

Infection Control COVID-19 General Risk Assessment Form

Risk assessment carried out by – F Collins	Job title – Senior Assistant Head Teacher	Initial date of assessment – July 2020
Review interval – Fortnightly	Date reviews carried out – 05 Jan ,19 Jan, 8 Feb, 22 Feb, 1 March, 22 April, 15 May	

Staff covered by this assessment: All Staff and Pupils accessing the school site/building.	Activities involved
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RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

From the week commencing 1 September the school will welcome back all pupils to full time education in Year Group Bubbles. In planning for the full reopening of the school the following essential DfE guidance has been used:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>
- <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Additional Guidance from January

- [Restricting attendance during the national lockdown: schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/531212/restricting-attendance-during-the-national-lockdown-schools.pdf)
- [Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak)
- <https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges>
- [https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-](https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare)

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https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRgfrj_b5_P

Additional Guidance from March

- [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.gov.uk/government/guidance/schools-coronavirus-operational-guidance)
- [Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/face-coverings-when-to-wear-one-exemptions-and-how-to-make-your-own)
- [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)
- [Coronavirus \(COVID-19\): test kits for schools and FE providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/coronavirus-covid-19-test-kits-for-schools-and-fe-providers)
- [Remote Education Temporary Continuity Direction: explanatory note - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/remote-education-temporary-continuity-direction-explanatory-note)

The school have staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE:

- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/guidance-on-shielding-and-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19)
- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

The school have also identified staff and pupils that are clinically vulnerable and are following the guidance from the Cabinet Office. [National lockdown: Stay at Home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/national-lockdown-stay-at-home) updated 4th January. Where need identified individual risk assessments have been completed for identified staff members.

The school are maintaining a register of all clinically extremely vulnerable and clinically vulnerable staff and pupils and regular contact is undertaken to check on their wellbeing.

Staff, Parents and Carers who are in the school are regularly reminded to stay at home if they are experiencing signs of illness outlined in the [guidance from the NHS](https://www.nhs.uk/guidance/2020/03/23/coronavirus-guidance-for-people-with-conditions-that-put-you-at-higher-risk-of-severe-illness/). The school are maintaining a register of all vulnerable staff and pupils and regular contact is undertaken.

Where need is identified for relevant pupils the school are following the DfE [Guidance for Conducting a SEND risk assessment during the coronavirus outbreak](https://www.gov.uk/government/guidance/guidance-for-conducting-a-send-risk-assessment-during-the-coronavirus-outbreak)- Updated the 22nd February 2021.

The school is following the guidance [COVID-19:Cleaning of non-healthcare settings](https://www.gov.uk/government/guidance/covid-19-cleaning-of-non-healthcare-settings)- Updated 26th March 2020.

Staff, Parents/Carers have been advised that full uniform is to be worn to school from September.

Parents/Carers are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the school communication links.

PHE have a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents- 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday).

THIS DOCUMENT MUST BE READ IN CONJUNCTION WITH THE FOLLOWING DCOUMENT: SCENARIO PLANNING FOR FULL REOPENING – SEPT 2020

Hazards / issue	Risk rating H/M/L Before	Controls already in place	Additional actions – Full Reopening September 2020	Additional Actions – March 2021- including Summer Term updates.	Risk Rating H/M/L After	By Whom & When
<p>Limiting the Spread of Coronavirus (COVID-19) to the school community.</p>	<p>M</p>	<ul style="list-style-type: none"> • Access to school site limited to children of key workers and those children classed as vulnerable. • Registers are taken each day of pupils present. • Staff arrive on site prior to the start of the school day and report to the identified member of the SLT. • Parents and visitors will not be permitted into the school building. • Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have. • Head teacher to communicate with parents/carers and staff via newsletters etc. that where pupil or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. • Pupils and Staff displaying symptoms will not be permitted into school until self-isolation completed. • The Governing body of the 	<ul style="list-style-type: none"> • Staggered start and finish to school day reducing numbers of pupils travelling during rush hour and minimising mixing of groups. • Staggered break and lunch times to reduce the spread. Pupils are separate yards at break and lunch. • Year Group bubbles implemented Y7-13 preventing mixing of pupils and reducing group sizes. • Pupil movement within bubble limited to small number of classrooms. • Cleaning schedule implemented that provides enhanced cleaning in identified key areas. • Contactless payment systems put in place for break and lunch. Parents reminded to use school gateway to top up lunch account rather than cash. • Appointment only system operating for visitors – essential only. • All safeguarding, SEND, health and safety, ICT/safety/AUP, staff/pupil protocols, behaviour and medication, marking policies updated in line with new guidance. 	<ul style="list-style-type: none"> • Face coverings must be worn by staff and pupils where social distancing cannot easily be maintained when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. For a limited period, face coverings should be worn in classrooms and other teaching spaces, unless wearing a face covering will impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. • Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to- face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. • Staff and pupils will move to a home testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use. Once pupils have been tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged. • Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. • Communicate updated risk assessment and relevant documentation to all stakeholders Feb/March 2021. <p>Summer term update -It is advisable that Staff members inform the Head teacher when they have</p>	<p>M</p>	<p>Parents/ Carers and Staff-On Going.</p> <p>Head teacher-On Going.</p> <p>Head teacher-Where need identified.</p> <p>Head teacher-Immediate</p>

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		<p>school are to be informed of staff members and Parent/Carers concerns.</p>		<p>received their vaccination for COVID-19.</p> <p>- While COVID-19 vaccines have been shown to reduce the likelihood of severe illness for those who have received them, we do not yet know for certain by how much they reduce the likelihood of a vaccinated person spreading COVID-19 to others.</p> <p>If vaccinated Staff or Pupils have symptoms of COVID-19 or have received a positive PCR test result, they should still self-isolate even if they have received one or more doses of COVID-19 vaccine. This will reduce the risk of spreading infection and help to protect other people.</p> <p><u>May 17th Update</u></p> <p><u>Information from the Department of Education received on Tuesday 11th May 2021 regarding the use of face coverings in schools from Monday May 17th 2021.</u></p> <ul style="list-style-type: none"> • <u>Face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in all schools and further education providers.</u> • <u>Face coverings will also no longer be recommended for staff in classrooms.</u> • <u>In all schools and further education providers, we continue to recommend that face coverings should be worn by staff and visitors in situations outside</u> 		

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				of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).		
Staff and Pupils not attending school	M	<ul style="list-style-type: none"> Registers are maintained each day for pupils that are knowingly attending the school. Staff are on a rota for supporting pupils at the school. All required staff have completed Health Risk Assessments and confirmed medical conditions and any other vulnerabilities in order that specific risk assessments can be completed where required. 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 school will contact them to ascertain the reasons for their absence. Where need is identified staff/families advised to follow guidance from the 	<ul style="list-style-type: none"> Headteacher to review all completed individual return to work assessments, including new or revised personal risk assessments – use of individual requirements and Government guidelines as to when and whether staff are now able to return to work. Headteacher to communicate new guidance to all staff concerning shielding and vulnerable groups: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Headteacher to contact vulnerable staff who are now able to return to work following new government guidance – July 2020. Headteacher to meet all staff via Zoom to consult on plans/risk assessment to reopen school. 	<ul style="list-style-type: none"> Headteacher and Trust HR advisor to review all individual staff risk assessments WB 1st March and ensure additional, agreed measures are in place. Changes/updates to guidance regarding clinically vulnerable communicated to all staff when they become available. Extremely clinically vulnerable to remain at home, appropriate tasks allocated by line manager. Continue to monitor all DfE/PHE information and updates and provide regular communication to all stakeholders. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk) <p>Summer Term Updates</p> <ul style="list-style-type: none"> - Where need identified Contingency Plan put in place. -Where need identified the Head teacher to raise concerns with the Chair of their Governing body and the Local Authority. -Where pupils/bubbles have been sent home to isolate. Areas that the pupil/bubble accessed to be cleaned as per the schools cleaning schedule and in line with the guidance COVID-19: cleaning 	L	<p>Parents/ Carers and Staff-On Going.</p> <p>Staff-On Going</p>

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		NHS	<ul style="list-style-type: none"> • Communication to parents concerning attendance expectations for September – government guidance shared. • Identify shielding pupils/staff and update attendance records – track/monitor. • Government guidance concerning vulnerable children communicated to all parents: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/withdrawn-covid-19-guidance-for-young-people-on-shielding-and-protecting-people-most-likely-to-become-unwell-if-they-catch-coronavirus • Ensure appropriate ongoing adjustments to application of sickness absence policies to reflect Covid-19 related absences/issues. • Consider impact on mental health - consider options available to support e.g. staff welfare support, occupational health referral and signposting information and support. Pupils via KOOH and Washington Mind. • Pupils not attending school 	in non-healthcare settings		

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			(if unwell) to complete home learning.			
Transport on and off the school site.	M	<ul style="list-style-type: none"> No designated school transport is provided – pupils make their own way to school and will be supervised on entering the premises by staff to ensure social distancing takes place. Pupils encouraged to walk/cycle Pupils and Parents/Carers will be made aware of government guidance re social distancing on public transport. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	<ul style="list-style-type: none"> Students and parents reminded of advice regarding the wearing of face coverings on public transport (daily verbal reminders to pupils). When traveling pupils must wear face coverings, minimise the surfaces they touch and maintain their distance from others, where possible. Pupils and staff must wear face coverings in communal areas. Please see Staff/pupil protocol. Reminders given to parents around protocols and safety for drop off and pick up. Community police to support staff at end of day. 	<ul style="list-style-type: none"> No additional measures identified. 	M	SLT/Parents/Pupils
Pupil/Staff member living with a shielded or clinically vulnerable person	H	<ul style="list-style-type: none"> If a pupil or staff member lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, the DfE have advised that they can attend the school. 	<ul style="list-style-type: none"> Headteacher to communicate new guidance to all staff concerning shielding and clinically vulnerable: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable- 	<ul style="list-style-type: none"> Headteacher to work with Trust HR team to provide appropriate comms to all stakeholders. All guidance shared with staff again WB 1st of March 2021. Continue to monitor all DfE/PHE information and updates and provide regular comms to all stakeholders. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) Coronavirus (COVID-19): advice for 	L	Head teacher-Where identified

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			<p>persons-from-covid-19</p> <ul style="list-style-type: none"> Headteacher to seek HR advice to ensure appropriate decisions at all times. 	<p>pregnant employees - GOV.UK (www.gov.uk)</p> <p>Summer Term Update Where parents, carers, staff or students are anxious about attendance, speak to them about their concerns and discuss the protective measures that have been put in place to reduce the risk and any additional measures that could be put in place.</p> <p>-Review the Medical/III-Health risk assessments previously completed for CEV/CV staff. A new template for staff is available. -Where need identified staff referred to DCC Occupational Health Service.</p> <p>-Individual cases to be discussed with HR.</p> <p>-Pupils EHCP's reviewed and discussions to take place with their GP's/Consultants etc. prior to them returning to school.</p>		
Pupil /Staff member living in a household with someone who is extremely clinically vulnerable	H	<ul style="list-style-type: none"> If a pupil or staff member is living with someone who is extremely clinically vulnerable it is advised by the DfE that pupils/staff only attend the school if stringent social distancing can be evidenced and adhered to. If stringent social distancing cannot be adhered to pupil and staff cannot be on the school site. Where the school cannot 	<ul style="list-style-type: none"> No new measures identified. 	No additional measures identified.	L	Head teacher-Where identified

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		<p>adhere to stringent social distancing the school does not expect staff/pupils in this category to attend the school site.</p> <ul style="list-style-type: none"> Where need identified pupils will be supported to learn at home. Staff will be given tasks to complete from home where appropriate. 				
Entrance to the school site and building	M	<ul style="list-style-type: none"> Access to the school site to be controlled with clear guidance to staff/pupils as to how they should enter the site. Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child. Pupils, Parents/Carers advised to maintain social distancing when entering the school site. The start/end of the school day has been staggered to allow controlled access into the school building by pupils. Parents not permitted to enter the school building unless need is essential. Pupils to wash their hands at the start of the school day and at regular intervals. Pupils that need 	<ul style="list-style-type: none"> Access to the school site to be controlled with clear guidance to staff/pupils as to how they should enter the site – See Scenario Plan – full reopening September for full details. Government guidance has been communicated to parents. Parents have been advised regarding ‘pick up’ and ‘drop off’ to minimise numbers at school gates. Staggered starts will be in operation to minimise bottlenecks. Staff will be allocated marshalling roles to maintain pupil distance. See Scenario Plan – full reopening September and Parent communication September 2020. Hand sanitising units, 70% alcohol, placed at all entrances and exits to year group bubbles. Increased entry/no entry 	<p>Summer Term Update During the Summer Term continue to advise Staff and Pupils to follow, where possible Hands-Face-Space: -HANDS - Wash your hands regularly and for 20 seconds/Apply hand sanitiser if handwashing not available. -FACE Current guidance followed for Secondary/Primary and Nursery staff and pupils wearing face coverings. -SPACE -Year groups have been placed in in class bubbles and seating plans put in place so that close contacts can be identified throughout the school day. FRESH AIR-Windows and doors are opened throughout the school building to allow natural ventilation whilst the building is occupied.</p> <p>-Parents/Carers accompanying pupils on the school site reminded to wear face coverings when on the school site, unless exempt.</p>	M	Staff/Head teacher-On Going

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		<p>support to wash their hands are supported by a member of staff and signage.</p> <ul style="list-style-type: none"> • Staff to wash their hands at the start of the school day and at regular intervals. • Staff and pupils presenting with symptoms at the start of the school day are isolated in the isolation room and next of kin/parents contacted. This room will be deep cleaned following any use – see cleaning checklist. PPE provided to cleaning staff and training provided via NHT. • Staff escorting sick children to isolation room to wear PPE – Please refer to PPE Protocol. • Pupils, to be continually reminded via school communication links to maintain social distancing when entering the school site, following guidance outlined in pupil protocols and key messages documentation. • School entrances and site secured at the start of the school day. • Staff and Pupils will be informed to only bring 	<p>signs</p> <ul style="list-style-type: none"> • Pupil, parent and staff protocols updated to reflect changes in line with new documentation and DfE guidance July 2020: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Pathways and entrance marked with guide lines indicating social distancing requirements. • Site supervisor to contact external providers and limit all non-essential deliveries to site - inform HT if external providers are required on site. 			

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		<p>essential items needed for that day – see staff/pupil protocol.</p> <ul style="list-style-type: none"> • Pupils store outdoor clothing and bags in designated area/lockers. • Staff to utilise the information available from eBug website 				
<p>Maintaining infection control /hygiene standards within the school building</p>	<p>H</p>	<ul style="list-style-type: none"> • Pupils parents/carers advised to ensure that pupils aim to wear clean clothing each day that they attend school. Guidance must be followed in terms of washing and hands allowed to dry. • Where need identified 70% alcohol hand sanitiser to be made available to staff and pupils. • Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. • Handwashing posters located in pupil and staff toilet areas and in the classroom areas. • Pupils and staff follow the ‘Catch it, Bin it, Kill it’, guidance and avoid touching their faces, noses etc. practice followed whilst at school. 	<ul style="list-style-type: none"> • NHT provide advice on suitable cleaning methods with increased numbers of pupils. • Update cleaning protocols following release of guidance for cleaning in non-healthcare settings (end of summer term): https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Site Team to work with NHT to identify suitable cleaning products and order. • Audit of cleaning practices by NHT/ DCC Health and Safety Team. • The Governing body of the school are to be informed of Staff members and Parent/Carers concerns. • Staff to take responsibility for their own personal hygiene throughout the school day, regular opportunities to wash hands/hand sanitise. 	<ul style="list-style-type: none"> • Majority of staff will resume classroom teaching in line with bubble arrangements. • Face coverings must be worn by staff and pupils unless they are exempt from wearing them. For a limited period, face coverings should be worn in classrooms and other teaching spaces, unless wearing a face covering will impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. <p>Summer Term Update</p> <p>Review the signage in place at the main entrance to the building to ensure that all visitors to the school are to wear face coverings when in the building.</p> <p>-A supply of face coverings are to be readily available at the main entrance for visitors to the site.</p> <ul style="list-style-type: none"> • Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to- face education by helping to identify people who are infectious but 	<p>M</p>	<p>Headteacher SLT Staff-On-going Site Manager</p>

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		<ul style="list-style-type: none"> • Tissues to be made available in each classroom. Pupils taught to follow the guidance ‘Catch it, Bin it, Kill it’, and avoid touching their faces, noses etc. whilst at school. • Waste bins to be emptied throughout the school day and placed in the external bin store. • The Site Supervisors to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc. • Pupils advised to cough and sneeze into their elbow and away from the direction of other pupils and staff. If tissues used – catch it, kill it, bin it. • 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 using hand towels provided. • Infection Control Risk Assessment in place to manage other biological hazards within the school community. 	<ul style="list-style-type: none"> • Parents have been informed of hygiene protocol and have been requested to share with children. • NHT to advice on suitable cleaning of large areas – Dining hall, main hall and sports hall. • Hand sanitising units outside of every classroom and exit/entrance – 70% alcohol. COSHH RA shared with all stakeholders. • No jewellery policy. • Pupils remain within year group bubble – no mixing and limited movement around building. • Pupils to have assemblies streamed into classroom • Effective communication of expectations and protocols to parents and pupils in advance of any return - morning meetings used daily to reaffirm expectations and behaviours, protocols around social distancing and handwashing. • Contactless lunch cards to be issued to all pupils. • Increased NHS signage around building and in key areas concerning social distancing, hand washing, not to touch face and mouth, protocols and routines, one-way systems, exit/entrance to building and classrooms 	<p>do not have any coronavirus (COVID-19) symptoms.</p> <ul style="list-style-type: none"> • Staff and pupils will move to a home testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use. Once pupils have been tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged. • Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. 		Head teacher-Immediate

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		<ul style="list-style-type: none"> • Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. COSHH documentation shared with staff. • Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils. • 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. Cleaning checklists to be completed by staff member daily. • Cleaning checklist to be put in place for the school. • Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis. • Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff. 	<p>and catch it, kill it and bin it.</p> <ul style="list-style-type: none"> • SLT to ensure that Covid specific cleaning linked to catering function is occurring very regularly using COSHH products. • Staggered lunch and break ensuring sufficient time for cleaning of key areas in between use. • Water stations will have hand sanitizing units attached and signage to indicate that hands must be sanitized before use. • Existing school policies have been adapted to reflect the increased vigilance around hygiene: T&L/Form Tutor Responsibilities/Behaviour Policy. • Due to increased pupil numbers there is a necessity to increase cleaning staff hours and presence during the working day to ensure enhanced cleaning in the following ways/areas: <ul style="list-style-type: none"> ○ More frequent cleaning of rooms and shared areas, including the staff base. ○ Areas used by different ○ Cleaning of frequently touched surfaces: stairwells/banisters, door handles/surrounds, desks/tables, bin lids 			

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		<ul style="list-style-type: none"> • 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. • Cleaning regime in place at the end of the school day. • Staff and pupils wash their hands at the end of the school day. • Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation. • 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. • Cleaning regime checklist to be implemented to include; books, desks, chairs, doors, sinks, toilets, light switches, bannisters, bin lids, stationery items and the staff areas. • PPE available in each room for staff who provide intimate care or in case of emergency. Please refer to 	<p>and switches.</p> <ul style="list-style-type: none"> ○ Toilets in bubble areas. 			

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		<p>PPE Protocol.</p> <ul style="list-style-type: none"> Any used PPE must be disposed of in the hazard bins/bags provided. Please refer to PPE Protocol. 				
<p>Staff/Pupils showing possible symptoms of the coronavirus</p>	<p>H</p>	<ul style="list-style-type: none"> Staff are aware of the symptoms of the Corona virus. Pupils /Staff health needs are monitored by and concerns appropriately actioned. A Room has been set aside to isolate Staff and/or Pupils. The isolation room allows Staff/Pupil to be viewed from a 2-metre distance. A reserve room is also available. Parents/Carers regularly informed via the school's communication links to monitor their child's /family members' health. Where Staff/Pupils start showing signs of symptoms they are transferred to the isolation room and a member of the SLT informed. Staff /Pupil remain in the isolation room until they can be collected. Whilst in isolation if staff/pupils need to use welfare facilities these need to be taken out of 	<ul style="list-style-type: none"> Isolation room available. For full details of the isolation room protocol please see: Scenario Plan – full reopening September. Emergency PPE in every year group bubble. Inform parents of testing arrangements: https://www.nhs.uk/conditions/coronavirus-covid-19/ Headteacher to contact health protection team immediately if case confirmed and follow guidance provided the health protection team who will provide definitive advice about who should be sent home. Use of template letter provided by health protection team to communicate with parents – ensure this is available to appropriate admin/SLT and easily editable. Staff protocol has been adapted to reflect procedure. Guidance has been shared with parents. All parties to follow guidance 	<p>Identified close contacts of pupils with a confirmed positive test: Close contact means: Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:</p> <ul style="list-style-type: none"> face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre been within 1 metre for 1 minute or longer without face-to-face contact been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) travelled in the same vehicle <p>Sent home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days.</p> <p>Summer Term Update Staff and Parent/Carers to be informed of the new process to follow if a LFD test is positive.</p> <p>-Parent and Carers to be advised how they can receive home LFD testing kits. LFD test kits are available from; -find a pharmacy where you can collect</p>	<p>M</p> <p>M</p>	<p>Head teacher on going</p>

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		<p>use and cleaned before they can be used by the school community.</p> <ul style="list-style-type: none"> • Isolation room to be deep cleaned once the staff/pupil has left the area. • Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area. • Staff and Parent/Carers to be encouraged to access testing facilities available where symptoms are displayed. • Where Staff/Pupils test positive PHE are to be contacted for advice and support. Test track and trace completed. • PPE should only be worn by a member of staff supporting the symptomatic pupil, if 2 metres cannot be maintained. Please see PPE Protocol. • If contact with the pupil is necessary, then gloves, apron and a face mask should be worn by the member of staff. • Ensure that the school holds a stock of disposable gloves/aprons and face 	<p>concerning isolation period. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <ul style="list-style-type: none"> • Engage fully with NHS test track and trace process. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 	<p>tests -find a local site to get tested at find a local site where you can collect tests</p>		

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		<p>masks.</p> <ul style="list-style-type: none"> Parents/Carers and Staff members next of kin contacted. If need identified the emergency services are to be contacted. Infection control risk assessment in place to manage all other biological hazards that may affect staff/pupils. For full details of the isolation room protocol please see: Scenario Plan – full reopening September. 				
<p>Maintaining infection control in the Classrooms/H all areas</p>	<p>H</p>	<ul style="list-style-type: none"> Pupils placed in class sizes of 10 or less and allocated a classroom with the same teacher/TA each day. Each pupil will be provided with a file containing paper and a plastic wallet with pen, pencil and ruler. - stays in the classroom with the pupil's names on. Left on desk at end of lesson. Pupil files also contain tissues for each pupil. Pupil will be allocated desk and bubble prior to opening Each classroom will be taped with direction of flow. Hazard bags (self-sealing) taped to each desk – Catch 	<ul style="list-style-type: none"> See “Scenario Plan – full reopening September” for full details of Bubble model and classroom management. Staff are to maintain distance (at least 2m) from pupils, staying at the front of the class, and away from colleagues where possible. Where possible, staff will maintain a two-metre distance for each other and children, avoiding close face to face contact. Pupils and staff must wear face coverings in communal areas. Visitors to site must wear a face covering at all times. Only exception in supply or interview candidates in the 	<ul style="list-style-type: none"> Face coverings must be worn by staff and pupils where social distancing cannot easily be maintained when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. For a limited period, face coverings should be worn in classrooms and other teaching spaces, unless wearing a face covering will impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. <p>Summer Term Update During the Summer Term continue to advise Staff and Pupils to follow, where possible Hands-Face-Space: -HANDS - Wash your hands regularly and for 20 seconds/Apply hand sanitiser if handwashing not available. -FACE – Current guidance followed for</p>	<p>M</p>	<p>Staff-On Going</p>

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		<p>it, kill it bin it posters in all classrooms – prevents pupils leaving seat.</p> <ul style="list-style-type: none"> • Waste bins located in classroom/hall areas • Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing. • 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 break time periods. • Timetable reviewed to reduce the need for pupils to move about the building. • Outdoor activities to be carried out on a rota basis to ensure social distancing. Yard space marked using paint to indicate. • 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 	<p>classroom.</p> <ul style="list-style-type: none"> • All desks and seats will face forward in each classroom where possible. • Tasks in class will be independent to avoid 'face-to-face' contact. • Pupils arranged in Year group bubbles to prevent mixing and reduce pupil group size. • Use of practical equipment highly limited, replaced with demonstration and video. Any equipment used must be cleaned down. • Clean desk policy in place. • Pupil equipment list update to include essential items to prevent sharing of equipment.. • Limited movement of pupils around building. • Pupils line up on yard at the end of lunch, staff collect. • Staff CDP/INSET focused on health and safety protocols and risk assessment. • Remove all non-essential furnishings. • All staff and pupils follow updated classroom expectations protocol. • Pupils will not leave the classroom unless instructed to move towards outdoor learning space by staff. • Wipes available for staff to wipe down any desk areas. 	<p>Secondary and Primary/Nursery staff and pupils and where staff/pupils will come into contact with people they do not normally meet.</p> <p>-SPACE -Year groups have been placed in in class bubbles and seating plans put in place so that close contacts can be identified throughout the school day.</p> <p>FRESH AIR-Windows and doors are opened throughout the school building to allow natural ventilation whilst the building is occupied.</p> <p>-All staff are to be reminded that during the Summer Term;</p> <p>-Buildings to be well ventilated prior to and following the school day.</p> <p>-Classrooms, offices, and corridor areas etc. are to be well ventilated prior to the start of the school day, during lesson periods and when the classroom is unoccupied.</p> <p>-Windows to be opened just enough to provide constant background ventilation.</p> <p>-Where available high-level windows opened in preference to low level windows to reduce draughts.</p> <p>-Windows are opened fully during break and lunchtime periods to purge the air in the workspace.</p> <p>-Internal doors opened to assist with creating a throughput of air.</p> <p>-Where need identified external doors opened where safe to do so.</p> <p>-Where need identified furniture re-arranged.</p> <p>Ensure that staff and pupils adhere to</p>		

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		<p>to be closed.</p> <ul style="list-style-type: none"> Waste bins located in classroom/hall areas 	<ul style="list-style-type: none"> Windows open and doors open at all times to improve ventilation. Air conditioning systems switched off in appropriate areas. Hand sanitising units, 70% alcohol outside of all classrooms/entrance/exit. Increased cleaning of desks and key areas – identified above. NHT regular audit of cleaning check lists and quality of cleaning. The Governing body of the school are to be informed of Staff members and Parent/Carers concern All guidance has been shared with parents. Marking: The Academy marking policy will continue to be operational for all staff in September. To limit transmission, the following protocol must be adhered to when marking books: <ul style="list-style-type: none"> Where possible books should be marked in school. Staff and pupils should hand sanitise before and after handling books. Good hygiene is essential. The virus will only spread if 	<p>seating plans that have been put in place for year group bubbles/class bubbles.</p>		

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			<p>hands touch face after touching a contaminated surface. Cleaning hands and <u>pen</u> before and after marking a book (paying particular attention to areas touching the book e.g. side of hand and forearm. Either soap and water or alcohol gel will work be effective but if using alcohol gel many times in a row then washing hands with soap and water occasionally may help remove any unpleasant residue build up)</p> <ul style="list-style-type: none"> ○ Staff and pupils should hand sanitise before and after handling books. ○ If books, exam papers or assessments are taken home to mark, books must be left in a box for a period of 72 hours once returned to school before handling – this will 			

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			<p>require subject leaders and staff to ensure assessment schedules are reviewed and adapted to enable this – July 2020.</p> <ul style="list-style-type: none"> ○ A clean desk policy is in operation. 			
<p>Moving about the building/school site</p>	<p>M</p>	<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. Duty areas for staff marked with an x on floor. • Social distancing measures adhered to – following markings on floor. • Posters in place reminding pupils to maintain a 2-metre distance. • One-way systems in place on stairways • Pupils and staff advised to stick to the left-hand side of corridor areas. Directional signs around the school sit indicate movement. 	<ul style="list-style-type: none"> • Year groups only permitted to use one/designated staircase, entrance and exit – excluding fire doors/exits. • Increased entry/no entry signs. • Staggered lunch and break for all year groups to enable supervised movement to dining areas. Cleaning rota in place to ensure enhanced cleaning following use of areas. • Open classroom door policy across school. • Each year group has a staggered end to school day leaving via three different exits to ensure no congestion at exits, at pick up points or on public transport. • Pupils will have designated toilet areas to use to minimise risk. Cleaning rota developed. • Pupils and staff must wear 	<p>Summer Term Updates</p> <p>Review wall and floor markings in place around the school site to ensure that they can still be clearly followed.</p> <p>-Staff members to be reminded to maintain social distancing with adults that they interact with during the school day. Social distancing to be maintained at all times.</p> <p>-Staff members to be reminded to be mindful who they interact with prior to and following the end of the school day. Social distancing to be maintained at all times.</p>	<p>L</p>	<p>Head teacher-On Going</p>

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			<p>face coverings in communal areas. See guidance.</p> <ul style="list-style-type: none"> Guidance has been shared with parents. 			
Lifts	L	<ul style="list-style-type: none"> Lift to be operational only where necessary Reduce maximum occupancy to one person. The lift is included in the cleaning regime. 	<ul style="list-style-type: none"> Pupils requiring access to a lift will be allocated a bubble on the ground floor to remove need. 	<ul style="list-style-type: none"> No additional measures identified. 	L	Head teacher
Welfare facilities	M	<ul style="list-style-type: none"> Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). 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. Follow the COVID-19: cleaning of non-healthcare settings guidance 	<ul style="list-style-type: none"> See “Scenario Plan – full reopening September” for full details. Staff bases created across all bubbles – social distancing (minimum 2m) measures implemented. Maximum occupancy notices displayed on doors. 	<p>Summer Term Update Review the welfare facilities available for Staff members to ensure that social distancing can be maintained. -Additional welfare facilities to be provided where need identified.</p>	L	Site Supervisor/Head teacher/staff ongoing
Personal Protective Equipment (PPE)	M	<ul style="list-style-type: none"> Wearing a face covering or face mask in schools is not recommended. 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 	<ul style="list-style-type: none"> Full PPE for staff escorting pupils to isolation room or those involved in intimate care of pupils. For instruction please access the following Public Health England training video: https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be and follow signage/poster in 	<ul style="list-style-type: none"> Updated guidance on PPE January 2021: COVID-19: infection prevention and control (IPC) - GOV.UK (www.gov.uk) Appropriate staff trained and updated. <p>Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with the Head teacher.</p>	L	Staff/Site supervisor

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		<p>when a staff member/pupil is symptomatic of covid-19.</p> <ul style="list-style-type: none"> The school is to hold a supply of PPE-disposable gloves, aprons and face masks on the school site. Please see PPE Protocol. Used PPE placed in hazard bags and then hazard bins. Staff follow good hand washing practice. 	<p>each changing area: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p> <ul style="list-style-type: none"> Additional PPE instruction for First Aid Staff will be provided. See first aid and PPE protocol. First aid staff to carry face mask and gloves at all times. Emergency PPE available in all bubbles in a box in each class and in office areas. Please refer to the PPE protocol. PPE protocol shared with all staff – staff sign on receipt. Clear poster/signage in all classrooms concerning PPE. 			
Challenging behaviours displayed	M	<ul style="list-style-type: none"> Pupils with challenging behaviours identified. Risk assessments 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. Staff to allocate pupils 	<ul style="list-style-type: none"> Addendum to current behaviour policy and classroom protocols to ensure highest expectations of behaviour are maintained and social distancing adhered to during phased reopening. Shared with all stakeholders July 2020. Pre-empt potential issues prior to September start – creation of RA around pupils concerned. All EHCP 	<ul style="list-style-type: none"> Risk assessment and relevant documentation shared with all stakeholders. 	L	SLT Staff/Pupils-Where need identified.

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		<p>seats and classes within each bubble based on identified risk and additional need.</p> <ul style="list-style-type: none"> • 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 risk assessment in place. • The Behaviour Policy has been reviewed. • The on-call leadership team member can be contacted through reception. 	<p>and ILPs updated and shared with all relevant staff July 2020.</p> <ul style="list-style-type: none"> • On-call system operational to deal with serious issues. 			
First Aid Provision and support with medication	M	<ul style="list-style-type: none"> • Staff are first aid trained. • Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use/bubbles. • Staff to wash/sanitise 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 support with 	<ul style="list-style-type: none"> • Pupil medication delivered to bubble by appropriate staff for administration. Pastoral team to identify pupils with high needs and dependency to ensure medical support is received and recorded appropriately. • In case of an emergency all first aid personnel will carry, protective gloves/face mask with them at all times. • Where first aid is requested and intimate care may be required, first aid personnel should respond to incidents wearing full PPE, facemask and face shield, gloves and disposable aprons where 	<ul style="list-style-type: none"> • No additional measures identified. <p>Summer term Update</p> <p>Undertake a stock check of medication held on the school site for pupils.</p> <ul style="list-style-type: none"> - Review when staff members last received medication training. Concerns to be raised with the school nurse in the first instance. - Review when staff members last received First Aid Training guidance is available on the HSE website. <p>-Face coverings to be worn when staff are administering face to face first aid treatment, supported with medication/medical needs.</p>	L	Staff-On going

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		<p>medication and after support. Gloves and first aid items used to be placed in hazard bags provided.</p> <ul style="list-style-type: none"> Waste bins/hazard bins emptied throughout the school day. Ensure that a stock of disposable gloves are available for staff use. ELA to order and ensure regular checks of stock levels. 	<p>possible. See PPE Protocol.</p> <ul style="list-style-type: none"> On arrival at any situation, an immediate risk assessment should be carried out to identify risks, which may cause harm to themselves, or others, for example body fluids, blood contamination, before administering any help. 999 should be called immediately if risk rating is high. If after assessment, the issue appears to be related to Covid 19, leadership should be contacted and the pupil moved to the isolation room. If first aid can be administered safely in the area this should occur. Guidance has been shared with parents Parent/carer contacted immediately as well as emergency services should they be needed. On completion, PPE removed and disposed of in the hazard bins provided. Health and safety records updated and signed. Please refer to PPE protocol. 			
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 	<p>In the event of a fire alarm/fire:</p> <ul style="list-style-type: none"> Staff should guide pupils, via fire exits, onto the Terrace. Pupils should line up in form 	<p>Summer Term Update A Fire Drill is to be completed during the Summer Term. -School Building Checklist to be reviewed.</p>	L	Headteacher/site supervisor

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		<p>an annual basis.</p> <ul style="list-style-type: none"> In the event of the fire alarm sounding staff are to direct pupils to evacuate the building. Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that pupils have with other age groups /staff members. Staff and pupils are to maintain social distancing where possible when evacuating the building. Staff and pupils are to maintain social distancing when registers are being taken at the assembly point. Staff and Pupils re-entering the building is to be staggered. Staff and pupils are to wash their hands when they re enter the building. The Site Supervisor is to check the fire alarm control panel at the start of each school day to ensure that the fire alarm system is operating correctly. Any faults are to be reported immediately to the Contractor who tests and inspects your schools 	<p>groups with an allocated space for each year group bubble. Social distancing maintained where possible, and a calm exit to the building.</p> <ul style="list-style-type: none"> Paper registers provided by admin team for Form Tutor to complete. The site supervisor and HT/designated fire warden will sweep the building/bubbles. Once the building is clear and checked the HT will make a decision in consultation with the site supervisor on next steps – for example, is it safe to return to building. Fire alarms will be check/tested weekly. If school closure results, parents will be contacted immediately. Staff to be issued new fire procedure September 2020 – sign on receipt. Desk top exercise - Fire drill essential in first three weeks on return. Guidance has been shared with parents. <p>Emergency plans, contacts – staff/pupil and scenario planning kept in safe and with Senior AHT.</p>			

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		fire alarm system. <ul style="list-style-type: none"> • The Site Supervisor is to undertake their usual weekly checks of the fire alarm system. • First aid protocol in place. 				
End of the school day	M	<ul style="list-style-type: none"> • Pupils/Staff will wash their hands before they leave the school site. • Water bottles taken home from school each day • Only one Parent/Carer permitted to collect their child from the school site. • Parents/Carers to ensure that they follow social distancing. • Staff control the flow of pupils leaving the school building to encourage social distancing. • Gates are secured to the school site. • Gates and entrance doors are included in the cleaning regime at the 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 when they arrive home. 	<ul style="list-style-type: none"> • Each year group is dismissed at the end of the school day leaving via three different exits to ensure no congestion at exits, at pick up points or on public transport. • See parent/pupil protocol for further details – updated July 2020. • Increased leadership presence on exit to facilitate movement. • Clear communication to parents and pupils July 2020 concerning key protocols and procedures. 	<ul style="list-style-type: none"> • Reiterate expectations, WB 1st of March, to all parents and pupils regarding social distancing, travel home and the need to not gather in groups. 	L	Parents/ Carers-On Going

Hazards / issue	Risk rating H/M/L Before	Controls already in place	Additional actions – Full Reopening September 2020	Additional Actions – March 2021- including Summer Term updates.	Risk Rating H/M/L After	By Whom & When
Staff who are pregnant.	H	<ul style="list-style-type: none"> Staff members who have informed the Head teacher that they are pregnant are not currently in school. Staff members to inform the Head teacher at the earliest convenience if they are pregnant, on-going communication is essential. Guidance to be followed from RCOG: Coronavirus (COVID-19) infection and pregnancy 	<p>Communicate updated advice for those who are clinically vulnerable, including pregnant women:</p> <ul style="list-style-type: none"> https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/897524/20200626 Easy read shielding updated.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf 	<ul style="list-style-type: none"> Headteacher and Trust HR advisor to review all individual staff risk assessments WB 1st March and ensure additional, agreed measures are in place. Changes/updates to guidance regarding clinically vulnerable and pregnant staff communicated to all staff WB 1st of March - Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk) Extremely clinically vulnerable to remain at home – tasks allocated by line manager. Continue to monitor all DfE/PHE information and updates and provide regular comms to all stakeholders. <p>Summer term Update</p> <p>Staff to inform the Head teacher if they are pregnant.</p> <ul style="list-style-type: none"> New and Expectant mums COVID-19 risk assessment completed. -A New, New and Expectant mums risk assessment template available. -New and Expectant mums advised to follow the guidance -How to stop the spread of coronavirus (COVID-19) -COVID-19 vaccination: a guide for all women of childbearing age, pregnant or breastfeeding to be shared with New and Expectant Mums. 	L	Staff/ Head teacher-On going

Hazards / issue	Risk rating H/M/L Before	Controls already in place	Additional actions – Full Reopening September 2020	Additional Actions – March 2021- including Summer Term updates.	Risk Rating H/M/L After	By Whom & When
Office areas	H	<ul style="list-style-type: none"> • The maximum occupancy of the office areas has been calculated to ensure social distancing. • Where possible desks have been placed side by side and 2m distance adhered to. • View panels located in office doors 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. Fire doors will be closed but automatically open on alarm. • Where available, windows are opened whilst the office area is in use. • Staff leave their desks as clear as possible so that it can be easily cleaned. • Staff undertake other activities/duties that allow them to leave the office area over the course of the school day. • Emergency PPE in each office area. Please see PPE Protocol. • Hand sanitiser outside of each office. • Clean office/desk policy in place – wipes/spray provided. • No hot-desking during day. 	<ul style="list-style-type: none"> • Increased cleaning team during day to ensure offices and key areas are cleaned. • No sharing of equipment. • Wipes will be available in all classrooms to wipe down equipment and keyboards. 	<p>Summer Term Updates</p> <p>Ensure that photocopiers/reprographic areas are equipped with a hand, respiratory and cleaning stations.</p> <p>-Staff are to clean photocopier/ equipment following use.</p>	L	Caretaker/ Premise Manager-On Going.

Hazards / issue	Risk rating H/M/L Before	Controls already in place	Additional actions – Full Reopening September 2020	Additional Actions – March 2021- including Summer Term updates.	Risk Rating H/M/L After	By Whom & When
		<ul style="list-style-type: none"> Refreshments delivered to office area before staff and pupils arrive. 				
Visitors to the school	H	<ul style="list-style-type: none"> Visitors to the school site will only be accepted with an appointment. Safeguarding policy followed at all times concerning visitors to site. Trade persons attending the school site to complete statutory testing to be permitted on site. Where possible appointments to be made outside of school hours. All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site and at regular intervals. Visitors are always supervised whilst on the school site. Social distancing of at least 2m maintained. 	<ul style="list-style-type: none"> Parent meetings held via telephone or TEAMS meeting. Reception staff moved behind screened area. Site supervisor to carry out 'live' risk assessment of visit need before permitting work access. Headteacher informed. All visitors to follow – visitor protocol. Face covering must be worn at all time. Supply teachers and interview candidates should wear a face covering in communal areas but not in the classroom. 	<ul style="list-style-type: none"> No additional measures identified. <p>Summer Term Updates Review the visitors procedures currently in place to ensure that it meets with the systems of control put in place at the school. -Ensure that all visitors complete a COVID-19 visitor questionnaire</p>	L	Site Supervisor
Deliveries to the school	M	<ul style="list-style-type: none"> Only essential items are ordered by the school. Identified staff take responsibility for deliveries made to the school. Staff members wash their hands before and after 	<ul style="list-style-type: none"> Site supervisor to contact external providers and limit all non-essential deliveries to site – inform HT if external providers are required on site. Safety barriers placed between road and pupil 	<ul style="list-style-type: none"> No additional measures identified. 	L	Site Supervisor

Hazards / issue	Risk rating H/M/L Before	Controls already in place	Additional actions – Full Reopening September 2020	Additional Actions – March 2021- including Summer Term updates.	Risk Rating H/M/L After	By Whom & When
		<p>decanting orders and storing them away.</p> <ul style="list-style-type: none"> • Kitchen deliveries are made directly to the kitchen area. • On decanting products, products are to be wiped down and stored away. • Packaging to be placed in the external bin store. 	<p>pathway into school building to prevent any issues with early morning food deliveries.</p>			
Staff Wellbeing	M	<ul style="list-style-type: none"> • Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) link. • Staff receives sufficient breaks during the school day. • Staff encouraged to leave the school site shortly after the end of the school day. • Staff to discuss concerns with the SLT • Where need identified staff are to be referred to Occupational Health. 	<ul style="list-style-type: none"> • Consider impact on mental health - consider options available to support e.g. staff welfare support, occupational health referral and signposting information and support via KOOTH, Washington Mind. • Staff 'buddy' system in place for staff who cannot return to school – regular contact with team. 	<ul style="list-style-type: none"> • Remind staff of support available and signpost to key resources – Monday 1st of March. • DSL to remind staff of Anna Freud initiative and encourage sign up. <p>Summer Term Update Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school.</p> <p>-Staff to be reminded of the counselling services available to all DCC staff-Health Assured on 0800 716017.</p> <p>-Staff and Parents/Carers to remind of the support available to them in relation to mental well-being.</p> <p>- Where need identified staff are to be referred to the Occupational Health Team-occhealth@durham.gov.uk -HR colleagues contacted for support where need identified.</p>	L	Staff-On-going

Hazards / issue	Risk rating H/M/L Before	Controls already in place	Additional actions – Full Reopening September 2020	Additional Actions – March 2021- including Summer Term updates.	Risk Rating H/M/L After	By Whom & When
Deep Clean	M	<ul style="list-style-type: none"> A deep clean of all areas of the school to be carried out during the Summer break. The deep clean is to include books, desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas. Audit/review by NHT to develop baseline assessment and training for staff. 	<ul style="list-style-type: none"> NHT provide advice on suitable cleaning methods with increased numbers of pupils. Update cleaning protocols following release of guidance for cleaning in non-healthcare settings (end of summer term): https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Site supervisor to work with NHT to identify suitable cleaning products and order. Audit of cleaning practices by NHT – summer. ‘Fogging’ of all surfaces by NHT – summer.] COSHH and cleaning checklists available from Sit Supervisor and stored centrally in Reopening School folder. 	<ul style="list-style-type: none"> No additional measures identified. 	L	Headteacher

Date of assessment review (updated)	Signatures
26/02/2021	F Collins/ M Shepherd/M Lanaghan/M McDonagh
01/03/2021	Whole staff consultation
01/03/2021	Durham CC H&S Team (C Browning)
22/04/2021	F Collins / SLT/Durham H&S Team
13/05/2021	F Collins

