

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

Name and Address of the School – Delves Lane Primary School, Delves Lane, Consett DH8 7ES		
Current Number of Staff Employed-46	Name of Person Completing the Risk Assessment – Mrs B Woods, Headteacher	Date of assessment – 28 th August
Current Number of Pupils on Role-358 September Roll 337	Review Dates-As per updates from DfE/LA Next Review 12th September 2020	
Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members.		
Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.		
The school has less than 50 members and staff. 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.		

Staff covered by this assessment – The School Community
<p>COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.</p> <p>The virus is thought to spread mainly from person-to-person.</p> <ul style="list-style-type: none"> • Between people who are in close contact with one another (within about 6 feet/less than 2 metres). • 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.

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

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

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

Public Health England state the following measures must be in place to minimise coronavirus (COVID-19) risks in school environments;

- a requirement that people who are ill must stay at home
- robust hand and respiratory hygiene, thoroughly cleaning hands frequently
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- enhanced cleaning arrangements including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

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

By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](#). Updated 15th July.

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

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

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					

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<p>COVID-19 transmission within the school community</p>	<p>M</p>	<ul style="list-style-type: none"> - Registers are taken each day for pupils present. - Staff arrive on site at 8.15am prior to the start of the school day <u>(if they want to park on site)</u> and report to the identified member of the SLT. - Pupils are met each day at the identified entrance for their class by a staff member. Staff maintain social distancing, where possible. - Parents will not be permitted onto the school site, unless in an emergency. - Staff attendance at work is monitored by the Head teacher /SLT. - Sickness absence procedures in place for Staff and Pupils. - Pupils are kept in consistent bubbles/groups within their year groups- Durham County Council (DCC) are working with partner agencies, trade unions and updating schools with relevant information. - Public Health England (PHE) is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). 	<ul style="list-style-type: none"> - Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence. - Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the admin team will contact them by phone and text message on the day of the absence to ascertain the reasons for their absence. - The Governing body of the school are to be informed of staff members and Parent/Carers concerns. - Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have. - Head teacher to remind parents/carers and staff via newsletters etc. that where Pupils or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. (Updated 13th August) - Parents/Carers and Staff members are reminded that testing for COVID-19 is available to everyone whatever their age. Testing is available through the NHS. 	<p>L</p>	<p>Head teacher-On Going</p> <p>SLT/ Attendance Officer-As required</p> <p>Parents/ Carers and Staff-On going.</p> <p>Head teacher-On Going.</p> <p>Head teacher-On-going.</p> <p>Head teacher-Immediate</p>

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			<ul style="list-style-type: none"> - Pupils or a family member or Staff member displaying symptoms will be advised to self-isolate and will not be permitted into school until <u>10/14-day isolation completed</u>. 		
2.Maintaining hand and respiratory hygiene on the school site					

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<p>Hand and respiratory hygiene across the school</p>	<p>H</p>	<ul style="list-style-type: none"> - Staff wash their hands/apply hand sanitiser with pupils at the start and end of the school day. - 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 taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. Posters displayed in all classrooms, and displayed in all toilet areas around school. - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members. - Where hand washing facilities are limited due to the number of pupils, hand sanitiser stations have been located in identified areas. around the school site - Pupils are supervised when accessing the hand sanitiser. - 4 x boxes of tissues and 4 packs of paper towels made available in each classroom and room where staff work. Staff to notify caretaker when supplies are low. Cleaning boxes in every room. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid 	<ul style="list-style-type: none"> - Where handwashing facilities not readily available consider setting up hand sanitiser and tissue stations in each classroom. Where lidded bins are not available tissues can be double bagged in a nappy sack and placed in the bin. - 	<p>L</p>	<p>Staff-On going</p>

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		<p>touching their faces, noses etc. practice followed whilst at school. Poster displayed in all classrooms and in corridors.</p> <ul style="list-style-type: none"> - 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. - Lidded waste bins are in place to place used tissues in. - Waste bins are emptied and placed in the bin store at the end of the school day and where need identified. - Hand sanitiser station located at the main entrance for visitor use. - All Pre- Arranged Visitors sanitise their hands on entering the school building. - <u>Stringent cleaning schedules in place and guidance updated on the Extranet.</u> 			
3.Symptoms of COVID-19 in the school community					
Members of the school community presenting symptoms of COVID-19.	H	<ul style="list-style-type: none"> - Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are: - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure 	<ul style="list-style-type: none"> - Head teacher to continuously remind Parents/Carers via school comms of the symptoms of COVID-19. - Head teacher to continuously remind Parents/Carers that anyone 	L	Head teacher-On going

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		<p>your temperature)</p> <ul style="list-style-type: none"> - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. - If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). - Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms - The school understands the NHS Test and Trace process and are aware of how to contact their local <u>Public</u> 	<p>who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the <u>NHS testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <ul style="list-style-type: none"> - Head teacher to remind Parents/Carers and Staff via school comms. that where Pupil or a member of their household displays symptoms of the coronavirus, they are to follow <u>the Guidance for households with possible coronavirus infection</u>. - Parents/Carers collecting unwell pupils are reminded of the guidance to follow. - Consider having a pre-printed information slip to give to Parents/Carers and members of Staff if they present with COVID-19 symptoms with relevant information/guidance to follow. - Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace. - Remote education to be made 		<p>Staff-On-Going</p> <p>Head teacher</p> <p>Head teacher-On going</p>

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		<p><u>Health England health protection team-</u></p> <ul style="list-style-type: none"> - The school have strongly insist 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 DO NOT come into the school if they have symptoms of COVID-19 and WILL BE sent home to self-isolate if they develop any of them in school. <p>The school are aware that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Carers if using a home testing kit</p> <ul style="list-style-type: none"> - Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 	<p>available to pupils not attending the school.</p>		
<p>Isolating Staff/Pupils during the school day</p>	<p>H</p>	<ul style="list-style-type: none"> - If a pupil/member of staff are awaiting collection, they should be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation. - Where it is not possible to isolate Staff/Pupils, they are to be moved to 	<ul style="list-style-type: none"> - 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 	<p>M</p>	<p>SLT-As required</p> <p>Staff-As required</p>

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		<p>an area which is at least 2 metres away from pupils and staff.</p> <ul style="list-style-type: none"> - Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed. The toilets will be numbered in all toilet areas and the member of staff supervising the pupil, will alert the caretaker/cleaning team by walkie talkie as to which toilet has been used. The boys urinals are NOT to be used. - Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else. The toilet will be out of order until cleaning has taken place. A sign will be put on the toilet main door, whilst cleaning takes place - Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them <u>DO NOT</u> need to go home to self-isolate 	<p>member subsequently tests positive they should request a test.</p> <ul style="list-style-type: none"> - Staff are aware that they may be contacted by NHS Test and Trace. - Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitizer. - The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people the guidance <u>COVID-19: cleaning of non-healthcare settings guidance</u>.is to be followed. 		<p>Staff/Pupils as required</p> <p>Staff-As required</p>
<p>Pupil/Staff member testing negative for COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> - If a Pupil or member of Staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case they must avoid contact with other people until they are better. They can return to school 	<p><u>The school will insist that Parents/Carers and Staff inform them immediately of the results of a COVID-19 test by email.</u></p>	<p>L</p>	<p>Head teacher-On going</p>

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		when they have completely recovered. - Other members of the household can stop self-isolating.			
4.Managing a positive case in the school community					
Staff/Pupil or family member tests positive for COVID-19	H	<p>The Health Protection Agency are available to provide schools with advice and support-Contact - 0300 3038596-Option1</p> <ul style="list-style-type: none"> - The Health Protection Agency team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. - If a Pupil or member of Staff tests positive, they are instructed to follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> 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(loss of smell) can last for several weeks once the infection has gone. - The 10-day period starts from the 	<ul style="list-style-type: none"> - Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test: - If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. - Remote education to be made available to pupils not attending the school for all days of absence. This will be provided through Google Classroom for Years 1 to 6. Early Years families will be introduced to our new TAPESTRY APP at the beginning of the Autumn Term 2020. TAPESTRY will become the communication platform between Early Years families and teachers in Nursery & 	L	Head teacher-On going

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		<p>day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <ul style="list-style-type: none"> - If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 14 days. - Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded. 	<p>Reception.</p> <ul style="list-style-type: none"> - The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided. 		
<p>Managing a Positive case of COVID-19- Ensuring all staff and pupils are safe.</p>	<p>H</p>	<p>The school will contact the Health Protection Agency -Contact - 0300 3038596-Option1</p> <ul style="list-style-type: none"> - The Health Protection Team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by NHS Test and Trace. - Where need identified The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. 	<p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided.</p>		<p>Head teacher</p>
<p>The School being placed on lockdown</p>	<p>M</p>	<ul style="list-style-type: none"> - Wellbeing checks carried out for staff and pupils. - Work with the Health Protection Team. 	<ul style="list-style-type: none"> - Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur. This will be via Google 	<p>L</p>	<p>Head teacher</p>

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			Classroom (All Year Groups) and Tapestry (Early Years) - Following the guidance provided by the Health Protection Team.		
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. - Where need identified the school will liaise with DCC Integrated Transport Team. - Where need identified pupils will be met by staff members who will be supporting them during the school day at the identified drop off/pick up points on the school site. - Pupils closest to the driver will get off the vehicle first, ensuring social distancing where possible. - Staff working with specific pupils/groups of pupils will support pupils where need identified getting 	<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 seconds</u> prior to leaving their home. - Pupils not able to wash their hands/apply hand sanitiser are to be supported by Parents/Carers to wash their hands prior to leaving for school. - The school are to <u>ensure</u> that all pupils are met at the identified drop 	L	<p>Head teacher</p> <p>Parents/ Carers-On going</p> <p>Parents/ Carers-On going</p> <p>Staff-On going</p> <p>Transport/</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>out of/into vehicles at the start and end of the day where need identified.</p> <ul style="list-style-type: none"> - 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>off points at the school.</p> <ul style="list-style-type: none"> - 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>School- On completion</p> <p>School- Immediate</p>
<p>Pupils /Staff independently travelling to the school site.</p>	<p>H</p>	<ul style="list-style-type: none"> - Designated car parking area available to staff. <u>Gates locked before pupils arrive at 8.15 am PROMPTLY and remain closed all day, unless they are opened for deliveries, and pre-booked visitors by the admin team and caretaker (when he is not carrying out his duties).</u> - Social distancing guidance to be followed when accessing/egressing from car vehicles. - Bike sheds/scooters located in the open air. -Bike sheds/Scooters that have access doors are to be included in the cleaning schedule for the school. - Pupils access the bike shed/Scooters one at a time at the start and end of the school day - Pupil face to face contact limited to less than 15 minutes when 	<ul style="list-style-type: none"> - Staff and Parents/carers and pupils advised on the current guidance regarding accessing <u>public transport.</u> - Staff /Pupils to be advised to adhere to <u>staying alert</u> and social distancing guidance when away from the school. - Where more than one bike shed is in place consider allocating bike sheds/Scooters to separate key stages to reduce mixing of age ranges. - Notices in place on the bike sheds advising 1 pupil at a time to access the bike sheds/Scooters - Staff presence in the outdoor areas at the start and end of the school day. 	<p>L</p>	<p>Head teacher- Immediate</p>

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		storing/taking bikes out of the bike shed. - Demarcation floor markings in place at the entrance to the bike shed/scooters to allow for social distancing.			
Staff and Pupils wearing face coverings when making their way to the school building	H	<ul style="list-style-type: none"> - Pupils and staff who use face coverings remove them when they arrive in the school building. - Staff and Pupils instructed not to touch the front of their face covering during use or when removing them. - Staff/ Pupils must wash their hands immediately on arrival /hand sanitiser (as is the case for all pupils), dispose of temporary face coverings in a lidded bin or place a reusable face coverings in a plastic bag that is to be placed in their school bag/work bag so that they can re wear it to travel home. Staff/Pupils wash their hands again before heading to their classroom/work area. <ul style="list-style-type: none"> - The school will not provide face coverings to Staff or Pupils for transport purposes. 	<ul style="list-style-type: none"> - Staff and Pupils advised prior to the start of the Autumn term the procedure to follow when removing face coverings when entering the school building 	L	Head teacher
Use of school minibuses		<ul style="list-style-type: none"> - Thoroughly cleaned prior to the start of the Autumn term e.g. seating, seatbelts hand holds. - Hand sanitiser, tissues and waste 	<ul style="list-style-type: none"> - Ensure Staff are suitably qualified to drive the vehicles. 		Head teacher

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

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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 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 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-vulnerable, including pregnant women</u>, is available. - The Head teacher has flexibility 	<ul style="list-style-type: none"> - Where need identified-Staff individual Medical/III-Health risk assessment to be completed. - Where need identified staff referred to DCC Occupational Health Service. - Individual cases to be discussed with HR. - Pupils EHCP's reviewed and discussions to take place with their 	M	Head teacher-As required

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		<p>regarding Staff members medical needs and work activities that they are able to undertake within the school.</p> <ul style="list-style-type: none"> - People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 	<p>GP's/Consultants etc. prior to them returning to school ON Weds 2nd September with SENCO & Class Teacher</p>		
7.New and Expectant mums in the school community					
New and Expectant Mums	M	<ul style="list-style-type: none"> - Staff to inform the Head teacher if they are pregnant. - Staff to consult with their GP and Midwife. - New and Expectant mums COVID - 19 risk assessment completed. - Guidance from the NHS- <u>Pregnancy and the coronavirus</u> and <u>the Royal College of Obstetricians & Gynaecologists</u> as well as the NHS <u>Who is at Risk</u> is followed and shared with staff members. - Shielding for all staff members is to be suspended on the 1st August 2020. 	<ul style="list-style-type: none"> - Member of staff to raise concerns with their midwife/GP in the first instance. - Concerns to be raised with the Head teacher where need identified. - Where need identified HR to be consulted. 	L	Staff member-As required Staff member-As required
New and Expectant Mums showing symptoms of COVID-19	H	<ul style="list-style-type: none"> - Staff are aware of the symptoms of COVID-19. - Staff instructed to follow the guidance; Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in 	<ul style="list-style-type: none"> - See 4-. Managing a positive case in the school community. - Staff can be referred to DCC Occupational Health Service regarding a testing for COVID-19. - Where need identified consultation to take place with HR. 	M	Head teacher

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		<p>your support bubble, must also self-isolate.</p> <ul style="list-style-type: none"> - Book a test – <u>get a test to check if you have coronavirus as soon as possible.</u> Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms. - Speak to your midwife or maternity team they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a <u>video consultation.</u> 			
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, one entrance gate and entrance doors are used to allow pupils to flow onto the school site/building. - Separate Entrance doors for each year group clearly identified. Nursery – Nursery Door Reception – Class 1 & 2 from Nursery Yard/2YO Outdoor area Year 1 – Infant Yard Year 2 – Infant Yard Year 3 – Top Yard, White Door into Class 8 Year 4 – Top Yard – Main Blue Door Year 5 – Junior Hall Door (Next to Car 	<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 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 	M	Staff/Head teacher-On Going

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>Park) 8.45am</p> <p>Year 6 – Junior Hall Door (Next to Top Yard)</p> <p>-Staggered drop off and collection times for each key stage:</p> <p>EYFS (Nursery & Reception) 8.45am</p> <p>KS1 (Year 1 & 2) 8.55am</p> <p>Lower KS2 (Year 3 & 4) 9.05am</p> <p>Upper KS2 (Year 5 & 6) 8.35am</p> <p>Main gates will close be closed by 8.15am. Staff who have not arrived by this time must park off site. This arrangement will change when breakfast club re-opens.</p> <p>- Primary aged pupils must be accompanied to school each morning and dropped at main gate by ONE adult. Children in Upper KS2 can walk home alone, with email consent from Parents/Carers (Microsoft Form will be completed by parents & carers at the beginning of Autumn 2020). If Parents/Carers of children in Years 3 & 4 would like children to walk home, they would need to seek express permission from the Headteacher, and complete a Microsoft Form).</p> <p>- Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child.</p>	<p>provided where need identified.</p> <ul style="list-style-type: none"> - Parents/Carers advised to leave the main gate 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. <p>Coronavirus (COVID 19) guidance for educational settings poster</p>		

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Pupils, Parents/Carers advised to maintain social distancing when standing outside the school site. - The start of the school day has been staggered to allow controlled access into the school building by pupils. They will be supervised at all times by staff. - The beginning and the end of the school day to be staggered to prevent gatherings outside of the school site. - <u>Parents not permitted to enter the school building unless need is essential.</u> - Pupils are met each day at the identified entrances for their year group class by a staff member. - Pupils store outdoor clothing and bags in designated area. - Staff store their bags in lockers, store cupboards. - Maximum of six adults in each staff room at any one time to ensure social distancing. - Those pupils with clearly named packed lunches and water bottles are to store them within a designated area of their allocated classroom. - Staff members will wipe packed lunch boxes and water bottles over with a cloth that has had anti- 			

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		bacterial spray applied to it. - Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the school day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. - Staff wash their hands with pupils at the start of the school day. - 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 contacted.			
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"> - Floor markings in place at the main school reception area ensuring social distancing. - Direction floor and wall signs in place around the school. - 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 - Visitors to the school are strictly by appointment only. - Where possible Contractors to carry 	<ul style="list-style-type: none"> - Are to be advised not to attend the school if they are unwell. - Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment. - Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene. - Where electronic signing in screens are in use, the screen is to be cleaned after each use. Cleaning wipes or hand sanitiser provided next to the screen. 	M	SLT-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
		<ul style="list-style-type: none"> out activities outside of school hours. - Hand sanitiser station located at the main entrance. - All Visitors sanitise their hands when 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. New Group Room in KS2 and Infant Office in KS1 & EYFS - Where possible areas allocated to Support Agencies as close to the main entrance, to reduce movement around the building. Infant Office and New Group Room (Junior 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 will not be allowed to access the main reception area without a pre-arranged appointment. Parents and carers can email and telephone the school. - Main reception area spot cleaned throughout the school day. - Tissues located at the main 	<ul style="list-style-type: none"> - Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They are responsible for ensuring that they minimise contact and maintain social distancing as possible from pupils and staff when working in school buildings. 		

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		reception area with a lidded waste bin. - Waste bins emptied at the end of the school day. - Face coverings not to be worn in the school building.			
Initial Teacher Training Students	M	- Allocated a class/year group to work with within the school. - Invite students into school, when all pupils and staff have settled into new routines.	- ITTS staff 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. - Reminded what the symptoms of COVID-19 are.	L	SLT-As required
10.Maintaining infection control /hygiene standards during the school day.					
COVID-19 spreading from person to person within the school building	H	- 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	- 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. - Consideration be given to using	M	Head teacher-On going

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>and pupils.</p> <ul style="list-style-type: none"> - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff <u>follow the guidance provided</u> - 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 <u>posters</u> located in pupil and staff toilet areas and in the classroom areas. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. - Catch it, bin it, kill it posters located in pupil's classrooms, staff and pupil toilet areas and around the school site. - Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff. - Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified. - Pupils and Staff ensure that they thoroughly dry their hands. 	<p>hand towels and not hand dryers to ensure that hands are dried thoroughly.</p> <ul style="list-style-type: none"> - 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. Lunchtime Supervisors to assist with this. - 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. - <u>The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.</u> 		

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Infection Control Risk assessment in place to manage other biological hazards within the school community. All cleaning products provided by school and individuals to use cleaners in Cleaning boxes provided only. - 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, where possible - 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, throughout the day. This is undertaken by all staff and pupils where appropriate. - 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 			

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>hands/apply hand sanitiser at the end of the school day</p> <ul style="list-style-type: none"> - Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. - COSHH assessments in place and shared with staff where need identified. Staff wear appropriate PPE when carrying out cleaning activities. - Staff read the labels of chemicals/substances used to clean surfaces prior to use. 			
<p>Maintaining infection control in the Classrooms and during break periods</p>	<p>H</p>	<ul style="list-style-type: none"> - Additional areas changed into areas that can be used during the lunch period i.e. classrooms. Teachers to ensure that children are - All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. - Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms. - Staff always maintain social distancing with other staff members - Classroom areas in use have items that are non-essential removed to 	<ul style="list-style-type: none"> - Staff to be provided with sufficient time between class lessons to allow handwashing/hand sanitising to take place. - Pupils to be issued with a stationery pack and exercise book that is specific to them. EYFS Pupils use stationery in pots, but each item must be wiped with antibacterial spray or wipe after individual use. - The Governing body of the school are to be informed of Staff members and Parent/Carers concerns. - Consideration be given to the nursery and reception class areas to 	<p>M</p>	<p>Head teacher</p> <p>Staff-On Going</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>allow a larger floor space to help promote social distancing.</p> <ul style="list-style-type: none"> - Soft furnishings, soft toys etc. around the classroom – DLPS are seeking advice from the local authority and will update the risk assessment ASAP - Windows and doors are opened to allow natural ventilation during the school day. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Rota in place for lunchtime and break time periods. - Timetable reviewed to reduce the need for pupils to move about the building. - Wet play activity boxes available in each classroom. - 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 	<p>continue to set up activity box for each school day. Activity boxes are to be removed from the area and cleaned.</p> <ul style="list-style-type: none"> - Pupils/Parents/Carers continually reminded that pupils bring in filled water bottles each day. Where staff know that water bottles will not be returned, they will keep a water bottle in school, clearly labelled. This will be cleaned in the dishwasher every night. - Water coolers can be used to top up water bottles. Pupils are to wash hands then remove the top from the water bottle and place the water bottle in water cooler. The water coolers will have hand sanitiser available for children to wash hands afterwards again. - 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 		<p>Head teacher</p> <p>Staff</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>areas set out each day to provide adequate space for staff and pupils.</p> <ul style="list-style-type: none"> - Robust cleaning regime in place in the Nursery/Reception area. - Waste bins located in classroom/hall areas and emptied at the end of the school day. - Pupil face to face working to be limited to a maximum 15 minutes. - Where pupils require support from a Staff member or TA support to be given side on and not face to face. - Hand sanitiser stations located around the building where need identified. - Cleaning schedules have been made available to schools and are available on the Extranet. 	<p>'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p>		
11.Pupils and Staff working in identified bubbles/groups					
EYFS	H	<ul style="list-style-type: none"> - From 20 July, early years settings will no longer be required to keep pupils in small, consistent groups within settings. - Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so. <p>Settings must ensure that children clean their hands regularly, including:</p> <ol style="list-style-type: none"> 1. when they arrive at the setting 	<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

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>2. when they return from breaks 3. when they change rooms 4. before and after eating</p> <p>- Build in the following routines:</p> <ul style="list-style-type: none"> ❖ Hand washing or hand sanitiser 'stations' available so that all children and staff can clean their hands regularly. ❖ Supervise use of hand sanitiser use, given risks around ingestion. Small children and those with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative ❖ Build these routines into setting culture, and ensure younger children and those with complex needs understand the need to follow them <p>- The 'catch it, bin it, kill it' approach must be applied and school must ensure they have enough tissues and bins available in to support children and staff to implement this routine. Younger children must be helped to get this right, and all children understand that this is now part of how the early years setting operates.</p> <p>- Nursery will form their own bubble so pupils can work together and share equipment in either a morning or</p>			Staff

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>afternoon session. We recognise that younger children struggle to maintain social distancing but they will not need to do this if they stay only with their class bubble. Resources will be thoroughly cleaned between each session.</p> <ul style="list-style-type: none"> - Reception will form their own bubble so pupils can work together and share equipment. We recognise that younger children struggle to maintain social distancing but they will not need to do this if they stay only with their class bubble. Resources will be thoroughly cleaned at the end of each day. - EYFS are able to access public spaces e.g. parks ensuring that 2 metre distance from other people can be maintained. - The schools access to public spaces is restricted to small groups and the <u>guidelines on the number of people who can meet in outdoor public places</u> is followed. - The school will not take larger groups of pupils to public outdoor spaces. - Cleaning schedule in place for am/pm sessions. - Identified area in place where personal care activities carried out. Areas are cleaned following use. 			

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			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		
Maintaining Year Group bubbles to reduce transmission of COVID-19	H	<ul style="list-style-type: none"> - Staff move to classrooms to reduce whole school movement around the building. - Staff workstations are positioned at the front of the classroom, socially distanced from pupils. - In KS1 & 2 desks placed in rows facing the front of the classroom or use of J or L shape table arrangements to be used. - Pupils kept in consistent groups/bubbles. - Pupils are supported to maintain distance and not touch staff and their peers. - SLT (HT & DHT) will walk around the school, particularly at times when transitions are at a minimum. - Classrooms have a demarcation area on the floor where no pupil, furniture or equipment will be placed, enabling leaders to enter the classroom, speak to pupils observe learning and generally be present around the school - Pupils taught in identified 	<p>Primary Schools to</p> <ul style="list-style-type: none"> - Stagger the start times for year groups to ease congestion at the start and end of the school day 	L	<p>Head teacher</p> <p>Deputy Head Teacher</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		classrooms, lesson subject movement is limited throughout the school day. <ul style="list-style-type: none"> - 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. - Pupils have individual pencil cases with pencils, pens for KS1 & KS2. - 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 <u>Extranet</u>. 			
12.Impact of pupils and staff moving about the building/school site					
Moving about the building/school site- Covid-19 transmission	M	<ul style="list-style-type: none"> - Clear direction given to parents via the school's communication links for the start and end of the school day. - Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas. - Year 2 to Year 6 pupils will eat their lunch in their classrooms. Reception will eat lunch in the hall on first sitting, and Year One would be in the hall for 	<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

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>second sitting. Children not to sit opposite each other on dining tables (10 per table on one side). Reception 12.10pm and Year 1 12.35pm.</p> <ul style="list-style-type: none"> - Rota in place to access the outdoor play areas at the school in year group bubbles. - Alternative external routes to be adopted to access outdoor play areas etc. - Social distancing measures adhered to where possible. - Posters in place reminding pupils to maintain social distancing. - One-way systems where possible put in place on stairways and corridors. - Pupils and staff to stick to the left-hand side of corridor areas. Consideration be given to placing directional signs around the school site. Staff ensure children are walking along the left hand side of corridors. - Pupils supervised by Staff members when moving about the building including going to the toilet. - Hand sanitiser dispensers located around the school site, including where need identified in classroom areas. - Use of hand sanitiser supervised by Staff members. 			

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. 			
<p>Lifts (Not applicable at DLPS)</p>	<p>M</p>	<ul style="list-style-type: none"> - Lift to be operational only where necessary - Reduce maximum occupancy to two people. - Occupants to stand next to each other but ensuring that they are not touching. - Hand sanitiser station located at the entrance/exit points of the lift. - Lift entrance/exit points have a demarcation area on the floor, so that social distancing can be maintained when accessing the lift - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. Which include the lift. 	<ul style="list-style-type: none"> - Building Checklist to be completed. 	<p>L</p>	<p>Head teacher/ Premise</p>
<p>Access to Welfare facilities for Staff and Pupils</p>	<p>M</p>	<ul style="list-style-type: none"> - Staff must supervise pupils when washing their hands in the toilet areas/sink areas. - Cubicles in place. - <u>Urinals taken out of use in BOYS toilets</u> - Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). - Staff and pupil toilet facilities 	<ul style="list-style-type: none"> - Additional welfare facilities provided for staff where need identified. 	<p>L</p>	<p>Premises Management-As required</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>cleaned following break and lunch periods.</p> <ul style="list-style-type: none"> - Lunch time and breaktime rota in place for staff accessing the staff room area. <p>Additional eating spaces created within the school e.g. junior hall, EYFS unit for staff lunches</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. 			
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 group bubbles. - When year groups congregate 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 		L	Head teacher

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		specific year groups bubbles. - Spot cleaning carried out. - Surfaces are cleaned following each group/bubble use. - Cleaning schedule in place.			
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 sanitiser 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 sanitizer skin friendly skin cleaning wipes are used as an alternative - Individual needs of pupils identified and managed 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. - Area where the pupil has been located within the building to be thoroughly cleaned. - Where need identified support to be sought from the DCC SEND Team and Educational Psychologist Team. - Where need identified Staff 	M	Head teacher-As required Staff-Where need identified Head teacher-Where need identified. Staff-Immediate Head teacher-Where need identified.

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Staff supporting pupil continue to adhere to regular hand washing. 	wearing PPE reviewed with the Head teacher.		
<p>Pupil-Challenging behaviours displayed</p>	<p>M</p>	<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 Team Teach Trained. - Where need identified Team Teach techniques are applied, including restraint if appropriate - School to work with parents and external agencies to support pupils with challenging behaviour - General Infection Control risk assessment in place. 	<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 	<p>M</p>	<p>Staff-Where need identified.</p> <p>Staff-Where need identified. Staff-Immediate Head teacher-As required</p> <p>Staff/Pupils-As required</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			<p>the Behaviour Policy.</p> <ul style="list-style-type: none"> - Review Team Teach training where need identified-Contact Team Teach trainer provider. <p>Ensure SLT and Middle Leaders are trained in Team Teach when this training becomes available.</p>		
<p>Pupils absconding from the school site</p>	<p>M</p>	<ul style="list-style-type: none"> - Security checklist and Policy in place for the school. - 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 8.15am initially. To be reviewed before Breakfast Club resumes on 28th September. - Fob access control around the building - Class groups/bubbles agreed, with a suitable number of staff supervising the class. 	<ul style="list-style-type: none"> - Procedures in place should pupils abscond from the school building/site. - 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. 	<p>L</p>	<p>Head teacher</p> <p>Integrated Transport Team- Immediate</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Individual risk assessments in place for pupils who present challenging behaviours and further controls identified. 			
<p>Pupils that have an EHCP that require staff support throughout the day</p>	<p>H</p>	<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 entering the classroom) - 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. 	<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. 	<p>L</p>	<p>Head teacher</p>
<p>Pupils accessing alternative education provision</p>	<p>H</p>	<p>The school has agreed the following control measures with the alternative</p>	<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 	<p>L</p>	<p>Head teacher</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		provision; - 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.	attend. - Spot check to be carried out on alternative provision to ensure pupil safety		
14. Residential educational settings					
Transmission of COVID-19 in the residential setting (Not applicable to DLPS)	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 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 	<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. - School Building checklist to be completed. 	L	Head teacher

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		of items they are permitted to have during residential visit.			
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 or 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. 	<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. 	<ul style="list-style-type: none"> - Where such groups are needed to be formed ensure that robust 	L	Staff-On going

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Additional spaces identified such as infant office, hall etc are cleaned prior to and following interventions. - 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 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 additional phonics sessions as required to support catch-up. 	<p>hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p>		
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. 	<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 	L	Head teacher

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			available to pupils not attending the school.		
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 in KS1 & KS2. EYFS Stationery will be wiped with anti-bacterial spray between each pupil. - 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 year group bubbles, such as sports, art and science equipment are cleaned frequently and meticulously 	<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 	L	Staff

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Resources cleaned prior to each group/bubble using them and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles 	<ul style="list-style-type: none"> plastics) before being accessed by different groups/bubbles. - Resource boxes to be set up in advance where possible. 		
<p>PE Activities / Lack of changing room space</p>	<p>H</p>	<ul style="list-style-type: none"> - PE activities can take place in external areas of the school. - 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 prioritised where possible. - Large indoor spaces used where it is not, doors are opened to allow ventilation. - Maximize distancing between pupils - External coaches, clubs and organisations 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. 	<ul style="list-style-type: none"> - Consider allowing pupils to wear their school PE kit and not school uniform when PE lessons are timetabled. - Consider identifying alternative changing facilities 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 grassroots 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 	<p>L</p>	<p>PE Department</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Heads of PE Departments/Co Ordinator to read guidance readily available and identify a programme for the Autumn term. 	school.		
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. 	<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. <p>Further guidance is to be issued by the DfE in due course.</p>	M	Music Lead
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. These will NOT take place at DLPS - Daily visits are uploaded to the EVOLVE system. - Where possible the school is making 	<ul style="list-style-type: none"> - Ensure that pupils are kept within their consistent groups. - Ensure that venues accessed are COVID-19 secure. 	L	Staff

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		use of local outdoor spaces. - Hand wipes hand sanitiser carried by staff for use during the visit.			
Swimming/Water Therapy	H	- Not currently permitted under current guidance documentation.	- Guidance to be provided to schools when the guidance is updated by the DfE.	L	Health and Safety Team
17.School Community Activities					
School Assemblies/Worship-Large gatherings	H	- Continue to use digital technology within school in order to maintain a sense of community as large gatherings are not possible.	- Class-based assemblies led by members of the SLT via TEAMS - Consider planning a timetable for class assemblies, story time and whole school assemblies, all involving interaction from different classes, with MS Teams or Google Meets. - 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	- Each class groups allocated outdoor portable play equipment which is to be stored in their individual access points after use. Not stored where other bubbles can touch	- Building checklist to be completed. - Where a cleaning regime can't be carried out during the school day. Fixed outdoor play equipment		Head teacher-Aug 2020

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		equipment - Rota in place for access to fixed outdoor play equipment, which includes allocation of time to wipe down the equipment. - Fixed play equipment to be wiped down with anti-bacterial spray after each group's 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.	to be taken out of use.		
18.Welfare facilities around the school site for Staff, Pupils and Visitors.					
Use of Welfare facilities for Staff and Pupils	M	- Staff supervise pupils when washing their hands in the toilet areas/sink areas. - Cubicles in place in toilet areas - Urinals taken out of use - 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	- 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

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>room.</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 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. 			
Personal care	H	<ul style="list-style-type: none"> - Personal care takes place in identified toilet areas within the school. - PPE readily available in designated zones around the school. - 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 	<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

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		taking place. - Area cleaned after each use. - Included in the cleaning schedule for the school.			
19. Pupils with first aid/medication					
Personal Protective Equipment (PPE)	M	<ul style="list-style-type: none"> - Wearing a face covering or face mask in schools is not recommended. - 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 usually 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

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<p>First Aid Provision and support with medication</p>	<p>M</p>	<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 providing first aid support. - 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. 	<ul style="list-style-type: none"> - Review the First Aid Risk Assessment. <p>Gloves and first aid items used to be double bagged and placed in the waste bn.</p> <ul style="list-style-type: none"> - 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. <p>Concerns to be raised with the school nurse in the first instance.</p>	<p>L</p>	<p>Staff-On going</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<p>Congestion at the exit gates around the school site</p>	<p>M</p>	<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 groups. - 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 outside the school site. - Parents/Carers to ensure that they follow social distancing. - Parents/Carers directed to leave the main gate immediately once they have collected their child. - Staff control the flow of pupils leaving the school building to encourage social distancing. - Year 6 permitted to walk home from school but are reminded to socially distance. All pupils will need consent to walk home. - Gates are secured to the school site at the end of the school day – Strictly at 8.15am 	<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. 	<p>L</p>	<p>Parents/Carers-On Going</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - 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 <u>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</u>. - Staff have been provided with <u>COVID-19 mental health link</u> - Staff receives sufficient breaks during the school day. - Staff encouraged to leave the school site shortly after the end of the school day. Staff can leave the site from 3.45pm, as they have arrived at 8.15am. Staff meetings will take place via MS Teams wherever possible. - The <u>Education Support Partnership</u> 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-<u>Health Assured</u> on 0800 716017. - Staff workload monitored by the SLT. - HR colleagues contacted for support where need identified. 	L	<p>Staff-On-going</p> <p>Head teacher-As required.</p> <p>SLT-As required</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Pupil Wellbeing	M	<ul style="list-style-type: none"> - Focused pastoral support in place. - Staff have access to- <u>Returning safe and happy and settled.</u> - Place2Be-Coronavirus: wellbeing activity. - Regular contact made with pupils' parent/carers who are currently not attending the school. - Safeguarding Policy in place. - Staff report concerns with pupil's behaviour via the usual routes, including Safeguarding. - Part of the curriculum – Jigsaw Resources. 	<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 <u>healthy child programme</u> 		<p>Head teacher</p> <p>Staff-As required</p>
21. Building Management					
Deep Clean	M	<ul style="list-style-type: none"> - At the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on guidance. The school will follow the guidance provided and where need identified the current cleaning regimes reviewed. - 		L	
Site Risk Register	M		<ul style="list-style-type: none"> - School Building Checklist to be 		Head teacher

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
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. - Re-entering the building is to be staggered. - Staff and pupils are to wash their hands /apply hand sanitiser when they're enter the building. 	<p>completed</p> <ul style="list-style-type: none"> - School Building Checklist to be completed. - Where need identified Personal Emergency Evacuation Plans put in place/reviewed - H/T/responsible person should go through the fire emergency procedures as desk top exercise with the staff to ensure that they are familiar with the evacuation procedures. 	L	Premises Manager/ Caretaker SLT/Staff
Main reception and entrance doors around the school.	H	<ul style="list-style-type: none"> - Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures - Clear signage in place prompting hand washing/use of hand sanitiser. - Hand sanitiser available. - Visitors apply hand sanitiser when they enter the school building. - Visitors sign in after they have applied hand sanitiser - Visitors wipe the screen after signing in with antibacterial wipes available next to sign in screen (Inventory) 	<ul style="list-style-type: none"> - Visitors are to be advised not to attend the school if they are unwell. - Visitors well being monitored when attending the school. - Visitors to be advised that face coverings are not permitted within the school building. Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life. - Face to face meetings with parents are to be booked in 	L	Head teacher/Staff

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Main reception area spot cleaned throughout the school day. - Tissues located at the main reception area with a lidded waste bin. - Face coverings not to be worn in the school building 	<p>advance so that meeting rooms can be set up to ensure social distancing. These will take place in the portable cabin primarily.</p> <ul style="list-style-type: none"> - Where electronic signing in screens are in use, the screen is to be cleaned after each use. 		
Office areas	H	<ul style="list-style-type: none"> - The maximum occupancy of the office areas has been calculated to ensure social distancing. The main office will be access by Admin Team, Cleaning & Caretaking Team and HT/DHT as required. - 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 between Office Manager and Secretary/Admin Assistant. - 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 	<ul style="list-style-type: none"> -- Non-office staff encouraged not access office areas unless essential. Only caretaking and cleaning team to access office areas when admin team in the building. - HT/DHT will have to access admin area as required but will follow social distancing guidelines. 	L	Caretaker/ Premise Manager- On Going.

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>cleaned.</p> <ul style="list-style-type: none"> - 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. They can work in the HT Portacabin at times and access different areas of the school building to complete some tasks. - 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 <u>Extranet</u>. 			
Toilet Areas/Personal Care changing facilities	H	<ul style="list-style-type: none"> - Allocated to identified year group bubbles of pupils. - Cleaned following each use. - Waste placed in nappy bins - Waste bins regularly emptied, and waste taken to external bin area. - PPE readily available for personal care. - Sanitary bins located in identified and have closed lids. SLA in place. 	<ul style="list-style-type: none"> - Where nappy bins are not present waste to be double bagged and placed in lidded bins. 	L	Staff

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Meeting Rooms (Not applicable to DLPS)	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. 		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 social distancing. - Main Kitchen floor space clearly marked to ensure social distancing. - Handwashing and hand sanitiser facilities readily available. - Handwashing posters located in welfare facilities (Toilets for Taylor Shaw Staff) - Catering staff adhere <u>to hand washing guidelines.</u> - Serving hatches provide a natural 	<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. Packed Lunches provided initially. - Where need identified the number of staff in the kitchen area is to be reduced. - Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff. 	L	<p>Premises Management-As required Head teacher-Immediate</p> <p>Head teacher</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>social distance from pupils in Reception & Year 1</p> <ul style="list-style-type: none"> - 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. Taylor Shaw deliveries to ring the office on arrival to school to access the site. - 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. 			
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 – Admin Team primarily & Caretaker - Staff members wash their hands before and after decanting orders and storing them away. - Kitchen deliveries are made directly to the kitchen area. 		L	

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - External bin store in place - Contractor SLA in place to remove waste materials from the school site. - Waste removed from the school building at the end of each day and placed in the designated bin store area. 	<ul style="list-style-type: none"> - Review refuse collection SLA to ensure that it meets the current needs of the school. 	L	Caretaker
External Lettings (Not Applicable to DLPS)	M	<ul style="list-style-type: none"> - Access only permitted outside of school hours. 	<ul style="list-style-type: none"> - Meet virtually with community groups to discuss 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					
Close contact of adults and children on and outside the school site.	H	<ul style="list-style-type: none"> - Pupils and parents/carers 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. 	<ul style="list-style-type: none"> - Head teacher to remind Parents/Carers not congregate outside the school site 	L	Head teacher

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

Guidance
Guidance for full opening: schools
Supporting children and young people with SEND as schools and colleges prepare for wider opening
Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak
Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)
Coronavirus (COVID-19): guidance on isolation for residential educational settings
Extranet cleaning schedules
NHS Test and Trace
Coronavirus symptoms
Pregnancy and coronavirus.
Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
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
Further and higher education: coronavirus (COVID-19)
Remote education support.
Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection
CLEAPPS Guidance for subject areas
Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)
HSE guidance on working safely.
Coronavirus (COVID-19): safer travel guidance for passengers
Staying alert and safe (social distancing)

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