILIES. IN CASES OF NO RESPONSE, CLASS TEACHER TO CALL FAMILY TO CONFIRM WELLBEING OF CHILD.</b> <b>ISSUES TO BE NOTED ON CPOMS</b> <b>EHA/ FIRST CONTACT CONTACTED IN CASES OF SAFEGUARDING CONCERNS.</b>	<b>REMOTE EDUCATION TASKS. (THIS CAN BE ROTA'D BETWEEN STEAFF TEAM TO PROVIDE FLEXIBILITY BASED ON NEED IN CLASS).</b>  <b>FEEDBACK TO BE PROVIDED DAILY ON COMPLETED TASKS AND FEEDBACK TO BE FOCUSED ON LEARNING CHALLENGE AND PROVIDE SPECIFIC FOCUS TO GOOD/ AREAS FOR IMPROVEMENT.</b>		

### 16. Subject area needs

<b>Equipment needed for specific subject areas</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils will have their own pencil cases and books/writing pads required for each subject. (Resources in EYFS will be shared but regularly cleaned/ disinfected)</li> <li>- Activities planned by Class Teachers</li> <li>- Timetable agreed.</li> <li>- Where need identified pre-user, checklists completed.</li> <li>- Cleaning schedule in place following the use of equipment.</li> <li>- Subject area risk assessments in place.</li> <li>- Cleaning schedules have been made available to schools and are available on the</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the building checklist is completed.</li> <li>- <b>ENSURE THAT WHERE NEED IDENTIFIED DAILY INSPECTIONS ARE COMPLETED PRIOR TO WORK EQUIPMENT BEING OPERATED.</b></li> <li>- Where need identified pupils provided with stationery and paper for subject areas.</li> </ul>	<b>L</b>	<b>Premises Management-</b>  <b>As required</b> <b>Subject Lead</b>  <b>Staff-As required</b>
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		<u>Extranet.</u> - Cleaning schedule in place for subject areas			
<b>Classroom resources</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Each Team 'bubble' has their own set of sports/ PE resources for use in PE and at break times and lunchtimes.</li> <li>- Every child across school has their own personal set of essential stationary, which is not shared with any other child (except Donaldson).</li> <li>- Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously</li> <li>- Resources cleaned prior to each group/bubble using them and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> </ul>	<ul style="list-style-type: none"> <li>- Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups/bubbles.</li> <li>- Resource boxes to be set up in advance where possible.</li> </ul>	<b>L</b>	<b>Staff-On going</b>
<b>PE Activities / Lack of changing room space</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- PE activities can take place in external areas of the school (windows must be open to provide natural ventilation).</li> <li>- Pupils are to be kept in consistent groups/bubbles within year groups.</li> <li>- Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>- Outdoor sports prioritized where possible.</li> <li>- Large indoor spaces used where it is not,</li> </ul>	<ul style="list-style-type: none"> <li>- Pupils to wear their school PE kit and not school uniform when PE lessons are timetabled.</li> <li>- Consider identifying alternative changing facilities that can be easily accessed and ensure safeguarding measures.</li> <li>- Parents/Carers and Pupils advised what PE kit pupils should wear to school.</li> <li>- PE Guidance available -<u>guidance on the phased return of sport and recreation</u></li> </ul>	<b>L</b>	<b>PE Department</b>

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		<p>doors are opened to allow ventilation.</p> <ul style="list-style-type: none"> <li>- Maximize distancing between pupils</li> <li>- External coaches, clubs and organizations for curricular and extra-curricular activities can resume supporting the school.</li> <li>- Class/Year group bubbles maintained for after school clubs/activities.</li> <li>- Cleaning schedule in place for PE equipment accessed during the school week.</li> <li>- Heads of PE Departments/Co Ordinator to read guidance readily available and identify a programme for the Autumn term.</li> </ul>	<p>and guidance from <a href="#">Sport England</a> for grassroots sport is available. <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></p> <ul style="list-style-type: none"> <li>- Where SLA in place PE support activity risk assessments clearly detailing the controls in place for COVID-19 to be shared with the school.</li> <li>- Guidance is available for changing room facilities-<a href="#">Using changing room facilities</a>.</li> <li>- <b>EXTERNAL COACHES, CLUBS AND ORGANISATIONS FOR CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES ARE SUSPENDED.</b></li> </ul>		
<b>Music lessons</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Lessons can take place where physical distancing can be assured.</li> <li>- During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</li> <li>- Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>- Singing, wind and brass instrument playing can be undertaken.</li> <li>- The Music Lead has read the guidance provided by the DCMS for professionals and non-professionals, available at <a href="#">working safely during coronavirus (COVID-19): performing arts</a>.</li> </ul>	<p><b>Current guidance advises;</b></p> <ul style="list-style-type: none"> <li>- There may be an additional risk of infection in environments where Staff/Pupils are singing, chanting, playing wind or brass instruments or shouting.</li> <li>- Where instruments are to be played consideration be given to lessons taking place outside.</li> <li>- Consider limiting class sizes to no more than 15 if instruments and singing are to take place.</li> <li>- Where external agencies provide support request a copy of their COVID-19 risk assessment prior to recommencing activities.</li> <li>- Agencies to complete the visitor</li> </ul>	<b>M</b>	<b>Music Lead</b>

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			<p>questionnaire.</p> <ul style="list-style-type: none"> <li>- Agencies to keep a register of the pupils that they interact with, register to be left at the main reception area when they leave the building.</li> <li>- Agree activities that will be undertaken.</li> <li>- Discuss how bubbles will be maintained.</li> <li>- Agree how spot cleaning will be carried out.</li> <li>- Agencies to advise if a member of staff has underlying health conditions that need to be taken into consideration.</li> </ul>		
<b>Educational Visits</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Domestic (UK) overnight and overseas educational visits at this stage <b>are not</b> permitted at the present time. Guidance is available- <a href="#">coronavirus: travel guidance for educational settings</a>.</li> <li>- During the Autumn term, the school can resume non-overnight domestic educational visits.</li> <li>- Daily visits are uploaded to the EVOLVE system.</li> <li>- Appropriate risk assessments completed</li> <li>- Where possible the school is making use of local outdoor spaces.</li> <li>- Hand wipes hand sanitizer carried by staff for use during the visit.</li> <li>- Controls in place where transport is needed</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that pupils are kept within their consistent groups.</li> <li>- Ensure that venues accessed are COVID-19 secure.</li> <li>- Where transport is in use for educational visits, pupils over the age of 11 should wear face coverings.</li> <li>- Activities undertaken by pupils under the age of 11, face masks are to be considered when accessing transport.</li> </ul>	<b>L</b>	<b>Staff</b>

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		to ensure that class bubbles are maintained.			
Swimming/Water Therapy	H	<ul style="list-style-type: none"> <li>- Head teachers are aware of the Guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance documents</a></li> <li>- <a href="#">Using changing rooms safely</a></li> </ul>	Swimming lessons are suspended	L	
<b>17.School Community Activities</b>					
School Assemblies/Worship-Large gatherings	H	<ul style="list-style-type: none"> <li>- Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible.</li> </ul>	<ul style="list-style-type: none"> <li>- Consider Class-based assemblies led by members of the SLT via TEAMS, supervised by Teaching Assistants (if the TA is not part of the class bubble, they will remain. distanced from the class).</li> <li>- Consider planning a timetable for class assemblies, story time and whole school assemblies, all involving interaction from different classes, with MS Teams etc.</li> <li>- Consider virtual assemblies will take place through the classes. Classes host this on rotation to promote the sense of cross-class links in a safe manner.</li> <li>- Therapeutic cross class initiatives through virtual models (video conference in classroom) to bring classes together whilst remaining in their individual bubble</li> </ul>	L	Head teacher

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			classroom.		
<b>Outdoor Play Areas/Equipment</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Each class groups allocated outdoor portable play equipment which is to be stored in their individual classrooms after use.</li> <li>- <b>ROTA IN PLACE FOR ACCESS TO FIXED OUTDOOR PLAY EQUIPMENT, WHICH INCLUDES ALLOCATION OF TIME TO WIPE DOWN THE EQUIPMENT.</b></li> <li>- Where possible a rota to be in place for the whole day/week for the fixed play equipment.</li> <li>- Fixed play equipment to be wiped down with anti-bacterial spray after each group's use.</li> <li>- <b>PORTABLE EQUIPMENT WIPED DOWN AFTER EACH USE.</b></li> <li>- Cleaning regime in place for outdoor play equipment-Portable and fixed at the end of the school day.</li> </ul>	<ul style="list-style-type: none"> <li>- Where a cleaning regime can't be carried out during the school day. Fixed outdoor play equipment to be taken out of use.</li> </ul>	<b>L</b>	<b>Head teacher- Aug 2020</b>

### 18.Welfare facilities around the school site for Staff, Pupils and Visitors.

<b>Use of Welfare facilities for Staff and Pupils</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> </ul>	<ul style="list-style-type: none"> <li>- 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>
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		<ul style="list-style-type: none"> <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>- Ventilation turned on in the staff room when it is occupied by staff members.</li> <li>- Position of furniture within staff room areas reviewed to ensure social distancing.</li> <li>- Cleaning schedule in place</li> <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>			
<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> <li>- Resources required to support personal care readily available.</li> <li>- Face visors available to staff where need identified.</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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		<ul style="list-style-type: none"> <li>- Where windows are available, they are opened whilst personal care taking place.</li> <li>- Area cleaned after each use.</li> <li>- Included in the cleaning schedule for the school.</li> <li>- 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.</li> <li>- PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used.</li> </ul>			

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<b>19. Pupils with first aid/medication</b>					
<b>Personal Protective Equipment (PPE)</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- DCC have provided each school/setting with a PPE starter pack.</li> <li>- Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19.</li> <li>- Staff follow good hand <u>washing practice</u> prior to wearing PPE.</li> <li>- Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the school maintains a stock of disposable gloves/aprons and face masks. Contact your usually PPE supplier any concerns are to be raised with the Health and Safety Team- <a href="mailto:hsteam@durham.gov.uk">hsteam@durham.gov.uk</a> and 03000 263430.</li> <li>- Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with the Head teacher.</li> <li>- Where staff are supporting pupils, who present challenging behaviours and pupil individual risk assessments are in place., PPE requirements to be discussed with staff to ensure their safety.</li> </ul>	<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>- DCC have provided each school/setting with a PPE starter pack.</li> <li>- First Aid risk assessment in place</li> <li>- Identified Staff are first aid trained.</li> <li>- Staff are aware of the procedure to follow should they need to undertake <u>CPR</u></li> <li>- Head teachers are aware of the current <u>guidance</u> regarding Paediatric First Aid Trained Staff in EYFS Settings point 7.2.</li> </ul>	<ul style="list-style-type: none"> <li>- Review the First Aid Risk Assessment.</li> <li>- Gloves and first aid items used to be double bagged and placed in the waste bin.</li> <li>- Waste bins emptied throughout the school day.</li> <li>- Ensure that a stock of disposable gloves are available for staff use.</li> <li>- Review when staff members last received First Aid Training ,guidance is</li> </ul>	<b>L</b>	<b>Staff-On going</b>

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		<ul style="list-style-type: none"> <li>- Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use</li> <li>- Staff to wash their hands prior to administering first aid</li> <li>- Staff to wear disposable gloves when providing first aid support. No other additional PPE is required unless the pupil is symptomatic.</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>available on the <a href="#">HSE website</a>.</p> <ul style="list-style-type: none"> <li>- Review when staff members last received medication training. Concerns to be raised with the school nurse in the first instance.</li> </ul>		
<b>Congestion at the exit gates around the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils/Staff will wash their hands before they leave the school site.</li> <li>- Pupils advised not to congregate at exit doors and gates.</li> <li>- Pupils supervised to ensure that they leave the school site swiftly and not in gangs.</li> <li>- <b>WHERE STAFF HAVE HAD TO CHANGE INTO CLOTHING WHEN THEY ARRIVED AT THE SCHOOL, THEY ARE TO CHANGE OUT OF CLOTHING AND PLACE</b></li> </ul>	<ul style="list-style-type: none"> <li>- Parents/Carers to keep the school up to date who will be collecting their child from school.</li> <li>- Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school.</li> <li>- <b>PARENTS/CARERS ADVISED THAT WATER BOTTLES ARE TO BE THOROUGHLY WASHED AND LUNCH BOXES WIPED OVER WITH ANTI-BACTERIAL SPRAY WHEN THEY</b></li> </ul>	<b>L</b>	<b>Parents/ Carers-On Going</b>

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		<p><b>CLOTHING IN A PILLOWCASE BEFORE LEAVING.</b></p> <ul style="list-style-type: none"> <li>- Water bottles and lunch bottles taken home from school each day</li> <li>- Only one Parent/Carer permitted to collect their child from the school site.</li> <li>- Parents/Carers to ensure that they follow social distancing.</li> <li>- Parents/Carers directed to leave the school site immediately once they have collected their child.</li> <li>- Staff control the flow of pupils leaving the school building to encourage social distancing.</li> <li>- Year 5/6 permitted to walk home from school but are reminded to socially distance.</li> <li>- Gates are secured to the school site at the end of the school day.</li> <li>- Gates and entrance doors are included in the cleaning regime at the school.</li> <li>- Pupils and staff reminded to maintain social distancing when supervising pupils off the school site.</li> </ul>	<b>ARRIVE HOME.</b>		

## 20.Mental Wellbeing

<b>Staff Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff have been provided with Public Health England <u>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</u></li> <li>- Staff have been provided with COVID-19</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</li> </ul>	<b>L</b>	<p><b>Staff-On-going</b></p> <p><b>Head teacher-</b></p>
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		<p><u>mental health link</u></p> <ul style="list-style-type: none"> <li>- Staff receives 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>	<p>referred to the DCC Occupational Health Team-occhealth@durham.gov.uk</p> <ul style="list-style-type: none"> <li>- Staff to be reminded of the counselling services available to all DCC staff-<u>Health Assured</u> on 0800 716017.</li> <li>- Staff workload monitored by the SLT.</li> <li>- HR colleagues contacted for support where need identified.</li> </ul> <p>Staff to be made aware of;</p> <ul style="list-style-type: none"> <li>- <b>MindEd</b> - a free educational resource from Health Education England on children and young people's mental health</li> <li>- <b>Every Mind Matters</b> includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</li> <li>- <b>Bereavement UK</b> and the <b>Childhood Bereavement Network</b> provide information and resources to support bereaved pupils, schools and staff.</li> </ul>		<p><b>As required.</b></p> <p><b>SLT-As required</b></p>
<b>Pupil Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Focused pastoral support in place.</li> <li>- Staff have access to- <u>Returning safe and happy and settled.</u></li> <li>- Place2Be-Coronavirus: wellbeing activity.</li> <li>- Regular contact made with pupils' parent/carers who are currently not attending</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>- Ensure that staff are aware of the <u>healthy child programme</u></li> </ul> <p>Parents and carers to be made aware of</p>	<b>L</b>	<p><b>Head teacher</b></p> <p><b>Staff-As required</b></p>

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		<p>the school.</p> <ul style="list-style-type: none"> <li>- Safeguarding Policy in place.</li> <li>- Staff report concerns with pupil's behaviour via the usual routes, including Safeguarding.</li> <li>- Part of the curriculum for the Autumn term and Spring Term.</li> </ul>	<p>the following agencies;</p> <ul style="list-style-type: none"> <li>- <b>MindEd</b> - a free educational resource from Health Education England on children and young people's mental health.</li> <li>- <b>Rise Above</b> is a website co-created and produced by young people.</li> <li>- <b>Every Mind Matters</b> includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</li> <li>- Barnardo's <b>See, Hear, Respond</b> programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies.</li> <li>- <b>Bereavement UK</b> and the <b>Childhood Bereavement Network</b> provide information and resources to support bereaved pupils, schools and staff.</li> </ul>		
<b>Pupil struggling with remote education</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- The school have identified <a href="#">Critical worker and vulnerable children who can access schools or educational settings.</a></li> <li>-Pupil interaction with remote education monitored during the lockdown period.</li> <li>-Other avenues of interaction in education explored where need identified.</li> </ul>	<ul style="list-style-type: none"> <li>-Where need identified virtual meeting to take place with parent/carer.</li> <li>-Where need identified pupil to return to school.</li> </ul>	<b>L</b>	<b>Head teacher</b>

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<b>Staff Workload</b>	<b>H</b>	-Contingency Plan in place -Monitored by the SLT on a week to week basis.	-Staff members to raise concerns with their Head teacher in the first instance	<b>M</b>	<b>Head teacher</b>
<b>Staff Working from home</b>	<b>M</b>	-Staff provided with the IT equipment in order to undertake work activities	-Staff to discuss their concerns with the Head teacher. -Where need identified space to be made available for the staff member to work out of the school building.	<b>L</b>	<b>Staff</b> <b>Head teacher</b>
<b>Staff anxiety when working in school-Pupil numbers on the school site/in the classroom</b>	<b>H</b>		-Staff to raise concerns with the Head teacher in the first instance. -Head teacher monitors the number of pupils currently in school. -Staff consulted in relation to pupil capacity within the school. -Where need identified concerns raised with the LA.	<b>L</b>	<b>Staff</b> <b>Head teacher</b>

## 21. Building Management

<b>General cleaning of the school environment</b>	<b>M</b>	- Carried out where there is an increase in number of staff pupils absent from work - A deep clean will be carried out where positive cases.	- Cleaning staff have received suitable and sufficient training. - A work equipment risk assessment has been completed. - COSHH and data sheet held for the	<b>L</b>	<b>Head teacher-Immediate</b>
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			chemical used with the fogging machine. -A list of areas		
Ventilation	H	- <u>DCC</u> and <u>HSE</u> guidance followed - Natural ventilation used where possible.	-Ensure testing and inspection is up to date.	L	Head teacher
Control of Substances Hazardous to health (COSHH).	H	-Cleaning products stored away from pupils in the classroom environment. -Use of hand sanitiser supervised by staff members. -All cleaning products clearly labelled and used as directed.  -Staff directed to the COSHH assessment in place for the products that they use.	-COSHH risk assessments available on the Extranet. -Review cleaning products in use on a frequent basis,	L	Premises Management
Site Risk Register	M	-School Building checklist completed	- Where need identified Action Plan put in place.		Head teacher- Oct 2020
Emergency Situations	H	- There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis. - In the event of the fire alarm sounding Staff and Pupils are to evacuate the building via the nearest available fire exit. - Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks. - Re-entering the building is to be staggered. - Staff and pupils are to wash their hands /apply hand sanitizer when they're enter the	- School Building Checklist to be completed. - Where need identified Personal Emergency Evacuation Plans put in place/reviewed	L	Premises Manager/ Caretaker SLT/Staff

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		<p>building.</p> <p><b>Fire Drills-</b> The DCC Health &amp; Safety Team are advising the following;</p> <ul style="list-style-type: none"> <li>-At present suspend practice fire drill.</li> <li>-During a staff meeting 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.</li> <li>-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.</li> </ul>			
<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 hand sanitizer</li> <li>- Main reception area spot cleaned throughout the school day.</li> <li>- Tissues located at the main reception area with a lidded waste bin.</li> <li>- Waste bins emptied at the end of the school day.</li> <li>- Signage in place advising the use of</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 permitted within the school building.</li> </ul> <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"> <li>- Face to face meetings with parents are to be booked in advance so that meeting rooms can be set up to ensure social distancing.</li> <li>- Where electronic signing in screens are in use, the screen is to be cleaned after</li> </ul>	<b>L</b>	<b>Head teacher/Staff</b>

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		facemasks	each use.		
Office areas	H	<ul style="list-style-type: none"> <li>- The maximum occupancy of the office areas has been calculated to ensure social distancing. Maximum of 2 staff in admin office/ maximum of 4 staff in HT office/ max of two persons in reception area.</li> <li>- Signage in place on office doors indicating the maximum occupancy number.</li> <li>- Where possible desks have been placed side by side</li> <li>- View panels located in office doors utilised so that the number of staff located in office spaces can clearly be identified.</li> <li>- The doors of Offices in use can be wedged open when occupied.</li> <li>- Where available, windows are opened whilst the office area is in use.</li> <li>- Staff leave their desks as clear as possible so that it can be easily cleaned.</li> <li>- Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day.</li> <li>- Staff undertake other activities that allow them to leave the office area over the course of the school day.</li> <li>- Mobile partitions used where possible to separate large office areas.</li> <li>- Clear desk policy in place in each office</li> </ul>	<ul style="list-style-type: none"> <li>- Where waste bins do not have lids place an object over the waste bin to act as a lid.</li> <li>- <b>NONE OFFICE STAFF NOT ACCESS OFFICE AREAS.</b></li> </ul>	L	Caretaker/ Premise Manager-On Going.

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		<p>area.</p> <ul style="list-style-type: none"> <li>- Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>.</li> </ul>			
<b>Toilet Areas/Personal Care changing facilities</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Allocated to identified groups/bubbles of pupils.</li> <li>- Cleaned following each use/ Dettol Spray.</li> <li>- Waste placed in nappy bins</li> <li>- Waste bins regularly emptied, and waste taken to external bin area.</li> <li>- PPE readily available for personal care.</li> <li>- 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.</li> <li>- PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used.</li> <li>-Sanitary bins located in identified areas and have closed lids. SLA in place.</li> </ul>	<ul style="list-style-type: none"> <li>- Where nappy bins are not present waste to be double bagged and placed in lidded bins.</li> </ul>	<b>L</b>	<b>Staff</b>
<b>Meeting Rooms</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Timetabled access only</li> <li>- Locked and secure when not in use</li> <li>- None essential items removed from the</li> </ul>		<b>L</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
		meeting rooms. - Seating and tables positioned to allow for social distancing - Cleaning regime in place following each meeting. - Windows opened to allow natural ventilation. -Mechanical ventilation used.			
<b>Catering facilities</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- External Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area.</li> <li>- Ventilation switched on whilst kitchen staff are in the kitchen.</li> <li>- Identified number of staff work in the main kitchen area to ensure social distancing.</li> <li>- Staff start times are staggered.to ensure social distancing.</li> <li>- 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 <u>to 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> </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 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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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Staff are rotated every 15 minutes when directly serving pupils.</li> <li>- Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>.</li> <li>- Kitchen deliveries made directly to the kitchen area where possible.</li> <li>- Water fountains taken out of use around the school site.</li> <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</li> </ul>	<ul style="list-style-type: none"> <li>- Review refuse collection SLA to ensure that it meets the current needs of the school.</li> </ul>	<b>L</b>	<b>Caretaker</b>

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		the end of each day and placed in the designated bin store area.			
External Lettings	M	- Access only permitted outside of school hours.	- Meet virtually with community groups to discuss re accessing the building. - Community groups to provide the school with a copy of their COVID-19 risk assessment for the activities they wish to undertake in the school building.	L	Head teacher
Statutory Testing and Inspection on the school site	M	-Statutory testing to be carried out at the school during the lockdown period	-Where possible appointments to be made outside of core school hours. -Contractors to maintain hands face space when on the school site.  -- <a href="#">Building and Associated activities checklist</a> to be reviewed and action produced where needs identified.	L	Head teacher
Managing Health and Safety on the school site	H	- <a href="#">Gritting Policy in place.</a> - <a href="#">Gritting manual handling risk Assessment in place.</a> - <a href="#">Outdoor risk assessment in place</a> - <a href="#">Indoor risk assessment in place</a> - <a href="#">Slip/Trip/Fall risk assessments in place.</a>	-Ensure that Slip/Trip/Fall, Indoor and Outdoor risk assessments are reviewed every 6 months -Review any <u>new</u> access and egress to the school site that parents/carers use to ensure their safety during adverse weather conditions. -Include new entrance/exit points in the gritting policy -Review the schools gritting policy regarding additional access/egress points on the school site.	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
Adverse weather conditions	M	<ul style="list-style-type: none"> <li>-Monitor the weather conditions in your local area.</li> <li>-Communicate adverse weather conditions to the school community</li> <li>-<a href="#">Cold Weather Plan followed</a></li> <li>-Where need identified close the school due to adverse weather conditions.</li> </ul>	-Inform parents/carers of the school closure and inform the LA.	L	Head teacher
Emergency situations	H	<ul style="list-style-type: none"> <li>-There is an automatic fire detection system fitted at the school which is tested weekly by school staff and inspected twice a year by a specialist contractor.</li> <li>-<b>Fire Drills-</b></li> <li>The DCC Health &amp; Safety Team are advising the following during the lockdown;</li> <li>-During a staff meeting complete a desktop fire drill exercise with staff, informing them of the FRA and emergency plan. Document that you have delivered this, as this counts as fire safety training.</li> <li>-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.</li> <li>Records of these individual class bubble walk throughs should be kept in the fire safety logbook.</li> </ul>	<ul style="list-style-type: none"> <li>-Where <a href="#">PEEPS</a> are in place for Staff and Pupils they are to be reviewed to ensure suitable and sufficient support is available.</li> <li>-Ensure that identified members of the SLT are aware how to read the fire control panel and address any activation in the event of the Caretaker/Premise Manager not being present.</li> </ul>	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
<b>Build-up of pedestrian traffic/vehicle traffic around the school and its local community</b>					
<b>Close contact of adults and children on and outside the school site.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Pupils reminded not to congregate outside the school gates or on the school site.</li> <li>- Social distancing measures are in place on the school site.</li> <li>- Parents/Carers are continually reminded to safely park around the school site.</li> <li>- Pupils movement onto and off the school site is supervised by staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Head teacher to remind Parents/Carers not congregate on the school site or around the school site.</li> <li>-Where concerns raised by the local community, appropriate action taken.</li> </ul>	<b>L</b>	<b>Head teacher</b>

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.

1	<a href="#">Restricting attendance during the national lockdown: schools</a>
2	<a href="#">Guidance for full opening: schools</a>
3	<a href="#">Guidance for full opening: special schools and other specialist settings</a>
4	<a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a>
5	<a href="#">Early Years</a>

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6	<a href="#">Actions for FE colleges and providers during the coronavirus outbreak</a>
7	<a href="#">National Lockdown: Stay at home</a>
8	<a href="#">Critical worker and vulnerable children who can access schools or educational settings.</a>
9	<a href="#">Face coverings in education</a>
10	<a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a>
11	<a href="#">Social Distancing</a>
12	<a href="#">Hands, Face, Space</a>
13	<a href="#">Behaviour and attendance</a>
14	<a href="#">Coronavirus (COVID-19):test kits for schools and FE providers</a>
15	<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>

NHS Guidance	
1.	<a href="#">Who's at higher risk from coronavirus</a>
2.	<a href="#">NHS Test and Trace: how it works</a>
Transport Guidance	
1.	<a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>

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<b>HSE Guidance</b>	
1.	<a href="#">Air conditioning and ventilation during the coronavirus pandemic</a>
2.	<a href="#">CIBSE coronavirus (COVID-19)</a>
<b>DCC Extranet</b>	
1.	<a href="#">COVID-19 Folder</a>
2.	DCC-Caretaking & Cleaning Support Service <a href="#">cleaning schedule updated</a> on the Extranet.
<b>National Guidance</b>	
1.	<a href="#">COVID-19 contain framework: a guide for local decision-makers</a>
2.	<a href="#">Guidance for food businesses.</a>

<b>School based Guidance</b>	
	<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>

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	<a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings.</a>
	<a href="#">Further and higher education: coronavirus (COVID-19)</a>
	<a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a>
	What parents & carers need to know about early years providers, schools and colleges.
	<a href="#">Remote education support.</a>
	<a href="#">Extra mental health support for pupils and teachers</a>
	<a href="#">Staying alert and safe (social distancing)</a>
	<a href="#">Coronavirus (COVID-19): test kits for schools and FE providers</a>
<b>DCC Extranet</b>	
	Health and Safety COVID-19 file
	<a href="#">Extranet cleaning schedules</a>
	Visitors Questionnaire
	COSHH Assessments
<b>Health related guidance</b>	
	<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>
	<a href="#">NHS Test and Trace</a>
	<a href="#">Staying alert and safe (social distancing)</a>

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

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## 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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