

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

Name and Address of the School – Ribbon Academy and Ribbon Daycare		
Current Number of Staff Employed- 60 + (17 in Ribbon Daycare)	Name of Person Completing the Risk Assessment- John Murray (reviewed and amended by Stacey Baker for Ribbon Daycare)	Date of assessment – September 2020 a re write from re opening assessment dated July 20
Current Number of Pupils on Role- 560+ (109 children on role in Ribbon daycare)	Review Dates- 14 Dec 20, All references to 14-day isolation contained within the COVID-19 risk assessment are to be changed to 10-days isolation. 4 Jan 21, References that all visitors are to wear face coverings on site. 27 Jan 21, Reference made to staff undertaking lateral flow tests. 01 Mar 21, Reference made to wearing of face coverings where social distancing cannot be maintained. 01 Mar 21, Reference made to regular teaching / support visitors to site such as P2B, Music teaching undertaking lateral flow tests.	
Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of staff members and Parent/Carers concerns.		
Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team. The school have more than 50+ members and staff and to comply with the current <u>Guidance for full opening: schools</u> in the Autumn Term 2020 and to ensure compliance with the <u>Health and Safety Executive (HSE)</u> a copy of this risk assessment has been placed on the school website.		
Persons covered by this assessment – The School Community (including Ribbon Daycare) and visitors		
COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates. The virus is thought to spread mainly from person-to-person. <ul style="list-style-type: none"> Between people who are in close contact with one another (within about 6 feet). Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 may be spread by people who are not showing symptoms. 		

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

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

The school are following the guidance [Guidance for full opening: schools](#) and where applicable guidance for [Early Years](#).

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

Response to any infection

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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 produced a flow diagram for schools to follow **have** -[Employee testing and isolation requirements](#).

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

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

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

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

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

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
1.Staff and Pupils and the wider school community					
COVID-19 transmission within households	M	<ul style="list-style-type: none">- Registers are taken each day of pupils present.- Staff arrive on site prior to the start of the school day and report to the identified	<ul style="list-style-type: none">- Parents/Carers and Staff to be advised to follow the usual school/Daycare procedures for sickness absence.- Where pupils/staff are absent and the	L	Head teacher/ Daycare Management-On Going

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		<p>member of the SLT.</p> <ul style="list-style-type: none"> - Pupils are met each day at the identified entrance for their class by a staff member. Staff maintain social distancing. - Parents will not be permitted into the school building.(parents of children in the 0-2 room and parents of those accessing private care in the 2-3 room are permitted into the building to drop off and pick up children only – they must always wear a face mask) - Sickness absence procedures in place for Staff and Pupils. - Pupils are kept in consistent bubbles/groups within their year groups/Daycare rooms, where possible. - Durham County Council (DCC) are working with partner agencies, trade unions and updating schools with relevant information. - Public Health England (PHE) have stated that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). - Staff are aware to report to their SLT/Daycare Management if they present with symptoms of COVID-19/Test positive. - The school will follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2). - The school have advised staff and parents/carers that they will need to be ready and willing to; - <u>Book a test</u> if they are displaying symptoms. - Staff and pupils <u>DO NOT</u> come into the 	<p>school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence.</p> <ul style="list-style-type: none"> - Parents/Carers and Staff advised to report to the school/Daycare any symptoms of COVID 19 that they or their household may have. - Head teacher/Daycare Management to remind parents/carers via newsletters/home school communication links that where pupils or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection.and engage in the NHST Test and Trace procedure. - Head teacher/Daycare Management to remind staff if they or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. - Headteachers/Daycare Management are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail. Communication links need to be monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported. - Parents/Carers and Staff members are reminded that testing for COVID-19 is available to everyone presenting symptoms of COVID-19 ,whatever their age.Testing is available through the NHS. - Pupils or Staff member displaying 		<p>SLT/ Attendance Officer/ Daycare Management - As required</p> <p>Parents/ Carers and Staff-On going.</p> <p>Head teacher/ Daycare Management - On Going.</p> <p>Head teacher/Daycare Management-On going.</p> <p>Head teacher/ Daycare Management - On going</p>

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		<p>school if they have symptoms of COVID-19 and WILL BE sent home to self-isolate if they develop them in school.</p> <p>The school are aware that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Carers if using a home testing kit</p> <ul style="list-style-type: none"> - Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) for 44 days 10 days <p>Staff voluntarily undertake Lateral Flow Testing twice weekly.</p> <p>All regular, visiting teaching / support staff such as P2B, Music Teaching, Commando Joe and Sports teaching staff will voluntarily undertake twice weekly lateral flow testing, in line with the academy main staff</p>	<p>symptoms will be advised to self-isolate and will not be permitted into school and advised to book an NHS Test</p> <ul style="list-style-type: none"> - Members of the pupil/staff members household also need to self-isolate for 44 days 10 days and if they present with COVID-19 symptoms book an NHS Test. <p>Follow the specific Lateral Flow Test Risk Assessment published to all staff including guidance to follow for all results of the test.</p> <p>Follow the specific Lateral Flow Test Risk Assessment published to all staff including guidance to follow for all results of the test.</p>		<p>Head teacher Daycare Management - On going</p> <p>Head teacher- On going</p> <p>Household</p> <p>Staff-On going</p>

2.Maintaining hand and respiratory hygiene on the school site

Hand and respiratory hygiene across the school	H	<ul style="list-style-type: none"> - Staff wash their hands/apply hand sanitiser with pupils at the start and end of the school day and before eating snack and lunch/tea - Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities are not available due to the number of pupils at the start of the school day - Pupils reminded how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. - Pupils are supervised throughout the 	<ul style="list-style-type: none"> - Where handwashing facilities not readily available consider setting up hand sanitiser and tissue stations in each classroom/Daycare Room. - Where lidded bins are not available tissues can be double bagged in a nappy sack and placed in the bin. - Where toilet facilities are close/in the classroom consideration be given to flushing used tissues down the toilet. - Take into consideration other areas within the school that are able to facilitate hand washing e.g. activity areas that have 	L	<p>Staff-On going</p> <p>Staff-On going</p>
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		<p>school day to wash their hands for 20 seconds by staff members.</p> <ul style="list-style-type: none"> - Where hand washing facilities are limited due to the number of pupils, hand sanitiser stations have been located in identified areas around the school site - Pupils are supervised when accessing the hand sanitiser. - Handwashing and hand sanitiser posters located in the toilet areas and around the school/Daycare site. - Tissues made available in each classroom/Daycare Room. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. - Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school/Daycare site. - Pupils reminded to cough and sneeze into their elbow and away from the direction of other pupils and staff (where age appropriate) - Lidded waste bins are in place to place used tissues in. Bins are emptied at the end of the school day. - Waste bins are emptied, and waste placed in the bin store at the end of the school day. - Hand sanitiser station located at the main entrance for visitor use. - All Visitors sanitise their hands on entering the school building. - Stringent cleaning schedules in place DCC cleaning checklist in place. - Toilet areas monitored throughout the school day to ensure that the supplies of hand 	a sink with cold running water.		

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		soap and paper towels are maintained.			
Use of face coverings on the school site	M	<p>- Face coverings are not classified as <u>PPE (personal protective equipment)</u>. Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).</p> <p>-Primary Schools- Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children do not need to wear a face covering</p> <p>- Ribbon Daycare – Face coverings are to be worn by staff who cannot maintain social distancing between adults. These should be worn in communal areas and when working around corridors. Face masks should only be worn in the Daycare rooms if social distancing is not possible at all.</p> <p>- The school/Daycare holds a supply of face coverings and where need identified issued to staff and visitors.</p> <p>All visitors to site are to wear a face covering whilst on site, this includes parents / guardians when dropping off and collecting children. Those with a valid medical exemption are not required to wear a face covering.</p> <p>Members of staff who undertake a specific</p>	<p>-Where staff wish to wear face coverings when in the classroom this is to be discussed with the Head teacher.</p> <p>-Consideration needs to be given to staff and pupils under lying health conditions.</p> <p>-Agencies that support the school/Daycare should discuss with the Head teacher/Daycare Management 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 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</p>	L	<p>Head teacher/ Daycare Management- On going</p> <p>Staff-On going</p> <p>Head teacher/ Daycare Management- As required</p> <p>External agencies-As required</p> <p>Head teacher/ Daycare Management - Immediate</p>

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		duty such as gate and lunch time supervision are to wear a face covering for the duration of their duty.	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.		

3.Symptoms of COVID-19 in the school community

Staff sickness absence	H	<ul style="list-style-type: none"> - Staff are aware of the procedure they are to follow if they are absent from work - SLT/Daycare Management monitor staff sickness absence and ensure that cover is provided where need identified. - SLT/Daycare Staff and management ensure pupils are supervised throughout the school day and are monitored for the symptoms of the coronavirus throughout the school day. - Where need identified the school will follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2). 	<ul style="list-style-type: none"> -Trends identified and where need identified reported to DCC Public Health Team via COVID-19 Education settings reporting tool Daycare to report all cases to Early Years Team -Deep clean of areas of the school that affected staff are based and cleaning procedures reviewed. 	L	Head teacher/ Daycare Management- On going
Pupil/Staff develops symptoms in school/setting	H	<ul style="list-style-type: none"> - Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are: - Staff are able to access a test via DCC - Appendix 3. - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than 	<ul style="list-style-type: none"> - Trends identified and where need identified reported to DCC Public Health Team via COVID-19 Education settings reporting tool - Parents/Carers collecting unwell pupils are reminded of the guidance to follow. - Consider having a pre-printed information slip to give to Parents/Carers and members of Staff if they present with COVID-19 symptoms with relevant information/guidance to follow. 	L	Head teacher/ Daycare Management - On going

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		usual) - a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal. -DCC are coordinating testing for staff members and their families Head teachers to refer to the guidance schools what to do flowchart - Send home the pupil/staff member and request staff member/parent/carer arrange testing . The school understands the NHS Test and Trace process. -Advise parent/carer/staff member that household members self-isolate until results come back - pupil/staff 10 days, household 44 days- 10 days . -Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2).	- Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace. - Remote education to be made available to pupils not attending the school. - Head teachers/Dayacre Management to make staff members aware of the process to follow outside of school hours .- Appendix 3. - Staff and pupil sickness absence monitored, and trends identified and where need identified bubble sizes reviewed. - The school has received 10 postal testing kits, where need identified testing kit issued at the Head teachers' discretion. - Additional testing kits can be re-ordered as required.		Head teacher/ Daycare Management - On going
Isolating Staff/Pupils during the school day	H	- If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a secure room (Dudley Hall Suite) here they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required (all Daycare children to be supervised in the isolation room by a member of staff). - Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff. -Where supervision or comfort has to be provided PPE is to be worn safe working in education, childcare and children's social care settings, including the use of personal	- 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. - If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test. - Staff are aware that they may be contacted by NHS Test and Trace. - Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap	M	SLT/ Daycare Management - As required Staff-As required Staff/Pupils

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		protective equipment (PPE) guidance. Ribbon Daycare staff must wear full PPE when supervising a child within the isolation room. <ul style="list-style-type: none"> - Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible. - Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else. - Staff who have helped a Pupil/Staff member presenting COVID-19 symptom and any pupils who have been in close contact with them DO NOT need to go home to self-isolate 	and running water or use hand sanitiser. <ul style="list-style-type: none"> - 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 COVID-19: cleaning of non-healthcare settings guidance is to be followed. - Waste is to be double bagged and stored securely for at least 48hrs away from normal waste. 		as required Staff-As required Staff-As required
Pupil/Staff member with symptoms testing negative for COVID-19	H	<ul style="list-style-type: none"> - Head teachers to follow the guidance detailed in Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) - Negative: Child/staff may return if the NHS criteria has been met - Household can stop self-isolating follow NHS guidance on your test result 	<ul style="list-style-type: none"> -The school/Daycare will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test. - Headteachers/Daycare Management are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail. Communication links need to be monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported. 	L	Head teacher/ Daycare Management - On going
4.Managing a staff member/ pupil positive case					
Staff/Pupil or family member tests positive for COVID-19	H	<ul style="list-style-type: none"> - Head teachers report the confirmed case to the COVID-19 Education settings reporting tool. 	<ul style="list-style-type: none"> - Schools/Daycare should ask parents/carers and Staff to inform them immediately of the results of a test: - If schools/settings have two or more 	L	Head teacher- On going

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		<ul style="list-style-type: none"> - Daycare Management to report confirmed cases to DCC following the Early Years reporting tool. -Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) -Schools/Education settings COVID-19 reporting process (Appendix 2). - EYFS-Notify Ofsted and report the confirmed case. - The Health Protection Agency team will contact schools/settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. - If a Pupil or member of Staff tests positive, they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. - 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. - If a member of Staffs/Pupils household tests positive the Pupil/Staff member must 	<p>confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <ul style="list-style-type: none"> - Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms. - The school has received 10 postal testing kits, where need identified testing kit issued at the Head teachers' discretion. - Remote education to be made available to pupils not attending the school. 		

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		<p>self-isolate for the full 14 days 10 days</p> <ul style="list-style-type: none"> Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded. Where need identified the school will access the COVID-19 Education settings reporting tool 			
Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.	H	<ul style="list-style-type: none"> DCC have produced a flow diagram for all DCC schools/Early Years Settings to follow in the event of a confirmed case of COVID-19 The school will access the (COVID-19). Schools/Settings 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. 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. The Health Protection Team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by NHS Test and Trace. Where need identified The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. 	<ul style="list-style-type: none"> Headteachers/Daycare Management 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/settings hours so that appropriate action can be taken in the event of a positive case being reported. Schools/settings must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days 10 days since they were last in close contact with that person when they were infectious. <p>Close contact means:</p> <ul style="list-style-type: none"> Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual Travelling in a small vehicle, like a car, with an infected person 		Head teacher

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			-Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms.		
The Local Community placed on lockdown	M	<ul style="list-style-type: none"> - The school will be guided by Durham County Council (DCC) in the event of a local lockdown. -DCC will follow guidance detailed in - COVID-19 contain framework: a guide for local decision-makers - The school/Daycare are aware that a local lockdown is in place in Durham. - The Head teacher has read the local guidance available-North East of England: local restrictions and has identified activities that the school carries out which are included in the guidance and has taken the appropriate action. -Where need identified the school/Daycare will work with the Health Protection Team. 	<ul style="list-style-type: none"> - In areas where local restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors unless they are exempt. - Where need has been identified Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur. - Follow the guidance provided by the Health Protection Team. 	L	Head teacher

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

Transport on and off the school site.	M	<ul style="list-style-type: none"> - Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. - Records maintained of all pupils who travel on dedicated transport. - Where possible pupils should sit in the same seat when accessing dedicated transport. - Where need identified the school will liaise 	<ul style="list-style-type: none"> - Where possible Parent/Carers to Transport pupils to and from school. - Pupils and Parents/Carers will be made aware of the instructions to follow to ensure the safety of the transport driver and pupils when accessing the vehicle; - Consider advising the use of face coverings for pupils over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. - Parents/Carers are to ensure that pupils are to wash their hands for <u>20</u> 	L	Parents/ Carers-On
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		<p>with DCC Integrated Transport Team.</p> <ul style="list-style-type: none"> - Where need identified pupils will be met by staff members who will be supporting them during the school day at the identified drop off/pick up points on the school site. - Pupils closest to the driver will get off the vehicle first, ensuring social distancing where possible. - Staff working with specific pupils/groups of pupils will support pupils where need identified getting out of/into vehicles at the start and end of the day where need identified. - Social distancing, where possible will be maintained by staff members. - Where face to face support is needed, this is limited to 15 minutes. - Staff wash their hands/apply hand sanitiser when re-entering the building. - Where need identified transport, arrangements included in individual pupil risk assessments. 	<p><u>seconds</u> prior to leaving their home.</p> <ul style="list-style-type: none"> - Pupils not able to wash their hands/apply hand sanitizer are to be supported by Parents/Carers to wash their hands prior to leaving for school. - The school are to <u>ensure</u> that all pupils are met at the identified drop off points at the school. - The school are to ensure that all pupils are supervised when accessing transport vehicles at the end of the school day. - DCC Integrated Transport team to be made aware of challenging behaviours that pupils may exhibit, which may put themselves or the driver at risk. 		<p>going</p> <p>Parents/ Carers-On going</p> <p>Staff-On going</p> <p>Transport/ School- On completion</p> <p>School- Immediate</p>
Pupils /Staff independently travelling to the school site.	H	<ul style="list-style-type: none"> - Designated car parking area available to staff. - Social distancing guidance to be followed when accessing/egressing from car vehicles. - Bike sheds located in the open air. - The academy bike shed is not in use at this time. 	<ul style="list-style-type: none"> - Staff and Parents/carers and pupils advised on the current guidance regarding accessing public transport. - Staff /Pupils to be advised to adhere to staying alert and social distancing guidance when away from the school/Daycare. - Staff presence in the outdoor areas at the start and end of the school day ensuring that pupils leave the school site by all available exits. - Due to the local lockdown, in place in Durham advise staff to, try to; - Share the car with the same people 	L	Head teacher- Immediate

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			<p>each time.</p> <ul style="list-style-type: none"> - Keep to small groups of people at any one time. - Open windows for ventilation - Travel side by side or behind other people, rather than facing them, where seating arrangements allow - Consider seating arrangements to maximise distance between people in the vehicle - Clean your car between journeys using standard cleaning products – make sure you clean door handles and other areas that people may touch - Ask the driver and passengers to wear a <u>face covering</u> <p>-See guidance on <u>car sharing and travelling with people outside your</u></p>		
Staff and Pupils wearing face coverings when making their way to the school building	H	<ul style="list-style-type: none"> - Pupils and staff who use face coverings remove them when they arrive in the school building. - Staff and Pupils instructed not to touch the front of their face covering during use or when removing them. - Staff/ Pupils must wash their hands immediately on arrival /hand 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. Staff/Pupils wash their hands again before heading to their classroom/work area. - The school/Daycare holds a supply of face coverings and where need identified issued to 	<ul style="list-style-type: none"> - Staff and Pupils advised prior to the start of the Autumn term the procedure to follow when removing face coverings when entering the school building 	L	Head teacher

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		pupils for transport purposes.			
Use of school minibuses	H	<ul style="list-style-type: none"> - The academy mini buses are not in use at this time. Should the requirement change the following will be adhered to: Thoroughly cleaned prior to the start of the Autumn term e.g. seating, seatbelts hand holds. - Hand sanitiser, tissues and waste bags located in the vehicle. - School minibuses are identified in this instance as dedicated transport. - Vehicle inspected prior to each use and findings recorded. - Windows are opened when transporting pupils. - Vehicle thoroughly cleaned after each use. - Face coverings worn by staff and pupils when accessing the school minibus. Staff are made aware of those pupils that are exempt from wearing face coverings. - Records maintained of the year group/bubbles that access the minibus. -Test and inspected as required. 	<ul style="list-style-type: none"> - Ensure Staff are suitably qualified to drive the vehicles. -Statutory inspections completed. 	L	Head teacher

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

Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)	H	<ul style="list-style-type: none"> - Some staff/pupils may have particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees. - People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace 	<ul style="list-style-type: none"> - Where need identified the Head teacher/Daycare Management 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. - Head teachers/Daycare Management are as far as practically possible to accommodate concerns raised. 	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"> - Staff/Pupils who were clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. - Guidance for those who are <u>clinically-</u> 	<ul style="list-style-type: none"> - Where need identified-Staff individual Medical/III-Health risk assessment to be completed. - Where need identified staff referred to DCC Occupational Health Service. - Individual cases to be discussed with 	M	Head teacher/ Daycare Management - As required

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		<u>vulnerable, including pregnant women</u> , is available. - The Head teacher has flexibility regarding Staff members medical needs and work activities that they are able to undertake within the school. - People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.	HR. - Pupils EHCP's reviewed and discussions to take place with their GP's/Consultants etc. prior to them returning to school. - Where health concerns still exist a multi-agency meeting to take place.		

7.New and Expectant mums in the school community

New and Expectant Mums	M	- Staff to inform the Head teacher/Daycare Management if they are pregnant. - Staff to consult with their GP and Midwife. - New and Expectant mums COVID -19 risk assessment completed. - Maintain 2 metre distance, if this is not possible avoid face to face contact and minimal time spent within, 1 metre of others. - Guidance from the NHS- Pregnancy and the coronavirus and the Royal College of Obstetricians & Gynaecologists as well as the NHS Who is at Risk is followed and shared with staff members. - Shielding was suspended on the 1 st August 2020.	- Member of staff to raise concerns with their midwife/GP in the first instance. - Concerns to be raised with the Head teacher/Daycare Management where need identified. - Where need identified HR to be consulted.	L	Staff member-As required Staff member-As required
New and Expectant Mums showing symptoms of COVID-19	H	-Staff are aware of the symptoms of COVID-19. - Staff instructed to follow the guidance; Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate. - Book a test – get a test to check if you		M	Head teacher

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		<p><u>have coronavirus</u> as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.</p> <ul style="list-style-type: none"> - Speak to your midwife or maternity team they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a video consultation. 			

8.Access to the school site and building

Transmission of COVID-19 to Pupils/Staff	M	<ul style="list-style-type: none"> - 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 - Separate Entrance doors for each year group clearly identified. - Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child. - Pupils, Parents/Carers advised to maintain social distancing when entering the school site. - The start of the school day has been staggered to allow controlled access into the school building by pupils. - Where possible the end of the school day to be staggered to prevent gatherings outside of the school site. - Parents not permitted to enter the school building unless need is essential (with the exception of parents in Daycare who have children in the baby room and private care in the 2yr old room). - Pupils are met each day at the identified entrances for their year group class by a staff 	<ul style="list-style-type: none"> - Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site. - Staggered start times to be considered where possible introduced for Year Groups and times communicated to parents via school comms. - Staggered start times to be considered where sufficient entrance doors are not available to deal with the number of pupils or vulnerable pupils accessing the school. Start times communicated to parents via school communication links and updates provided where need identified. - Parents/Carers advised to leave the school site immediately once their child has entered the building. - School entrances and site secured at the start of the school day. - Staff, Pupils, Parents/Carers will be informed to only bring essential items not needed for that day. - Staff to utilise the information available from eBug website. 	M	Staff/Head teacher/ Daycare Management - On Going
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		<p>member.</p> <ul style="list-style-type: none"> - Floor markings in place where need identified in external areas. - Pupils store outdoor clothing and bags in designated area. - Staff store their bags in lockers, store cupboards. - Those pupils with clearly named packed lunches and water bottles are to store them within a designated area of their allocated classroom/Daycare Room. - Pupils are reminded to wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the school day. Pupils that need support to wash their hands are supported by a member of staff. - 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>-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>	<p>Coronavirus (COVID 19) guidance for educational settings poster</p> <p>-Parents/Carers reminded that pupils are to maintain social distancing when travelling to and from the school site.</p>		

9.Non school staff working in the building

Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19	H	<ul style="list-style-type: none"> - All Visitors/Contractors/Agency Staff and Support Agencies complete a visitor health questionnaire on arrival, including contact details - Social distancing markers in place in large corridor areas. - Posters/notices clearly displayed and reference handwashing/hand sanitising and social distancing procedures in place at the school 	<ul style="list-style-type: none"> - Questionnaire reviewed prior to entering the building, it is at the school's discretion whether they are permitted on the school site. - Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be advised not to attend the school site if they are unwell. - Supply Staff to receive a full induction into the school which is to include a copy of 	M	<p>Office Staff/Head teacher-On going</p> <p>SLT-As required</p>
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		<ul style="list-style-type: none"> - Visitors to the school are by appointment only. - Where possible Contractors to carry out activities outside of school hours. - Hand sanitiser station located at the main entrance. - All Visitors sanitise their hands prior to entering the school building. - A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details. - Dedicated areas identified for use by Support Agencies. - Where possible areas allocated to Support Agencies as close to the main entrance, to reduce movement around the building. - Where agencies supporting the school, where possible it is the same member of staff each time. - All visitors are accompanied when moving about the building. - Parents/Carers discouraged to access the main reception area without an appointment. - Main reception area spot cleaned throughout the school day. - Tissues located at the main reception area with a lidded waste bin. - Waste bins emptied at the end of the school day. <p>- All regular, visiting teaching / support staff such as P2B, Music Teaching, Commando Joe and Sports teaching staff will voluntarily undertake twice weekly lateral flow testing, in line with the academy main staff</p>	<p>the COVID-19 risk assessment.</p> <ul style="list-style-type: none"> - Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene. - Where electronic signing in systems are in place, they are to be pre-programmed to include visitor health questions and contact details - Where electronic signing in screens are in use, the screen is to be cleaned after each use. - 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. - 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. - 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. - Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to inform the school if they test positive for COVID-19 following their visit to the school. <p>Follow the specific Lateral Flow Test Risk Assessment published to all staff including guidance to follow for all results of the test.</p>		

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Parent Visitors	H	<ul style="list-style-type: none"> -Schools are encouraged to avoid visitors entering their premises where possible. - For new admissions virtual tours should be considered. -If visits are required in person settings should consider ensuring face coverings are worn, regular handwashing and holding visits after hours if possible. - 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. -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. -Parents to complete the visitor questionnaire prior to entering the school building. 			
Initial Teacher Training Students	M	<ul style="list-style-type: none"> - Complete a visitor health questionnaire when they first start at the school. -Allocated a class/year group to work with within the school. 	<ul style="list-style-type: none"> - ITTS staff to receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene. - Shown welfare facilities available to Staff members. - Students reminded what the symptoms of COVID-19 are. - Each student to receive a copy of the COVID-19 risk assessment. - Students to inform the school if they have any underlying health conditions that need to be considered in relation to COVID 19. 	L	SLT-As required

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

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COVID-19 spreading from person to person within the school building	H	<ul style="list-style-type: none"> - Guidance followed for the cleaning of non health care settings. - Cleaning schedule in place during the school day and at the end of the school day. - Spillage policy in place. - Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. - Where need identified hand sanitiser be made available to staff and pupils. - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff follow the guidance provided - Hands are dried following handwashing - Where hand washing facilities are limited due to the number of pupils, hand sanitiser stations have been located in identified areas. Pupils are supervised when accessing the hand sanitizer. - Handwashing posters located in pupil and staff toilet areas and in the classroom areas. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. - Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. - Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff. - Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional 	<ul style="list-style-type: none"> - Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified. - Staff to utilise the information available from eBug website - Staff to take responsibility for their own personal hygiene throughout the school day. - Waste bins to be emptied throughout the school day and placed in the external bin store. - The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc. - Where need identified pupils to eat their lunches in their classrooms. - Classroom surfaces to be cleaned if classroom used as a dining area. - All bins emptied at the end of each school day and placed in the external bin store. - Parents advised to ensure that pupils wash their hands when they return to the home environment. 	M	Head teacher- On going

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		<p>need identified.</p> <ul style="list-style-type: none"> - Pupils and Staff ensure that they thoroughly dry their hands. - Infection Control Risk assessment in place to manage other biological hazards within the school community. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils. - Staff socially distance themselves from one another. - Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis. - Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff. - Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins. - Staff and pupils wash their hands/apply hand sanitiser at the end of the school day - Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation. - Windows and doors opened and closed throughout the school day. - Mechanical ventilation used in conjunction with natural ventilation. DCC guidance on ventilation is available on the Extranet. - Cleaning schedules have been made 			

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		<ul style="list-style-type: none"> - Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing. - Soft furnishings, toys etc. around the classroom to be relocated during the phased opening of the school. - Windows and doors are opened to allow natural ventilation during the school day. - Cleaning products readily available in the immediate area of the classroom/toilet areas/Daycare rooms for spot cleaning. - Rota in place for lunchtime and break time periods. - Timetable reviewed to reduce the need for pupils to move about the building. - Wet play activity boxes available in each classroom if required. - Outdoor activities to be carried out on a rota basis to ensure social distancing. - Where possible teaching activities to be carried out in the outdoor areas of the school. - Where classrooms and halls are occupied doors can be propped open to allow natural ventilation. - Where classrooms/halls are unoccupied doors are to be closed. - Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils. - Robust cleaning regime in place in the Nursery/Reception/Daycare area. - Waste bins located in classroom/hall areas and emptied at the end of the school day. - Water fountains taken may remain in use across the site provided sanitisation occurs between each use. 	<p>the water bottle. The water bottle is to be wiped with an anti-bacterial wipe.</p> <ul style="list-style-type: none"> - 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. - Mixed groups are to be closely supervised. - Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. 		Staff

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		<ul style="list-style-type: none"> - Pupil face to face working limited to 15 minutes. - Where pupils require support from a Staff member or TA support to be given side on and not face to face. - Hand sanitizer stations located around the building where need identified. - Cleaning schedules have been made available to schools and are available on the Extranet. 			

11.Pupils and Staff working in identified bubbles/groups

EYFS	H	<ul style="list-style-type: none"> - EYFS work in bubbles. - Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so. - EYFS can access public spaces e.g. parks ensuring that 2 metre distance from other people can be maintained. - Risk assessments completed for accessing the local community as required. - Cleaning schedule in place for am/pm sessions. - Identified area in place where personal care activities carried out. Areas are cleaned following use. - Staff wear the usual PPE worn when providing support with personal care. - Personal care risk assessments in place where need identified and required PPE considered as part of the risk assessment. 	<ul style="list-style-type: none"> - Settings are to consider how they can minimize mixing within allocated space, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. -Waste is double bagged where nappy bins are not available. 	M	Head teacher
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		<ul style="list-style-type: none"> - 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 - Pupils taught in identified classrooms, lesson subject movement is limited throughout the school day. - Classroom based resources, such as books and games, are used and shared within the bubble /group. - 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. - Classroom resources included in the cleaning schedule for each class. - Movement limited where possible to key times-Break times/Lunch times and specialist subject areas. - Cleaning schedules have been made available to schools and are available on the Extranet. 			

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

Moving about the building/school site-Covid-19 transmission	M	<ul style="list-style-type: none"> - Clear direction given to parents via the school's communication links for the start and end of the school day. - Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas. - Where need identified some pupils will eat their lunch in their classrooms. - Rota in place to access the outdoor play 	<ul style="list-style-type: none"> - Movement about the building monitored throughout the school day. - Rota's changed where need identified. - Cleaning schedule in place for corridor areas doors etc. 	L	Head teacher-On Going
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		<p>areas at the school.</p> <ul style="list-style-type: none"> - Alternative external routes to be adopted to access outdoor play areas etc. - Social distancing measures adhered to where possible by staff. - Posters in place reminding pupils to maintain social distancing. - One-way systems where possible put in place on stairways and corridors. - Pupils and staff advised to stick to the left-hand side of corridor areas. Consideration be given to placing directional signs around the school site. - Pupils supervised by Staff members when moving about the building. - Pupils supervised - Hand 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 Extranet. 			
Access to Welfare facilities for Staff and Pupils	M	<ul style="list-style-type: none"> - Staff supervise pupils when washing their hands in the toilet areas/sink areas. - Cubicles in place. - Urinals taken out of use. - 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. - Lunch time and breaktime rota in place for 	<ul style="list-style-type: none"> - Additional welfare facilities provided for staff where need identified. - Consider placing cleaning products in the staff toilet areas so that staff can carry out spot cleaning after using the facilities e.g. anti-bacterial wipes in toilet cubicles. - Where external agencies are supporting the school clearly identify toilet facilities that they can access. 	L	Premises Management- As required

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		<p>staff accessing the staff room area. - Consideration be given to additional eating spaces created within the school e.g. library, activity hall.</p> <ul style="list-style-type: none"> - Windows are opened in the staff room when it is occupied by staff members. - Position of furniture within staff room areas reviewed to ensure social distancing. - Cleaning schedules have been made available to schools and are available on the Extranet. - Where agencies are supporting the school clearly identify toilet facilities that they can access. 			
Break and Lunch periods	H	<ul style="list-style-type: none"> - Menu to be agreed with the kitchen contractor. Ensure that pupil and staff social distancing can be attained. - Staggered break times and lunch times agreed for year groups. - Pupils directed to wash their hands during break/lunchtime periods. - Areas zoned off for use by specific year groups/class bubbles. Where possible seating to be allocated to pupils to ensure bubbles can be tracked when in the dining hall. - When congregating in halls etc, doors and windows are opened to allow natural ventilation. - Outdoor areas accessed as much as possible. Areas zoned off for use by specific year / class groups/bubbles. - Spot cleaning carried out. - Surfaces are cleaned following each group/bubble use. - Cleaning schedule in place following the 		L	Head teacher

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		lunchtime period. -Where possible dining hall tables positioned to ensure bubbles of classes are separated by at least 2 meters. -For large bubbles ensure that year groups can be clearly identified e.g. the use of lanyards. -Staff ensure that where possible they maintain 2 metre social distancing when moving about the area.			

13.Pupil behaviour during the school day

Pupils refusing to social distance/follow hand washing procedures	H	<ul style="list-style-type: none"> - Parents/Carers advised prior to the pupils returning to the school that all pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety. - Hand sanitiser made available where pupils refuse to wash hands. - Pupils are supervised when using hand sanitizer considering risks around ingestion. - EYFS/Key Stage 1 pupils and pupils with complex needs are helped to clean their hands properly. - Where pupils refuse to wash their hands or use hand sanitiser skin friendly skin cleaning wipes are used as an alternative - Individual needs of pupils identified and managed and risk assessments put in place where need identified. - Cleaning schedule in place for the whole school. - Where possible social distancing to be maintained. 	<ul style="list-style-type: none"> - Where defiant behaviours are anticipated review the schools Behaviour Policy. - Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school. - Consideration be given to a phased return for identified pupil to manage risk. - Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible. - Area where the pupil has been located within the building to be thoroughly cleaned. - Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team. - Where need identified Staff wearing 	M	Head teacher-As required Staff-Where need identified Head teacher-Where need identified. Staff-Immediate Head teacher-Where need identified.
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		<ul style="list-style-type: none"> - Staff supporting pupil continue to adhere to regular hand washing. 	PPE when supporting pupils reviewed with the Head teacher.		
Pupil-Challenging behaviours displayed	M	<ul style="list-style-type: none"> - Pupils with challenging behaviours identified. - Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours. - Relevant staff are Positive Handling trained. - Where need identified Positive Handling techniques are applied, including restraint. - General Infection Control risk assessment in place. - Staff have received suitable and sufficient training to manage behaviours displayed. 	<ul style="list-style-type: none"> - Where behaviours exhibited by pupils potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing when arriving at work each day and changing clothing before they leave work. Placing soiled clothing in a pillowcase and washing the clothing when they return home. Staff are advised to shower when they return home from work each day. - Where need identified face visors be made available to Staff. - Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team. - Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out. - Where restraint has had to be carried out review the pupil risk assessment in place. - Continually review whether PPE is required when managing challenging behaviours. - Where need identified review the Behaviour Policy. - Review Positive Handling training where need identified-Contact Positive Handling trainer provider. 	M	Staff-Where need identified. Staff-Immediate Head teacher-As required Staff/Pupils-As required
Pupils absconding from the school site	M	<ul style="list-style-type: none"> - Security checklist and Policy in place for the school. 	<ul style="list-style-type: none"> - Procedures in place should pupils abscond from the school building/site. 	L	Head teacher Integrated

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		<ul style="list-style-type: none"> - Home transport Child locks on when transporting pupils in car vehicles to and from home. - Where need identified to transport pupils in staff vehicles, driving in the course of work risk assessment completed and child locks are on. - Pupils are met from transport vehicles each day by a member of staff working in their group/bubble. - Pupils access the building by an identified door and are met by a member of staff. - Perimeter gates are secured at the start of the school day. - Fob access control around the building - Class groups/bubbles agreed, with a suitable number of staff supervising the class. - Individual risk assessments in place for pupils who present challenging behaviours and further controls identified. - Confusion handles fitted to doors where need identified. - Perimeter fencing inspected to ensure the site is secure. - Pupils always supervised. 	<ul style="list-style-type: none"> - Home-to school Transport Risk Assessment completed and shared with Transport Contractor and Schools. - Where need identified pupil information to be shared with Transport Contractor. 		Transport Team- Immediate
Pupils that have an EHCP that require staff support throughout the day	H	<ul style="list-style-type: none"> - Identified staff work with pupils. - Staff wash their hands before and after working with a pupil - A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart - All equipment needed for the child is set up in the space before the start of the session - Staff go to the pupil's classroom, standing at the entrance to collect the pupil (not 	<ul style="list-style-type: none"> - Staff provide with hand sanitiser that can be kept about their person. - Consider the introduction of activity boxes that can be introduced each day and removed and cleaned at the end of each day. 	L	Head teacher

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		entering the classroom) <ul style="list-style-type: none"> - The pupil follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way - The intervention is provided at a distance where possible. - Following the intervention Staff and Pupil wash their hands. - After the Pupil has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil. 			
Pupils accessing alternative education provision	H	The school has agreed the following control measures with the alternative provision; <ul style="list-style-type: none"> - The school has issued a copy of their COVID-19 risk assessment where the Pupil attends both settings during the week. - Any concerns with the identified Pupils health and wellbeing is to be communicated immediately via telephone by the school/alternative provision. - The Pupil will wear clean clothing each day when attending alternative provision. - Sickness absence procedure in place for pupils. - Alternative provision is to make the school aware if the pupil does not attend the setting. 	<ul style="list-style-type: none"> - The school is to request a copy of the COVID-19 risk assessment for the alternative provisions that Pupils attend. - Spot check to be carried out on alternative provision to ensure pupil safety 	L	Head teacher
14.Residential educational settings					
Transmission of COVID-19 in the residential setting	H	<ul style="list-style-type: none"> - Identified staff supervise the residential setting. - Where need identified pupils' access residential accommodation. - Bed rooms and social areas have a 	<ul style="list-style-type: none"> - Coronavirus (COVID-19): guidance on isolation for residential educational settings to be followed. - Separate risk assessment to be completed for residential area. 	L	Head teacher

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		separate cleaning schedule in place for the residential setting. - Staff and pupil bedding placed on a boil wash once residential access completed. - Staff/Pupils are provided with a list of items they are permitted to have during residential visit.	- School Building checklist to be completed.		

15.Supporting pupils during the school day

Intervention groups	H	<ul style="list-style-type: none"> - The school will review groups so that each small group receiving support is drawn from one class/year group bubble only. - Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session. - Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils. - Pupils will bring all equipment they require with them to the intervention area. - The area will be cleaned over lunch, before pupils from another bubble use the area. - Staff wash their hands between each intervention group. - Staff members working in this way will provide interventions across either KS1, lower KS2 or upper KS2: no member of staff will work across more than one (sub) phase. -Tissue/hand sanitiser station located in the intervention area. -Where possible tables set out to ensure 2 metre social distancing in place. 	<ul style="list-style-type: none"> - Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. 	M	Staff-On going
Key Stage 1 Interventions	H	<ul style="list-style-type: none"> - Interventions are carried out in identified areas of Key Stage 1. - Additional spaces identified such as library 	<ul style="list-style-type: none"> - Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff 	L	Staff-On going

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		<p>area, hall etc are cleaned prior to and following interventions.</p> <ul style="list-style-type: none"> - Year 1 pupils will be in class bubbles. Teaching of phonics will require the use of 'bubbles within bubbles', creating small ability-based phonics groups within a year group bubble. - Pupils will be split into phonics groups, taught by the two Year 1 teachers, the Year 1 Teaching Assistant and two additional support staff members if need identified. - Where a phonics bubble is taught by a member of staff not working within the year group bubble, the group seating arrangements (including that of the staff member) will ensure distancing between the staff member and the children. - Staff and pupils will wash their hands prior to joining their phonics group and after the session. - Children will have two phonics sessions a day to support catch-up. - Initially, only one of these will be with their phonics ability bubble with the other being class-based, to reduce the number of times pupils need to be in sub-groups outside their class bubble. 	<p>follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p>		
Pupils not currently attending the school	L	<ul style="list-style-type: none"> - Resources available through BBC bitesize and Oak National Academy. - See mental wellbeing. - Parents/Carers invited into the school to discuss their concerns/anxieties. - Phased returns undertaken where needs identified. - Welfare checks carried out with pupils and parent/carers. 	<ul style="list-style-type: none"> - Head teacher/SLT are aware of the needs of pupils not currently attending the school. - Remote education to be made available to pupils not attending the school. 	L	Head teacher

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		- Relevant agencies informed.			
16. Subject area needs					
Equipment needed for specific subject areas	M	<ul style="list-style-type: none"> - Pupils will have their own pencil cases and books/writing pads required for each subject. - Activities planned by subject Leads. - Timetable agreed. - All <u>Science</u>, DT and Art areas have been pre-checked as per <u>CLEAPPS</u> guidance and are ready for use. - Where need identified pre-user, checklists completed. - Cleaning schedule in place following the use of equipment. - Subject area risk assessments in place. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. - Cleaning schedule in place for subject areas 	<ul style="list-style-type: none"> - Ensure that the building checklist is completed. - Ensure that where need identified daily inspections are completed prior to work equipment being operated. - Where need identified pupils provided with stationery and paper for subject areas. 	L	Premises Management- As required Subject Lead Staff-As required
Classroom resources	H	<ul style="list-style-type: none"> - Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously - Resources cleaned prior to each group/bubble using them. <p>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</p>	<ul style="list-style-type: none"> - Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups/bubbles. - Resource boxes to be set up in advance where possible. 	L	Staff-On going
PE Activities / Lack of changing room space	H	- PE activities can take place in external areas of the school.	- Consider allowing pupils to wear their school PE kit and not school uniform when	L	PE Department

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		<ul style="list-style-type: none"> - Pupils are to be kept in consistent groups/bubbles within year groups. - Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. - Outdoor sports prioritized where possible. - Large indoor spaces used where it is not, doors are opened to allow ventilation. - Maximize distancing between pupils - External coaches, clubs and organizations for curricular and extra-curricular activities can resume supporting the school. - Class/Year group bubbles maintained for after school clubs/activities. - Cleaning schedule in place for PE equipment accessed during the school week. - Heads of PE Departments/Co Ordinator to read guidance readily available and identify a programme for the Autumn term. 	<p>PE lessons are timetabled.</p> <ul style="list-style-type: none"> - Consider identifying alternative changing facilities that can be easily accessed and ensure safeguarding measures. - Parents/Carers and Pupils advised what PE kit pupils should wear to school. - Consideration be given to undertaking the Summer Term PE programme for the start of September. - PE Guidance available -guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport is available. Association for Physical Education and the Youth Sport Trust - Where SLA in place PE support activity risk assessments clearly detailing the controls in place for COVID-19 to be shared with the school. <p>-Guidance is available for changing room facilities-Using changing room facilities.</p>		
Music lessons	H	<ul style="list-style-type: none"> - Lessons can take place where physical distancing can be assured. - During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. - Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. - Singing, wind and brass instrument playing can be undertaken. - The Music Lead has read the guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing 	<p>Current guidance advises;</p> <ul style="list-style-type: none"> - There may be an additional risk of infection in environments where Staff/Pupils are singing, chanting, playing wind or brass instruments or shouting. - Where instruments are to be played consideration be given to lessons taking place outside. - Consider limiting class sizes to no more than 15 if instruments and singing are to take place. - Where external agencies provide support request a copy of their COVID-19 risk assessment prior to recommencing 	M	Music Lead

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

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		<u>pools guidance documents</u> - <u>Using changing rooms safely</u>			

17.School Community Activities

School Assemblies/Worship-Large gatherings	H	<ul style="list-style-type: none"> - Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible. 	<ul style="list-style-type: none"> - 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). - Consider planning a timetable for class assemblies, story time and whole school assemblies, all involving interaction from different classes, with MS Teams etc. - 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. - Therapeutic cross class initiatives through virtual models (video conference in classroom) to bring classes together whilst remaining in their individual bubble classroom. 	L	Head teacher
Outdoor Play Areas/Equipment	M	<ul style="list-style-type: none"> - Each class groups allocated outdoor portable play equipment which is to be stored in their individual classrooms after use. - Rota in place for access to fixed outdoor play equipment, which includes allocation of time to wipe down the equipment. - Where possible a rota to be in place for the whole day/week for the fixed play equipment. - Fixed play equipment to be wiped down with anti-bacterial spray after each group's 	<ul style="list-style-type: none"> - Where a cleaning regime can't be carried out during the school day. Fixed outdoor play equipment to be taken out of use. 		Head teacher- Aug 2020

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		use. - Portable equipment wiped down after each use. - Cleaning regime in place for outdoor play equipment-Portable and fixed at the end of the school day.			

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

Use of Welfare facilities for Staff and Pupils	M	<ul style="list-style-type: none"> - Staff supervise pupils when washing their hands in the toilet areas/sink areas. - Cubicles in place in toilet areas - Urinals taken out of use/l instruction given to pupils how to safely use them. - Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). - Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods. - 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. - Windows are opened in the staff room when it is occupied by staff members. - Position of furniture within staff room areas reviewed to ensure social distancing. - Cleaning schedule in place - Areas immediately outside of toilet areas clearly marked to allow for social distancing and movement in and out of the facilities. - Staff encouraged to bring flasks into school for personal use. - Alternative space made available to staff for break periods. 	<ul style="list-style-type: none"> - If zoning of the building is taking place consideration be given where possible allocating toilet facilities to specific year groups, staff and visitors. - Ensure that a robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned. 	L	Premises Management-As required
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Personal care	H	<ul style="list-style-type: none"> - Personal care takes place in identified toilet areas within the school. - PPE readily available in toilet areas. - Staff wear appropriate PPE when carrying out personal care tasks. - Resources required to support personal care readily available. - Face visors available to staff where need identified. - Where windows are available, they are opened whilst personal care taking place. - Area cleaned after each use. - Included in the cleaning schedule for the school. - Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. - PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used. 	<ul style="list-style-type: none"> - Staff concerns to be raised with the Head teacher. - Where nappy bins are not present waste to be double bagged and placed in lidded bins. 	L	Head teacher

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19. Pupils with first aid/medication					
Personal Protective Equipment (PPE)	M	<ul style="list-style-type: none"> - DCC have provided each school/setting with a PPE starter pack. - 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. - Staff follow good hand <u>washing practice</u> prior to wearing PPE. - Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care. 	<ul style="list-style-type: none"> - Ensure that the school maintains a stock of disposable gloves/aprons and face masks. Contact your usual PPE supplier any concerns are to be raised with the Health and Safety Team- hsteam@durham.gov.uk and 03000 263430. - Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with the Head teacher. - 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. 	L	Head teacher- On going Staff-Where need identified Staff-Where need identified
First Aid Provision and support with medication	M	<ul style="list-style-type: none"> - DCC have provided each school/setting with a PPE starter pack. - First Aid risk assessment in place - Identified Staff are first aid trained. - Staff are aware of the procedure to follow should they need to undertake <u>CPR</u> - Head teachers are aware of the current <u>guidance</u> regarding Paediatric First Aid Trained Staff in EYFS Settings point 7.2. - Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use - Staff to wash their hands prior to administering first aid -Staff to wear disposable gloves when 	<ul style="list-style-type: none"> - Review the First Aid Risk Assessment. - Gloves and first aid items used to be double bagged and placed in the waste bn. - Waste bins emptied throughout the school day. - Ensure that a stock of disposable gloves are available for staff use. - Review when staff members last received First Aid Training ,guidance is available on the <u>HSE website</u>. - Review when staff members last received medication training. Concerns to be raised with the school nurse in the first instance. 	L	Staff-On going

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		<p>providing first aid support. No other additional PPE is required unless the pupil is symptomatic.</p> <ul style="list-style-type: none"> - Staff to wash their hands after providing first aid support. - Medication policy in place. - Staff to wash their hands prior to and following support with medication. - Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school. - Medication stored in a dedicated area. - Identified staff support pupils with medical needs. 			
Congestion at the exit gates around the school site	M	<ul style="list-style-type: none"> - Pupils/Staff will wash their hands before they leave the school site. - Pupils advised not to congregate at exit doors and gates. - Pupils supervised to ensure that they leave the school site swiftly and not in gangs. - Where staff have had to change into clothing when they arrived at the school, they are to change out of clothing and place clothing in a pillowcase before leaving. - Water bottles and lunch bottles taken home from school each day - Only one Parent/Carer permitted to collect their child from the school site. - Parents/Carers to ensure that they follow social distancing. - Parents/Carers directed to leave the school site immediately once they have collected their child. - Staff control the flow of pupils leaving the school building to encourage social distancing. 	<ul style="list-style-type: none"> - Parents/Carers to keep the school up to date who will be collecting their child from school. - Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. - Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home. 	L	Parents/Carers-On Going

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		<ul style="list-style-type: none"> - Year 6 permitted to walk home from school but are reminded to socially distance. - Gates are secured to the school site at the end of the school day. - Gates and entrance doors are included in the cleaning regime at the school. - Pupils and staff reminded to maintain social distancing when supervising pupils off the school site. 			

20.Mental Wellbeing

Staff Wellbeing	M	<ul style="list-style-type: none"> - Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). - Staff have been provided with COVID-19 mental health link - Staff receives sufficient breaks during the school day. - Staff encouraged to leave the school site shortly after the end of the school day. - The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing 	<ul style="list-style-type: none"> - Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school. - Where need identified staff are to be referred to the DCC Occupational Health Team-occhealth@durham.gov.uk - Staff to be reminded of the counselling services available to all DCC staff-Health Assured on 0800 716017. - Staff workload monitored by the SLT. - HR colleagues contacted for support where need identified. <p>Staff to be made aware of;</p> <ul style="list-style-type: none"> - MindEd - a free educational resource from Health Education England on children and young people's mental health - Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing. - Bereavement UK and the Childhood Bereavement Network provide 	L	<p>Staff-On-going</p> <p>Head teacher-As required.</p> <p>SLT-As required</p>
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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			information and resources to support bereaved pupils, schools and staff.		
Pupil Wellbeing	M	<ul style="list-style-type: none"> - Focused pastoral support in place. - Staff have access to- Returning safe and happy and settled. - Place2Be-Coronavirus: wellbeing activity. - Regular contact made with pupils' parent/carers who are currently not attending the school. - Safeguarding Policy in place. - Staff report concerns with pupil's behaviour via the usual routes, including Safeguarding. - Part of the curriculum for the Autumn term and Spring Term. 	<ul style="list-style-type: none"> - The school to contact the agencies who regularly support their pupils with social and emotional support. - Ensure that staff are aware of the healthy child programme <p>Parents and carers to be made aware of the following agencies;</p> <p>-MindEd - a free educational resource from Health Education England on children and young people's mental health.</p> <p>- Rise Above is a website co-created and produced by young people.</p> <p>- Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</p> <p>- Barnardo's See, Hear, Respond programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies.</p> <p>- Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff.</p>		<p>Head teacher</p> <p>Staff-As required</p>

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21. Building Management					
General cleaning of the school environment	M	<ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - Where fogging machines have been purchased ensure that suitable PPE has been purchased. - Staff have received suitable and sufficient training. - A work equipment risk assessment has been completed. - COSHH and data sheet held for the chemical used with the fogging machine. - A list of areas 	L	Head teacher- Immediate
Ventilation	H	<ul style="list-style-type: none"> - <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	<ul style="list-style-type: none"> -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. 	<ul style="list-style-type: none"> -COSHH risk assessments available on the Extranet. -Review cleaning products in use on a frequent basis, 		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	<ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - 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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		<ul style="list-style-type: none"> - Re-entering the building is to be staggered. - Staff and pupils are to wash their hands /apply hand sanitizer when they're enter the building. <p>Fire Drills- The DCC Health & Safety Team are advising the following;</p> <ul style="list-style-type: none"> -At present suspend practice fire drill. -During a staff 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. -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. 			
Main reception and entrance doors around the school.	H	<ul style="list-style-type: none"> - Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures - Clear signage in place prompting hand washing/use of hand sanitizer. - Hand sanitiser station in place. - Visitors apply hand sanitizer when they enter the school building. - Visitors sign in after they have applied hand sanitizer - Main reception area spot cleaned throughout the school day. - Tissues located at the main reception area with a lidded waste bin. - Waste bins emptied at the end of the school day. - Signage in place advising the use of facemasks 	<ul style="list-style-type: none"> - Visitors are to be advised not to attend the school if they are unwell. - Visitors well being monitored when attending the school. - Visitors to be advised that face coverings are permitted within the school building. <p>Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life.</p> <ul style="list-style-type: none"> - Face to face meetings with parents are to be booked in advance so that meeting rooms can be set up to ensure social distancing. - Where electronic signing in screens are in use, the screen is to be cleaned after each use. 	L	Head teacher/Staff

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Office areas	H	<ul style="list-style-type: none"> - The maximum occupancy of the office areas has been calculated to ensure social distancing. - Signage in place on office doors indicating the maximum occupancy number. - Where possible desks have been placed side by side - View panels located in office doors utilised so that the number of staff located in office spaces can clearly be identified. - The doors of Offices in use can be wedged open when occupied. - Where available, windows are opened whilst the office area is in use. - Staff leave their desks as clear as possible so that it can be easily cleaned. - Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day. - Staff undertake other activities that allow them to leave the office area over the course of the school day. - Mobile partitions used where possible to separate large office areas. - Clear desk policy in place in each office area. - Cleaning schedules have been made available to schools and are available on the Extranet. 	<ul style="list-style-type: none"> - Where waste bins do not have lids place an object over the waste bin to act as a lid. - None office staff encouraged not access office areas unless essential. 	L	Caretaker/ Premise Manager-On Going.
Toilet Areas/Personal Care changing facilities	H	<ul style="list-style-type: none"> - Allocated to identified groups/bubbles of pupils. - Cleaned following each use. - Waste placed in nappy bins - Waste bins regularly emptied, and waste taken to external bin area. 	<ul style="list-style-type: none"> - Where nappy bins are not present waste to be double bagged and placed in lidded bins. 	L	Staff

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		<ul style="list-style-type: none"> - PPE readily available for personal care. - Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. - PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used. -Sanitary bins located in identified areas and have closed lids. SLA in place. 			
Meeting Rooms	H	<ul style="list-style-type: none"> - Timetabled access only - Locked and secure when not in use - None essential items removed from the meeting rooms. - Seating and tables positioned to allow for social distancing - Cleaning regime in place following each meeting. - Windows opened to allow natural ventilation. -Mechanical ventilation used. 		L	
Catering facilities	M	<ul style="list-style-type: none"> - External Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area. - Ventilation switched on whilst kitchen staff are in the kitchen. - Identified number of staff work in the main kitchen area to ensure social distancing. - Staff start times are staggered.to ensure 	<ul style="list-style-type: none"> - School Building checklist to be completed. - Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed. - Where need identified the number of staff in the kitchen area is to be reduced. 	L	Premises Management-As required Head teacher-Immediate Head teacher

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		social distancing. <ul style="list-style-type: none"> - Main Kitchen floor space clearly marked to ensure social distancing. - Handwashing and hand sanitizer facilities readily available. - Handwashing posters located in welfare facilities. - Catering staff adhere <u>to hand washing guidelines</u>. - Serving hatches provide a natural social distance from pupils. - When staff are serving, they stand side by side ensuring social distancing can be maintained. - Staff are rotated every 15 minutes when directly serving pupils. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. - Kitchen deliveries made directly to the kitchen area where possible. - Water fountains taken out of use around the school site. - None kitchen staff prohibited from entering the main kitchen area. - Kitchen staff only move about the building where need identified for serving pupils. 	<ul style="list-style-type: none"> - Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff. 		
Deliveries to the school site	M	<ul style="list-style-type: none"> - Only essential items are ordered by the school. - Identified staff take responsibility for deliveries made to the school. - Staff members wash their hands before and after decanting orders and storing them away. - Kitchen deliveries are made directly to the 		L	

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		kitchen area. - On decanting products, products are to be wiped down and stored away. - Packaging to be placed in the external bin store.			
Waste Management on the school site	M	- External bin store in place - Contractor SLA in place to remove waste materials from the school site. - Waste removed from the school building at the end of each day and placed in the designated bin store area.	- Review refuse collection SLA to ensure that it meets the current needs of the school.	L	Caretaker
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
Build-up of pedestrian traffic/vehicle traffic around the school and its local community					
Close contact of adults and children on and outside the school site.	H	- Pupils reminded not to congregate outside the school gates or on the school site. - Social distancing measures are in place on the school site. - Parents/Carers are continually reminded to safely park around the school site. - Pupils movement onto and off the school site is supervised by staff.	- Head teacher to remind Parents/Carers not congregate on the school site or around the school site. -Where concerns raised by the local community, appropriate action taken.	L	Head teacher

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

School based Guidance

[Guidance for full opening: schools](#)

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

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

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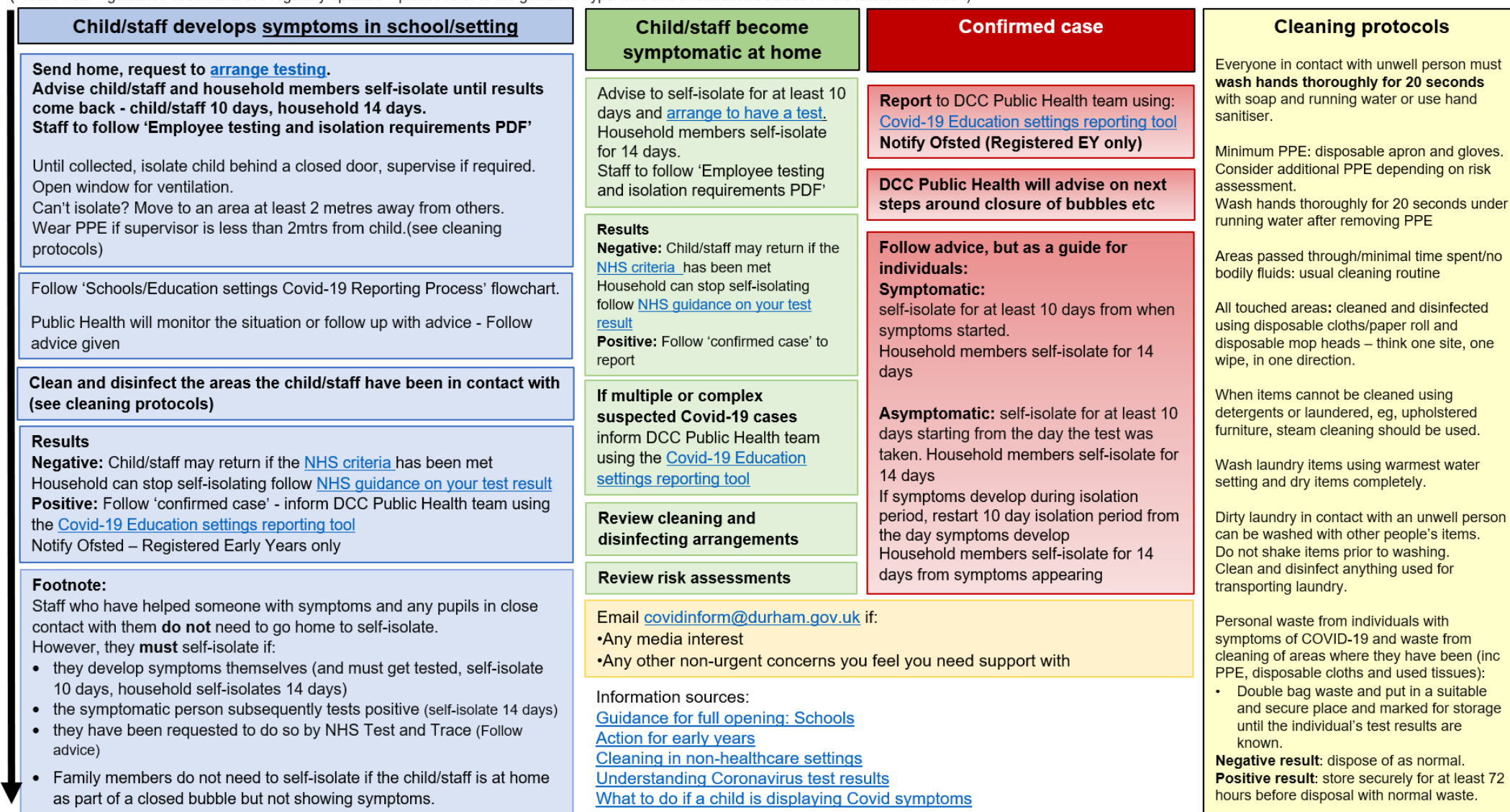
	HSE Ventilation
	Health and safety guidance on educational visits
Transport Guidance	
	Coronavirus (COVID-19): safer travel guidance for passengers
	Car sharing and travelling with people outside your

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Appendix 1

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

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



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Appendix 2

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

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

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

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

Reports/concerns of increased
absences among staff/pupils

Any complex/urgent
Covid-19 related
concerns

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

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

LA Actions

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

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

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

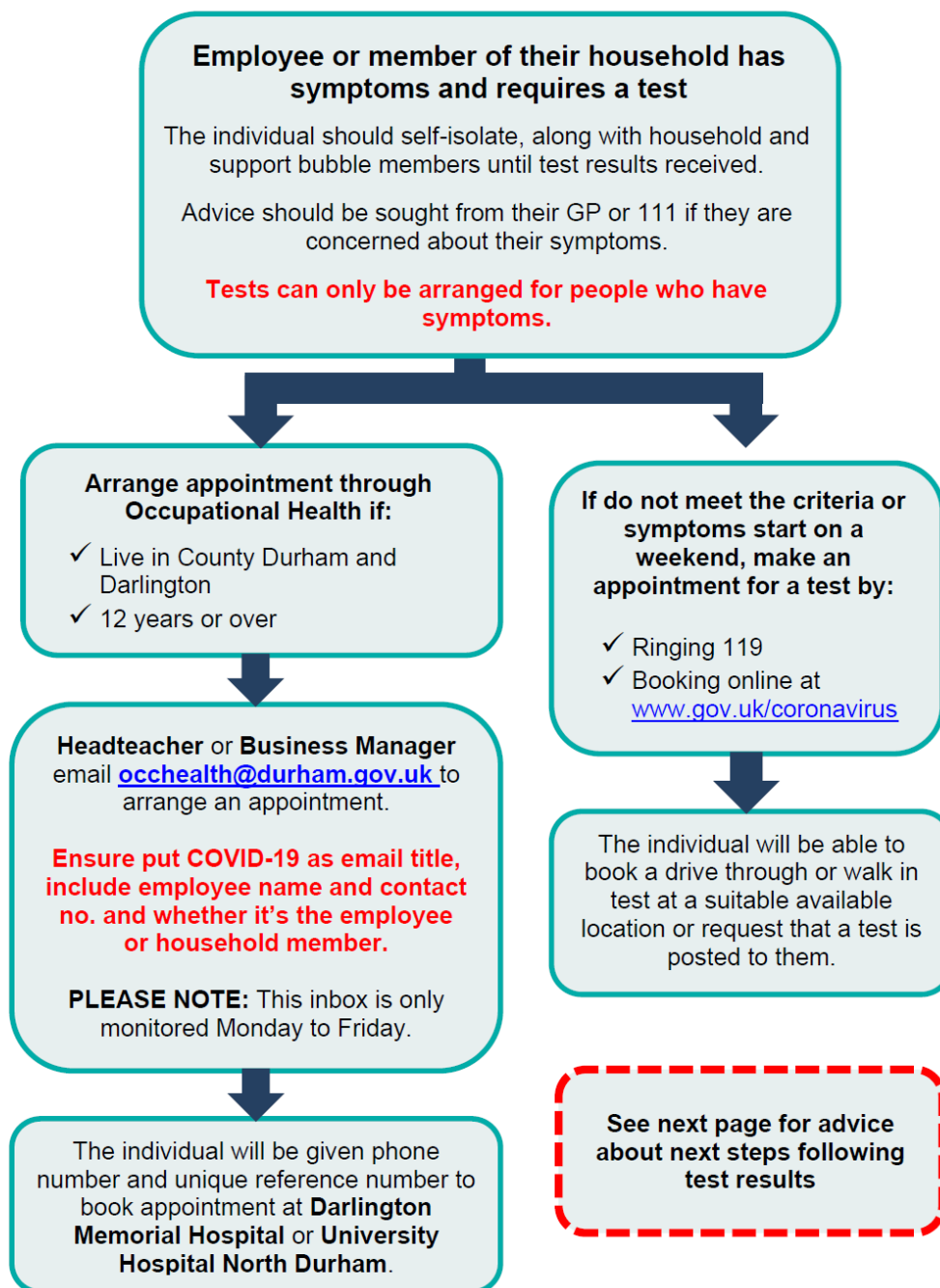
Glossary

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



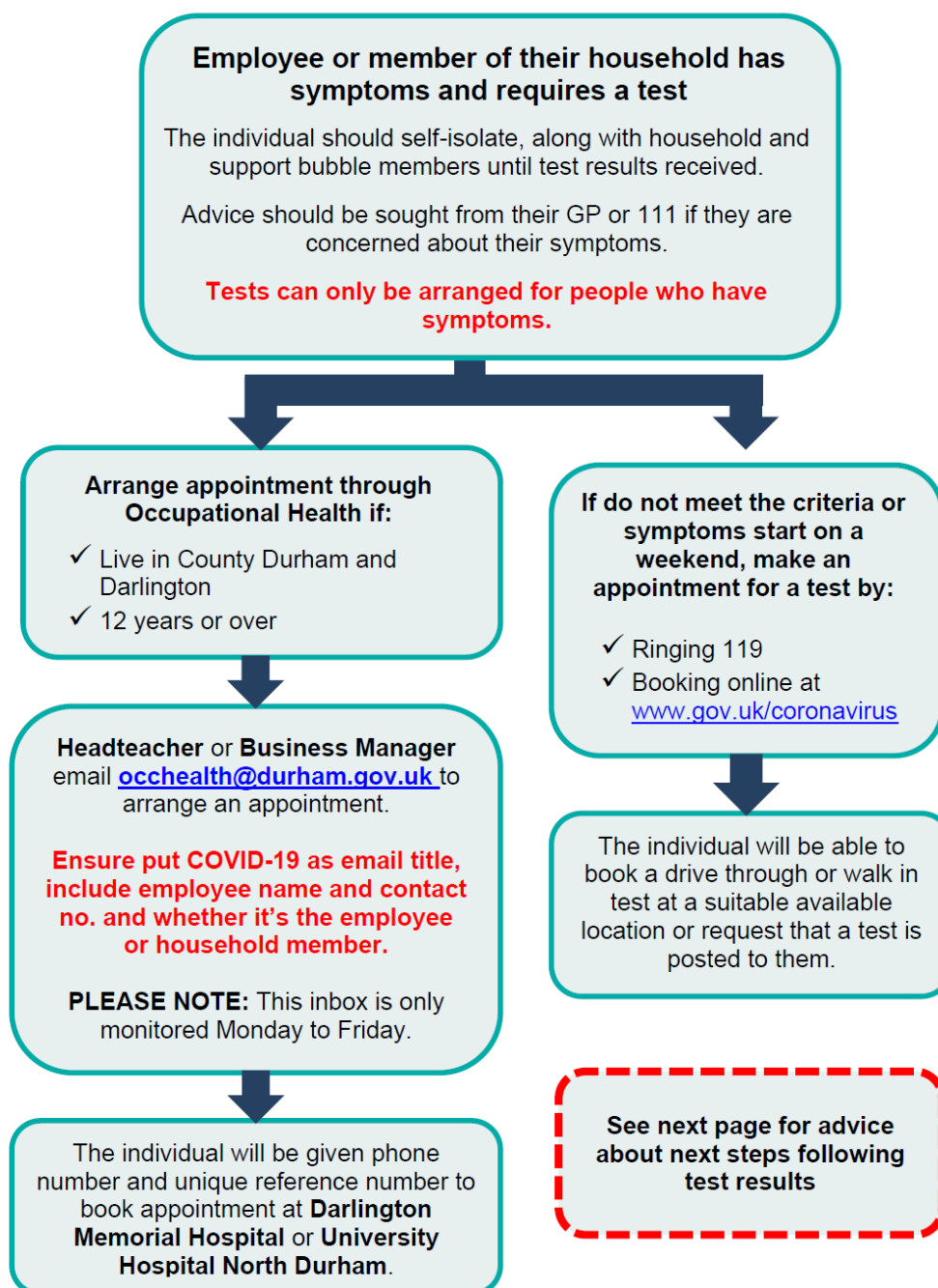
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Employee testing and isolation requirements



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Employee testing and isolation requirements



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

POSITIVE RESULT

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

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

NEGATIVE RESULT

Employee can stop isolating when:

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

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

Other household members do not need to isolate

INCONCLUSIVE RESULT

Employee should get another test as soon as possible.

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

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

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

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

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

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

POSITIVE RESULT

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

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

NEGATIVE RESULT

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

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

INCONCLUSIVE RESULT

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

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

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

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