

## Whole School Autumn Term 2021 COVID-19 Risk Assessment Form

**This is a live and active document which must be shared with all staff and reviewed on a regular basis to ensure it meets the changing environment to control the spread of the COVID-19 virus.**

|   |  |   |
|---|--|---|
| <b>Name and Address of the School –</b><br>St Anthony’s Girls’ Catholic Academy and St Aidan’s and St Anthony’s Catholic Sixth Form   |  |   |
| <b>Head teacher-</b><br>Mrs M Shepherd  | <b>Name of Person Completing the Risk Assessment-</b><br>Mrs Frances Collins (Senior Assistant Head Teacher) |   |
| <b>Current Number of Staff Employed;</b><br><br>Teaching: 122<br><br>Support Staff: 56  | <b>Date of assessment – August 2021</b>  | <b>Date risk assessment reviewed – October 2021</b> |
| <b>Current Number of Pupils on Roll- 1530</b><br><br><b>Current number of pupils accessing alternative provision- 2</b>   |  |   |
| <b>Contractors currently working on the school site- n/a</b>  |  |   |
| <b>Consultation</b> -The Covid-19 Risk Assessment and associated COVID Policy have been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of any staff members or Parent/Carers concerns.   |  |   |
| <b>Communication</b> -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.<br><br>The school have more than 50+ members and staff and to comply with the current <a href="#">Schools Coronavirus (COVID-19) Operational Guidance</a> in the Summer Term 2021 and to ensure compliance with the <b><u>Health and Safety Executive (HSE)</u></b> a copy of this risk assessment has been placed on the school website. |  |   |
| <b>Persons covered by this assessment – The School Community, visitors, professionals, and contractors working in/attending the school site to provide support etc.</b>   |  |   |

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COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.

**The virus is thought to spread mainly from person-to-person.**

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

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

The school are following the guidance [Schools coronavirus \(COVID-19\) operational guidance](#) and where applicable guidance for [Early Years](#), [Further Education Colleges](#) and [Special Schools](#).

Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments, the school are adhering to the four key current systems of control;

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others-[Coronavirus: how to stay safe and help prevent the spread](#).

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| Hazards / issue                                    | Risk rating<br>H/M/L | Recommended controls  | Yes/No<br>(x ✓ if in place)                  | Further action to be taken during the Autumn Term 2021.  | By whom & when  | Risk Rating<br>H/M/L |
|--|----------------------|---|--|--|---|----------------------|
| <b>1)Transmission within the school community</b>  |                      |   |  |  |   |                      |
| <b>Transmission of COVID-19 in the Autumn Term</b> | <b>H</b>             | <p>-NHS COVID-19 Vaccination - programme has commenced throughout the UK.</p> <p>-Pregnant staff are aware that they can get vaccinated against COVID-19 if aged 18 or over.</p> <p>-Staff, Parents/Carers are aware of the <a href="#">symptoms of COVID-19</a>.</p> <p>- The school have provided Staff, Parents and Carers with an e-mail address/contact details to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis.</p> <p>-Staff/ pupils who are experiencing <a href="#">coronavirus (COVID-19) symptoms</a>, will not attend the school and advised to self-isolate. Staff/Parent/Carers are advised to arrange a <a href="#">PCR test</a>, where symptoms are presented.</p> <p>-Staff and Parents/Carers follow the sickness absence procedure in place at the school</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>-Remind all staff on their return to school that the NHS COVID-19 Vaccination programme can still be accessed-<a href="#">Book or manage your coronavirus (COVID-19) vaccination</a>.</p> <p>-Staff to be made aware that <a href="#">-A booster vaccine programme</a> is expected to be rolled out from September 2021.</p> <p>-Staff and Parents/Carers to be reminded via the schools' communication links that they must not attend the school, even if they are feeling better, until they receive their PCR test results.</p> <p>-Where coronavirus symptoms presented Staff and Parents/Carers advised to follow the <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p>-Staff and Parents/Carers to be reminded to report the LFD/PCR results to NHS Test and Trace.</p> <p>-If the PCR test is negative the staff/pupil can return to school.</p> <p>-Where a positive case is identified NHS Test &amp; Trace will contact those who test positive – or their parent or legal guardian – to identify close contacts.</p> <p>-Staff and Parents/Carers advised to report the outcome of their LFD/PCR</p> | <p><b>Headteacher</b><br/><b>Sep 2021</b></p> <p><b>Senior AHT</b><br/><b>Sep 2021</b></p> <p><b>Senior AHT</b><br/><b>Sep 2021</b></p> | <b>M</b>             |

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| Hazards / issue | Risk rating H/M/L | Recommended controls   | Yes/No (x ✓ if in place)   | Further action to be taken during the Autumn Term 2021.  | By whom & when  | Risk Rating H/M/L |
|-----------------|-------------------|--|----------------------------|--|---|-------------------|
|                 |                   | <p>-Staff and Pupil attendance records maintained each day.</p> <p>-All staff and pupils adhere to any instructions, advice, guidance, and site rules provided to them.</p> <p>-Identified staff and pupils are participating in voluntary Lateral Flow Device testing during the autumn term.</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p>tests results to the school via the previously agreed route.</p> <p>-NHS Test and Trace are now responsible for contacting close contacts.</p> <p>-<a href="#">Contingency framework</a> in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities being undertaken.</p> <p>-Where a parent/carer insists that a pupil attends the school, the Headteacher can take the decision to refuse the pupil entry into school if, in the Headteachers reasonable judgement, it is necessary to protect other pupils and staff from possible infection of COVID-19.</p> <p>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</p> <p><b>-Where concerns are raised with the number of positive cases within the school community contact the DfE helpline on 0800 046 8687 and selecting option 1.</b></p> | <p><b>Senior AHT<br/>Sep 2021</b></p> <p><b>Deputy Head<br/>Teacher</b></p> <p><b>Headteacher</b></p> |                   |

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| Hazards / issue                                     | Risk rating H/M/L | Recommended controls  | Yes/No (x ✓ if in place) | Further action to be taken during the Autumn Term 2021.   | By whom & when                  | Risk Rating H/M/L |
|---|-------------------|---|--------------------------|---|---------------------------------|-------------------|
|   |                   | <ul style="list-style-type: none"> <li>-Asymptomatic Testing Site (ATS) set up in an identified area in the school for the start of the Autumn Term 2021 to test pupils who have given consent.</li> <li>-LFD testing programme put in place to test each Secondary school pupils/year group who have volunteered to participate, at the start of the school term.</li> <li>-Trained staff supervise pupils undertaking a LFD test in the ATS.</li> <li>-Identified staff/pupils are participating in the LFD testing voluntary programme.</li> <li>-LFD participation records are maintained to identify and monitor Staff and Pupils who have given consent to participate in the school/home testing programme;</li> <li><a href="#">Rapid asymptomatic testing in specialist settings (applies from step 4)</a> and School COVID-19 operational guidance followed.</li> </ul> | ✓                        | <ul style="list-style-type: none"> <li>-School has staggered the return of pupils across the first week of the Autumn term to manage the ATS testing on the school site.</li> <li>-Registers to be updated as required for staff/pupils participating in the LFD testing.</li> <li>-School to retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to staff/pupils who are unable to test themselves at home.</li> </ul> |                                 |                   |
| <b>Staff/Pupil with a recent Covid-19 diagnosis</b> | <b>M</b>          | <ul style="list-style-type: none"> <li>- Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19.</li> </ul>   |                          | <ul style="list-style-type: none"> <li>-Request evidence of when Staff/Pupil tested positive for COVID-19, testing to commence after 90 days.</li> <li>-LFD testing to recommence after 90 days.</li> </ul>   | <b>Head Teacher-As required</b> | <b>L</b>          |

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| Hazards / issue                    | Risk rating H/M/L | Recommended controls  | Yes/No (x ✓ if in place) | Further action to be taken during the Autumn Term 2021.  | By whom & when                         | Risk Rating H/M/L |
|------------------------------------|-------------------|---|--------------------------|--|--|-------------------|
|                                    |                   |   |                          | -LFD testing is to be reviewed at the end of September.  |  |                   |
| <b>Pupil ATS Positive LFD Test</b> | <b>H</b>          | <ul style="list-style-type: none"> <li>-The school report the LFD test results to NHS Test and Trace.</li> <li>-Parents/Carers contacted when a pupil has a positive LFD test result and asked to collect their child.</li> <li>-The pupil is kept 2m apart from all other pupils and staff whilst on site, where possible, until they are collected by their parents/carers.</li> <li>-Parents/Carers advised to follow the <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> </ul> | ✓                        | <ul style="list-style-type: none"> <li>-Parents/Carers advised to book a PCR test for the pupil.</li> <li>-Parents/Carers advised to report the outcome of the PCR to Test and Trace.</li> <li>- If the PCR test is negative the pupil can return to school.</li> <li>-Parents/Carers advised to follow <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>-Parents/Carers reminded to report the results of the PCR test via the school e-mail address/contact details provided by the school. The e-mail address/contact details are monitored by the school on at least a daily basis.</li> </ul> | <b>Headteacher/ Deputy Headteacher</b> | <b>L</b>          |
| <b>Home Asymptomatic Testing</b>   | <b>M</b>          | <ul style="list-style-type: none"> <li>-The school have provided Staff, Parent and Carers with an e-mail address/contact details to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis.</li> <li>-The school are following; <a href="#">Primary schools, school-based nurseries and maintained nursery schools. Testing for secondary schools and FE colleges.</a></li> </ul>  | ✓                        | <ul style="list-style-type: none"> <li>- Continue to advise Staff, Parents and Carers to report LFD Test results reported via <a href="#">-Report a COVID-19 rapid lateral flow test result.</a></li> <li>-A small on-site LFD test centre is maintained in secondary schools to allow for those unable to take LFD test at home on site.</li> </ul>   | <b>Headteacher/ Deputy Headteacher</b> | <b>L</b>          |

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| Hazards / issue                          | Risk rating H/M/L | Recommended controls   | Yes/No (x ✓ if in place) | Further action to be taken during the Autumn Term 2021.  | By whom & when                         | Risk Rating H/M/L |
|--|-------------------|--|--------------------------|--|--|-------------------|
|  |                   | <a href="#">SEND and specialist settings.</a><br>-Staff and pupils were advised to continue twice weekly testing over the Summer period.<br>-Staff continuing to undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed.<br>-Staff, Parents and Carers advised to report LFD Test results reported via - <a href="#">Report a COVID-19 rapid lateral flow test result.</a> |                          |  |  |                   |
| <b>Home Positive LFD/PCR test result</b> | <b>H</b>          | -Staff and Parents/Carers advised to report the outcome of their LFD/PCR tests results to the school via the previously agreed route.<br>-Staff, and parent/carers are aware to report the LFD/PCR test results via the <a href="#">NHS Online reporting system</a> for both negative, void, and positive test results.  | ✓                        | -Parents/Carers reminded to report the results of the PCR test via the school e-mail address/contact details provided by the school. The e-mail address/contact details are monitored by the school on at least a daily basis.<br>-Staff, and parent/carers are to be reminded to report the test result via the NHS Online Test and Trace reporting system for both negative, void, and positive test results.<br>--If the PCR test is negative the staff/pupil can return to school.<br>-Where a positive case is identified NHS Test & Trace will contact those who test positive – or their parent or legal guardian – to identify close contacts. | <b>Headteacher/ Deputy Headteacher</b> | <b>L</b>          |

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| Hazards / issue          | Risk rating H/M/L | Recommended controls  | Yes/No (x ✓ if in place) | Further action to be taken during the Autumn Term 2021.  | By whom & when         | Risk Rating H/M/L |
|--------------------------|-------------------|---|--------------------------|--|------------------------|-------------------|
| <b>COVID-19 Outbreak</b> | <b>H</b>          | <p>-If the school identifies that it has had several positive (PCR) cases within a 14-day period, but has not been contacted by Track and Trace, the school will contact the dedicated DfE advice service on 0800 046 8687, who will escalate it to the local health protection team if necessary and may advise the school to implement its outbreak management plan and <a href="#">Contingency framework: education and childcare settings</a></p> <p>-DCC Public Health Team are monitoring all positive cases reported in the County. Where an increase in cases occurs, DCC H&amp;S Team may be contacted to offer support to identified schools.</p> | ✓                        | <p>-DCC Public Health Team have provided a template COVID-19 Outbreak management plan that is to be completed by the Headteacher.</p> <p>-The school may be contacted, by the local health protection teams in response to a local outbreak.</p> <p>-Where an outbreak is identified It may be necessary to reintroduce face coverings for staff and pupils when in classrooms and moving around the school site.</p> <p>-Where an outbreak is identified it may be necessary to reintroduce class bubbles and restrict movement around the building.</p> <p><b>-Where concerns are raised with the number of positive cases within the school community contact the DfE helpline on 0800 046 8687 and selecting option 1.</b></p> | <b>Headteacher/SLT</b> | <b>L</b>          |

### 3)Day to day infection control.

|  |          |   |   |  |                        |          |
|--|----------|---|---|--|------------------------|----------|
| <b>Infection Control within the school</b> | <b>H</b> | <p>-Staff and pupils who experience COVID-19 symptoms or have a positive LFD test whilst at school are sent home as soon as possible and advised to arrange to have a PCR test. - Parents/Carers are contacted to</p> | ✓ | <p>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</p> <p>-Staff and pupils should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> | <b>Headteacher/SLT</b> | <b>M</b> |
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| Hazards / issue | Risk rating<br>H/M/L | Recommended controls   | Yes/No<br>(x ✓ if in place) | Further action to be taken during the Autumn Term 2021.   | By whom & when | Risk Rating<br>H/M/L |
|-----------------|----------------------|--|-----------------------------|---|----------------|----------------------|
|                 |                      | <p>collect pupils from the school site.</p> <ul style="list-style-type: none"> <li>-Pupils who experience COVID-19 symptoms are to be collected from school as soon as possible. They are kept 2m apart from all other pupils and staff whilst on site, where possible.</li> <li>-If a pupil needs direct personal care until they can return home, staff wear gloves, an apron, and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/vomiting.</li> <li>-Anyone who comes into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.</li> <li>-Staff/ pupils who test positive for should self-isolate for 10 days.</li> <li>-Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms).</li> <li>- Infection Control Risk assessment in place to manage other biological hazards within the school community.</li> </ul> <p><a href="#">-Spillage policy in place.</a></p> |                             | <ul style="list-style-type: none"> <li>--Staff members well being assessed as to whether they are fit enough to make their own way home. Where need identified, next of kin to be contacted.</li> <li>-Close contacts are now identified via NHS Test and Trace, schools are no longer required to undertake contact tracing.</li> <li>-Consideration be given to gradually introducing traditional school life e.g., whole school/year group assemblies during September.</li> </ul> |                |                      |

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| Hazards / issue                                     | Risk rating H/M/L | Recommended controls  | Yes/No (x ✓ if in place) | Further action to be taken during the Autumn Term 2021.  | By whom & when            | Risk Rating H/M/L |
|---|-------------------|---|--------------------------|--|---------------------------|-------------------|
| <b>Social Distancing within the school building</b> | H                 | -All occupied areas within the school will be ventilated throughout the school day.<br>-Good hand and respiratory hygiene demonstrated when moving about the building.<br>-Pupils are supervised when moving about the building.  | ✓                        | -Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils.<br>-Students are to continue to use the 'Keep Left' policy in corridors.<br>-School activities where year groups and staff will interact during the start of the school term are to be phased in.<br><br>-Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues. | Headteacher/<br>all staff | L                 |
| <b>4) Maintaining Hand and Respiratory Hygiene.</b> |                   |   |                          |  |                           |                   |
| <b>Hand and Respiratory Hygiene</b>                 | H                 | -Handwashing/application of hand sanitiser imbedded in the daily routines of the school.<br>-Supplies of hand sanitiser (60-70% alcohol) available at entrance points and where there are no handwashing facilities around the school site (Supplies regularly monitored & maintained).<br>-Staff and Pupils wash their hands or apply hand sanitiser (60-70% alcohol);<br>- When they arrive at the school | ✓                        | - <a href="#">Handwashing</a> guidance and <a href="#">Handwashing</a> Video to be shared with staff so that pupils can be reminded how to wash their hands/apply sanitiser. Reminder posters are displayed in handwashing areas.  | Headteacher/<br>All staff | M                 |

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| Hazards / issue       | Risk rating H/M/L | Recommended controls  | Yes/No (x ✓ if in place) | Further action to be taken during the Autumn Term 2021.  | By whom & when     | Risk Rating H/M/L |
|-----------------------|-------------------|---|--------------------------|--|--------------------|-------------------|
|                       |                   | <ul style="list-style-type: none"> <li>- When they return from break periods</li> <li>- When they change rooms</li> <li>- Before and after eating</li> <li>-Following interventions</li> <li>-Hand, cleaning, and respiratory stations remain within communal and classroom environments.</li> <li>-Sufficient handwashing facilities are available around the school -</li> <li>-Soap hand towels and hand dryers readily available.</li> <li>-Handwashing, and hand sanitiser posters located in Staff and Pupil toilet areas and around the school site.</li> <li>-The school are utilising The <a href="#">e-Bug COVID-19 website</a> resources.</li> </ul> |                          |  |                    |                   |
| <b>Face Coverings</b> | <b>H</b>          | <p>The government has removed the requirement to wear face coverings in law, but it is recommended that face coverings are worn in school when;</p> <ul style="list-style-type: none"> <li>-Participating in the LFD testing in the ATS testing area at the school.</li> <li>-Worn in enclosed and crowded spaces when staff meet people they don't normally meet.</li> <li>-Worn by pupils and staff when accessing public and dedicated transport.</li> </ul>   | ✓                        | <ul style="list-style-type: none"> <li>-Staff/pupils wishing to wear face coverings when on the school site can do so.</li> <li>-If an outbreak occurs in the school, a director of public health might advise that face coverings are temporarily worn by staff and pupils in the communal areas and within classrooms (unless staff, pupil, visitors are exempt.</li> <li><a href="#">-Face covering guidance followed.</a></li> <li>-Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect</li> </ul> | <b>Headteacher</b> | <b>M</b>          |

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| Hazards / issue   | Risk rating<br>H/M/L | Recommended controls   | Yes/No<br>(x ✓ if in place) | Further action to be taken during the Autumn Term 2021.   | By whom & when                     | Risk Rating<br>H/M/L |
|---|----------------------|--|-----------------------------|---|------------------------------------|----------------------|
|   |                      | <ul style="list-style-type: none"> <li>-Staff and pupils wash or sanitise their hands when they remove their face covering.</li> <li>-Access to handwashing facilities and hand sanitiser readily available around the school site.</li> <li><a href="#">-Face covering guidance followed.</a></li> </ul>                      |                             | the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.    |                                    |                      |
| <b>Use of Personal Protective Equipment when supporting pupils</b>            | <b>H</b>             | <ul style="list-style-type: none"> <li>-First aid risk assessment in place.</li> <li>-First aid/medication activities carried out in a well-ventilated area at all times.</li> <li>-Supply of PPE readily available; gloves/aprons/face coverings.</li> <li>-EHCP's in place for identified pupils.</li> </ul>                 | ✓                           | -Staff wishing to wear face coverings when providing first aid/medication/personal care support are to be permitted to do so.   | <b>Headteacher/<br/>Senior AHT</b> | <b>M</b>             |
| <b>5)Ventilation around the school site and on public/dedicated transport</b> |                      |  |                             |   |                                    |                      |
| <b>Poor Ventilation</b>   | <b>H</b>             | <ul style="list-style-type: none"> <li>-Windows/doors around the school building are opened prior to the start of the school day.</li> <li>-Ventilation is achieved by opening windows, classroom doors and vents.</li> <li>-Unoccupied spaces such as dining halls, studios and sports halls windows and doors are</li> </ul> | ✓                           | <ul style="list-style-type: none"> <li>-Continually remind staff that Office, Classroom doors and windows to be wide open when the room is not occupied.</li> <li>-The school are to identify rooms that don't have natural ventilation/vents or mechanical ventilation and review whether alternative workspaces can be utilised.</li> </ul> | <b>Headteacher/<br/>Site staff</b> | <b>L</b>             |

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| Hazards / issue | Risk rating<br>H/M/L | Recommended controls  | Yes/No<br>(x ✓ if in place) | Further action to be taken during the Autumn Term 2021.  | By whom & when | Risk Rating<br>H/M/L |
|-----------------|----------------------|---|-----------------------------|--|----------------|----------------------|
|                 |                      | <p>open all day to allow a through put of air around the building.</p> <ul style="list-style-type: none"> <li>-Classrooms, offices, kitchens, and corridor areas etc. are well ventilated prior to the start of the school day.</li> <li>-During the Autumn Term windows are opened just enough to provide constant background ventilation.</li> <li>-Where available high-level windows opened in preference to low level windows to reduce draughts.</li> <li>-Windows are opened fully during break and lunchtime periods to purge the air in classroom areas.</li> <li>-Internal doors opened to assist with creating a throughput of air.</li> <li>-Where need identified external doors opened where safe to do so.</li> <li>-Mechanical ventilation systems used where available – they are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance systems adjusted to full fresh air.</li> </ul> |                             | <ul style="list-style-type: none"> <li>-Where a room is in use and there are no means of ventilation ensure that the door is open at all times.</li> <li>-Where concerns are raised regarding lack of ventilation consideration given to purchasing/hiring air conditioning units.</li> <li>-Where need identified staff and pupils advised to wear additional clothing during the autumn term.</li> </ul> |                |                      |

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| Hazards / issue | Risk rating H/M/L | Recommended controls   | Yes/No (x ✓ if in place) | Further action to be taken during the Autumn Term 2021. | By whom & when | Risk Rating H/M/L |
|-----------------|-------------------|--|--------------------------|---|----------------|-------------------|
|                 |                   | <p>-Where fresh air is not available, then systems should be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply).</p> <p>-Mechanical ventilation tested and inspected as per manufacturer's instructions.</p> <p>-The <a href="#">HSE guidance</a> and <a href="#">CIBSE COVID-19 guidance</a> for ventilation followed.</p> |                          |   |                |                   |

## 6) Cleaning carried out on the school site

|   |          |   |   |  |                                    |          |
|---|----------|---|---|--|------------------------------------|----------|
| <b>Use and storage of cleaning products</b> | <b>M</b> | <p>-Hand, respiratory, cleaning stations located around the school site.</p> <p>-Staff read the labels of chemicals/substances used to clean surfaces prior to use.</p> <p>-Full Stock check completed in the Summer Term regarding available resources /stock currently held.</p> <p>- COSHH and MSDS sheet held for the chemical used and shared with staff carrying out cleaning activities.</p> <p>-Stocks replenished where need identified.</p> | ✓ |  | <b>Headteacher/<br/>Site Staff</b> | <b>L</b> |
|---|----------|---|---|--|------------------------------------|----------|

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| Hazards / issue                             | Risk rating H/M/L | Recommended controls   | Yes/No (x ✓ if in place) | Further action to be taken during the Autumn Term 2021.   | By whom & when                     | Risk Rating H/M/L |
|---|-------------------|--|--------------------------|---|------------------------------------|-------------------|
|   |                   | <ul style="list-style-type: none"> <li>-Cleaning products stored away from pupils in the classroom environment.</li> <li>-Cleaning products stored in designated secure areas around the school site.</li> <li>-All cleaning products clearly labelled and used as directed.</li> <li>-Appropriate PPE worn.</li> </ul>  |                          |   |                                    |                   |
| <b>Cleaning schedule on the school site</b> | <b>H</b>          | <ul style="list-style-type: none"> <li>- <a href="#">COVID-19:cleaning non-healthcare settings outside the home.</a> guidance followed.</li> <li>-Enhanced cleaning schedules put in place at the beginning of the pandemic throughout the school day will continue.</li> <li>-Hand, cleaning, and respiratory stations remain within communal and classroom environments.</li> <li>-Cleaning staff allocated specific areas to clean within the school environment.</li> <li>-Staff will continue to clean surfaces frequently through the day in classrooms.</li> <li>-Where staff 'hot desk', work surfaces and equipment cleaned after use.</li> <li>-Desks, tables, surfaces clear at the end of each day to allow for cleaning of surfaces.</li> <li>-A regular cleaning schedule is maintained. This includes twice daily cleaning (using standard</li> </ul> | ✓                        | -Where need identified the cleaning, schedule is reviewed, and additional cleaning carried out. | <b>Headteacher/<br/>Site staff</b> | <b>L</b>          |

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| Hazards / issue | Risk rating<br>H/M/L | Recommended controls  | Yes/No<br>(x ✓ if in place) | Further action to be taken during the Autumn Term 2021. | By whom & when | Risk Rating<br>H/M/L |
|-----------------|----------------------|---|-----------------------------|---|----------------|----------------------|
|                 |                      | detergent and disinfectant products.) of all areas and equipment, with a particular focus on frequently touched surfaces:<br>-Work surfaces<br>-Toilets<br>-Door Handles/ Access Buttons<br>-Handrails<br>-Light switches<br>-Kitchen areas and associated equipment<br>-Water dispensers/ coolers<br>- Printers/ Photocopiers<br>-Shared resources<br>-Meeting rooms clearly identified if they require cleaning after use.<br>-Office areas<br>-Reprographic areas<br>-Dining tables thoroughly cleaned with detergent and disinfectant prior to each sitting.<br>-Appropriately competent cleaning staff employed at the school to undertake cleaning tasks.<br>-Communal equipment including fridges and kettles etc. wiped down following use.<br>- Cleaning staff will only be required to wear the PPE that they would normally use when undertaking cleaning activities<br><a href="#">-Spillage policy in place.</a> |                             |   |                |                      |

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| Hazards / issue                   | Risk rating H/M/L | Recommended controls  | Yes/No (x ✓ if in place) | Further action to be taken during the Autumn Term 2021.   | By whom & when         | Risk Rating H/M/L |
|-----------------------------------|-------------------|---|--------------------------|---|------------------------|-------------------|
|                                   |                   | -Minibuses and cars to be wiped down inside after use.<br>-PE equipment to be wiped down between uses   |                          |   |                        |                   |
| <b>Waste from the school site</b> | <b>M</b>          | -External bin store in place<br>-Contractor SLA in place to remove waste materials from the school site.<br>-Waste removed from the school building at the end of each day and placed in the designated bin store | ✓                        |   | <b>Site staff</b>      | <b>L</b>          |
| <b>7)Pupil/Staff Anxiety</b>      |                   |   |                          |   |                        |                   |
| <b>Staff Anxiety</b>              | <b>M</b>          | -SLT ensure that staff members who have to self-isolate are contacted each week or more frequently where need identified.<br>-Staff workload monitored by the SLT.  | ✓                        | -SLT to ensure that information is shared with staff in a timely manner.<br>-Staff to raise concerns with the SLT as and when they arise.<br>-Where need identified refer staff to DCC Occupational Health.<br>-Continue to remind Staff members of the support available from; <a href="#">Education Support</a> provides a free helpline for school staff and targeted support for mental health and wellbeing and the <a href="#">Our Frontline: Wellbeing toolkit for educators</a> brings together a range of resources and support for staff.<br>-The school will utilise sources of support to help those experiencing | <b>Headteacher/SLT</b> | <b>L</b>          |

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| Hazards / issue  | Risk rating<br>H/M/L | Recommended controls  | Yes/No<br>(x ✓ if in place) | Further action to be taken during the Autumn Term 2021.   | By whom & when                                | Risk Rating<br>H/M/L |
|--|----------------------|---|-----------------------------|---|---|----------------------|
|  |                      |   |                             | emotions such as <a href="#">extra mental health support for pupils and teachers</a> .<br>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.   |   |                      |
| <b>Pupil Anxiety</b>   | <b>M</b>             | -Safeguarding Policy in place and reviewed in line with COVID-19.<br>- Mental Wellbeing continues to be part of the curriculum for the Autumn 2021 Term.<br>-The school are working with agencies who regularly support their pupils with social and emotional support.<br>-Pastoral support readily available to pupils. | ✓                           | -Staff to raise concerns with their Delegated Safeguarding Lead in the first instance.  | <b>Deputy Headteacher/<br/>Pastoral Staff</b> | <b>L</b>             |
| <b>8) Staff and Pupils previously identified as Clinically Extremely Vulnerable (CEV) or Clinically Vulnerable (CV) in the school community.</b> |                      |   |                             |   |   |                      |
| <b>Staff</b>   | <b>M</b>             | -Social distancing measures have now ended in the workplace and it is no longer necessary for staff to work from home.<br>-The government has ensured that everyone on the Shielded Patient List (CEV/CV) should already have been offered the COVID-19 vaccine.  | ✓                           | - If staff who were previously identified as CEV or CV have not yet received their first vaccination, they can contact their GP, <a href="#">book your vaccination appointment online</a> or call 119<br>-Staff to be made aware that <a href="#">A booster vaccine programme</a> is expected to be rolled out from September 2021.<br>-Review the Medical ill Health risk assessment during the Autumn Term. | <b>Headteacher<br/>SLT</b>                    | <b>L</b>             |

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| Hazards / issue  | Risk rating H/M/L | Recommended controls   | Yes/No (x ✓ if in place) | Further action to be taken during the Autumn Term 2021.  | By whom & when   | Risk Rating H/M/L |
|--|-------------------|--|--------------------------|--|--|-------------------|
|  |                   | -Medical ill Health risk assessment completed.   |                          | -Where need identified refer staff to DCC occupational Health.<br>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.  |  |                   |
| <b>Pupils</b>  | <b>M</b>          | -Individual healthcare plans are in place for identified pupils.<br>-All CEV pupils are attending the school unless they have been advised not to by their GP or clinical specialist, or because they have tested positive for COVID-19<br>-Professionals supporting pupils who attend the school site are made aware of the schools' current systems of control prior to attending the school site. | ✓                        |  | <b>Headteacher</b><br><br><b>Student support staff</b> | <b>L</b>          |
| <b>9) New and Expectant mums in the school community</b> |                   |  |                          |  |  |                   |
| <b>New and Expectant Mums</b>                            | <b>M</b>          | -New and Expectant Mum risk assessment in place.<br>-The school and New and Expectant Mum are following the guidance <a href="#">NHS Pregnancy and coronavirus (COVID-19)</a> , and guidance from <a href="#">The Royal College of Obstetricians &amp; Gynaecologists</a>  | ✓                        | -Where New and Expectant Mum risk assessments have previously been completed, they are to be reviewed during the Autumn Term.<br>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. | <b>Headteacher</b><br><b>SLT</b>                       | <b>L</b>          |

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| Hazards / issue | Risk rating<br>H/M/L | Recommended controls   | Yes/No<br>(x ✓ if in place) | Further action to be taken during the Autumn Term 2021.   | By whom & when | Risk Rating<br>H/M/L |
|-----------------|----------------------|--|-----------------------------|---|----------------|----------------------|
|                 |                      | <p>-Hand, cleaning, and respiratory stations located within the classroom environment.</p> <p>-Working area well ventilated throughout the school day.</p> <p>-New and Expectant mums have been advised to participate in the twice weekly home LFD testing programme.</p> <p>-New and Expectant mums are aware of the symptoms of COVID-19.</p> <p>-New and Expectant mums are supported by their midwife.</p> <p>-New and expectant mum are given time during work hours to attend all medical appointments as required.</p> |                             | <p>-New and Expectant Mum to raise concerns with her immediate manager in the first instance.</p> <p>-The new and Expectant Mum is to be advised to follow the guidance <a href="#">How to avoid catching and spreading coronavirus (COVID-19)</a>;</p> <ul style="list-style-type: none"> <li>• Get vaccinated – everyone aged 18 or over can <a href="#">book COVID-19 vaccination appointments</a> now</li> <li>• Meet people outside if possible</li> <li>• Open doors and windows to let in fresh air if meeting people inside</li> <li>• Limit the number of people you meet and avoid crowded places</li> <li>• Wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places</li> <li>• Wash your hands with soap and water or use hand sanitiser regularly throughout the day</li> </ul> <p><b>Don't</b></p> <ul style="list-style-type: none"> <li>• Do not touch your eyes, nose, or mouth if your hands are not clean</li> </ul> <p>-Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues.</p> |                |                      |

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| Hazards / issue  | Risk rating H/M/L | Recommended controls   | Yes/No (x ✓ if in place) | Further action to be taken during the Autumn Term 2021.   | By whom & when                      | Risk Rating H/M/L |
|--|-------------------|--|--------------------------|---|-------------------------------------|-------------------|
| <b>10) Domestic and International Educational Visits</b>                   |                   |  |                          |   |                                     |                   |
| <b>EVOLVE</b>  | <b>M</b>          | -Visits uploaded to EVOLVE in a timely manner.<br>- <a href="#">Educational visits planning guidance</a> followed.   | ✓                        | -When considering booking a new educational visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.<br>- <a href="#">Coronavirus (COVID-19):safer travel guidance for passengers</a> and <a href="#">Red, amber and green list</a> rules for entering England to be reviewed prior to new bookings being made. | <b>EVC coordinator</b>              | <b>L</b>          |
| <b>11) Professionals/Visitors and Contractors on site.</b>                 |                   |  |                          |   |                                     |                   |
| <b>Visitors/Contractors and External Support Staff on the school site.</b> | <b>M</b>          | -All visitors sign in when they attend the school site.<br>-Hand sanitiser station in place at the main entrance.<br>-Clear signage in place at the main entrance in relation to use of hand sanitiser and face coverings.<br>- Hand sanitiser (60-70% alcohol applied before entering the school building.<br>- <a href="#">Face covering guidance</a> followed.<br>-Main reception area spot cleaned throughout the day. | ✓                        | -Professionals/Visitors and Contractors to be advised in advance of the schools wishes regarding wearing face coverings on the school site;<br>Face coverings worn in enclosed and crowded spaces when staff come into contact with people they don't normally meet.<br>-A supply of face coverings are to be readily available at the main entrance for visitors to the site.                | <b>Headteacher/ SLT/ Site Staff</b> | <b>L</b>          |

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

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

| Guidance   |
|--|
| <a href="#">Schools COVID-19 Operational Guidance.</a>   |
| <a href="#">Early Years and Childcare settings.</a>  |
| <a href="#">Further education, colleges, and providers.</a>  |
| <a href="#">Special schools, special post-16 providers and alternative provision.</a>                              |
| <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</a> |
| <a href="#">Symptoms of coronavirus (COVID-19)</a>   |
| <a href="#">Rapid asymptomatic testing in specialist settings (applies from step 4</a>                             |
| <a href="#">Regular rapid lateral flow coronavirus (COVID-19) tests.</a>   |
| <a href="#">Report a COVID-19 rapid lateral flow test result.</a>  |
| <a href="#">Book or manage your coronavirus (COVID-19) vaccination.</a>  |

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[Coronavirus: how to stay safe and help prevent the spread.](#)

[Use of PPE in education, childcare, and children’s social care.](#)

[Contact Tracing for Step 4 Onwards Frequently Asked questions read where need identified.](#)

**Guidance**

[COVID-19: cleaning non-healthcare settings outside the home.](#)

[Contingency framework: education and childcare settings.](#)

[Face coverings: when to wear one, exemptions, and how to make your own.](#)

[Red, amber, and green list](#)

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

[Catch it, bin it, kill it.](#)

[E Bug COVID-19 website.](#)

[COVID-19: cleaning non-healthcare settings outside the home.](#)

**HSE Guidance**

[HSE Ventilation guidance](#)

[CIBSE COVID-19](#)

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|--|
| <b>Kitchen Contractors</b>   |
| <a href="#">Working Safely During Coronavirus (COVID-19).</a>  |
| <b>New and Expectant Mums</b>  |
| <a href="#">NHS Pregnancy and coronavirus (COVID-19) Guidance</a>                                      |
| <a href="#">How to avoid catching and spreading coronavirus</a>  |
| <a href="#">Pregnancy, breastfeeding, fertility, and coronavirus (COVID-19) vaccination</a>            |
| <a href="#">Book or manage your coronavirus (COVID-19) vaccination.</a>                                |
| <a href="#">JCVI Interim advice: potential COVID-19 booster vaccine programme winter 2021 to 2022.</a> |
| <a href="#">The Royal College of Obstetricians &amp; Gynaecologists</a>                                |
| <b>Mental Well-being</b>   |
| <a href="#">Promoting and supporting mental health and wellbeing in schools and colleges</a>           |
| <a href="#">extra mental health support for pupils and teachers.</a>                                   |

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