

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

All schools are advised to note the issues and suggested control measures in this document and then add detail specific to their school.

Name and Address of the School –		
Horden Nursery School, Cotsford Park, Horden, Peterlee, SR8 4TB		
Current Number of Staff Employed- 19	Name of Person Completing the Risk Assessment- Natalie Parkinson	Date of assessment – July 2020
Current Number of Pupils on Role- 88	Review Dates- 30 th September 2020	
Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members.		
Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.		
The school have more than 50+ members and staff and to comply with the current <u>Guidance for full opening: schools</u> in the Autumn Term 2020 and to ensure compliance with the <u>Health and Safety Executive (HSE)</u> a copy of this risk assessment has been placed on the school website.		

Staff covered by this assessment – The School Community	
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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.

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	1/35

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

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

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

Public Health England advice the following measures to minimize coronavirus (COVID-19) risks in school environments;

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable

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

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

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

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

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	2/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
1. Staff and Pupils and the wider school community					
COVID-19 transmission within the school community	M	<ul style="list-style-type: none"> - Registers are taken each day of pupils present. - Staff arrive on site prior to the start of the school day and report to the identified member of the SLT. - Pupils are met each day at the identified entrance for their class by a staff member. Staff maintain social distancing. - Parents will not be permitted into the school building. - Staff attendance at work and those who remain working from home are monitored by the Head teacher /SLT. - Sickness absence procedures in place for Staff and Pupils. - Pupils are kept in consistent bubbles/groups within their year groups, where possible. - Durham County Council (DCC) are working with partner agencies, trade unions and updating schools with relevant information. - Public Health England (PHE) is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). 	<ul style="list-style-type: none"> - Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence. - Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence. - The Governing body of the school are to be informed of staff members and Parent/Carers concerns. - Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have. - Head teacher to remind parents/carers and staff via newsletters etc. that where Pupils or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. - Parents/Carers and Staff members are reminded that testing for COVID-19 is available to everyone whatever their age. Testing is available through the NHS. - Pupils or a family member or Staff member displaying symptoms will be advised to self-isolate and will not be permitted into school until 7/14-day isolation completed. 	L	<p>Head teacher- On Going</p> <p>SLT/ Attendance Officer-As required</p> <p>Parents/ Carers and Staff-On going.</p> <p>Head teacher- On Going.</p> <p>Head teacher- On-going.</p> <p>Head teacher- Immediate</p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	3/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
2.Maintaining hand and respiratory hygiene on the school site					
Hand and respiratory hygiene across the school	H	<ul style="list-style-type: none"> - Staff wash their hands/apply hand sanitizer with pupils at the start and end of the school day. - Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities are not available due to the number of pupils at the start of the school day - Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members. - Where hand washing facilities are limited due to the number of pupils, hand sanitizer stations have been located in identified areas around the school site - Pupils are supervised when accessing the hand sanitizer. - Tissues made available in each classroom. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. - Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. - Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff. - Lidded waste bins are in place to place used tissues in. 	Where lidded bins are not available tissues can be double bagged in a nappy sack and placed in the bin.	L	Staff-On going

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	4/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> - Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms - The school understands the NHS Test and Trace process and are aware of how to contact their local Public Health England health protection team- - The school have advised staff and Parents/Carers that they will need to be ready and willing to; - Book a test if they are displaying symptoms. - Staff and pupils DO NOT come into the school if they have symptoms of COVID-19 and WILL BE sent home to self-isolate if they develop them in school. <p>The school are aware that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Carers if using a home testing kit</p> <ul style="list-style-type: none"> - Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 	<p>they present with COVID-19 symptoms with relevant information/guidance to follow.</p> <ul style="list-style-type: none"> - Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace. - Remote education to be made available to pupils not attending the school. 		<p>Going</p> <p>Head teacher</p> <p>Head teacher-On going</p>
<p>Isolating Staff/Pupils during the school day</p>	<p>H</p>	<ul style="list-style-type: none"> - If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation. - Where it is not possible to isolate Staff/Pupils, they are to be moved to an area 	<ul style="list-style-type: none"> - Staff members to be assessed as to whether they are fit enough to drive themselves' home. If they are not fit to drive their next of kin are to be contacted. - If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic Pupil /Staff member subsequently tests positive 	<p>M</p>	<p>SLT-As required</p> <p>Staff-As required</p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	6/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>which is at least 2 metres away from pupils and staff.</p> <ul style="list-style-type: none"> - Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible. - Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else. - Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them DO NOT need to go home to self-isolate 	<p>they should request a test.</p> <ul style="list-style-type: none"> - Staff are aware that they may be contacted by NHS Test and Trace. - Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitizer. - The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people the guidance COVID-19: cleaning of non-healthcare settings guidance.is to be followed. 		<p>Staff/Pupils as required</p> <p>Staff-As required</p>
Pupil/Staff member testing negative for COVID-19	H	<ul style="list-style-type: none"> - If a Pupil or member of Staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. - Other members of the household can stop self-isolating. 	The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test:	L	Head teacher-On going
4.Managing a positive case in the school community					
Staff/Pupil or family member tests positive for COVID-19	H	<p>The Health Protection Agency are available to provide schools with advice and support-Contact - 0300 3038596-Option1</p> <ul style="list-style-type: none"> - The Health Protection Agency team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. - If a Pupil or member of Staff tests positive, they are instructed to follow the 'stay 	<ul style="list-style-type: none"> - Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test: - If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is 	L	Head teacher-On going

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	7/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</p> <ul style="list-style-type: none"> - The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. - If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 14 days. - Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded. 	<p>required.</p> <ul style="list-style-type: none"> - Home learning to be made available to pupils not attending the school. - The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided. 		
Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.	H	<p>The school will contact the Health Protection Agency -Contact - 0300 3038596-Option1</p> <ul style="list-style-type: none"> - The Health Protection Team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by NHS Test and Trace. - Where need identified The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. 	<p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided.</p>		Head teacher
The School being placed on lockdown	M	<ul style="list-style-type: none"> - Wellbeing checks carried out for staff and pupils. - Work with the Health Protection Team. 	<ul style="list-style-type: none"> - Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event 	L	Head teacher

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	8/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			occur. - Following the guidance provided by the Health Protection Team.		
5. Staff and Pupils accessing vehicles to travel to and from the school.					
Transport on and off the school site.	M	N/A		L	
Pupils /Staff independently travelling to the school site.	H	- Designated car parking area available to staff. - Social distancing guidance to be followed when accessing/egressing from car vehicles.	- Staff and Parents/carers and pupils advised on the current guidance regarding accessing <u>public transport</u> . - Staff /Pupils to be advised to adhere to <u>staying alert</u> and social distancing guidance when away from the school. - Staff presence in the outdoor areas at the start and end of the school day.	L	Head teacher- Immediate
Staff and Pupils wearing face coverings when making their way to the school building	H	N/A	-	L	
Use of school minibuses		N/A			
6. Staff/Pupil, family member who maybe at increased risk					

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	9/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)	H	<ul style="list-style-type: none"> - Some staff/pupils may have particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees. - People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace 	<ul style="list-style-type: none"> - Where need identified the Head teacher is to discuss Parent/ Carers or Staff members concerns and explain the measures the school has in place to reduce risks of COVID-19 transmitting in the school community. - Head teachers are as far as practically possible to accommodate concerns raised. 	M	Head teacher- On Going
Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)	H	<ul style="list-style-type: none"> - Staff/Pupils who were clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. - Guidance for those who are clinically-vulnerable, including pregnant women, is available. - The Head teacher has flexibility regarding Staff members medical needs and work activities that they are able to undertake within the school. - People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 	<ul style="list-style-type: none"> - Where need identified-Staff individual Medical/III-Health risk assessment to be completed. - Where need identified staff referred to DCC Occupational Health Service. - Individual cases to be discussed with HR. - Pupils EHCP's reviewed and discussions to take place with their GP's/Consultants etc. prior to them returning to school. 	M	Head teacher- As required

7.New and Expectant mums in the school community

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	10/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
New and Expectant Mums	M	<ul style="list-style-type: none"> - Staff to inform the Head teacher if they are pregnant. - Staff to consult with their GP and Midwife. - New and Expectant mums COVID -19 risk assessment completed. - Guidance from the NHS- Pregnancy and the coronavirus and the Royal College of Obstetricians & Gynaecologists as well as the NHS Who is at Risk is followed and shared with staff members. - Shielding for all staff members is to be suspended on the 1st August 2020. 	<ul style="list-style-type: none"> - Member of staff to raise concerns with their midwife/GP in the first instance. - Concerns to be raised with the Head teacher where need identified. - Where need identified HR to be consulted. 	L	<p>Staff member-As required</p> <p>Staff member-As required</p>
New and Expectant Mums showing symptoms of COVID-19	H	<ul style="list-style-type: none"> - Staff are aware of the symptoms of COVID-19. - Staff instructed to follow the guidance; Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate. - Book a test – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms. - Speak to your midwife or maternity team they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a video consultation. 	<ul style="list-style-type: none"> - See 4-. Managing a positive case in the school community. - Staff can be referred to DCC Occupational Health Service regarding a testing for COVID-19. - Where need identified consultation to take place with HR. 	M	Head teacher
8.Access to the school site and building					
Transmission of COVID-19 to Pupils/Staff	M	<ul style="list-style-type: none"> - Access to the school site is controlled, several entrance gates and entrance doors are used to allow Pupils and Parents/Carers to flow onto the school site/building 	<ul style="list-style-type: none"> - Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site. 	M	Staff/Head teacher-On Going

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	11/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Separate Entrance doors for each group clearly identified- Daisies- 2-year-old entrance 8.45am-11.45am/12.30pm-3.30pm Buttercups- Main Entrance 8.30am-3.00pm Sunflowers- Cloakroom entrance- 8.45am-11.45am/12.30pm-3.30pm - Nursery aged pupils must be accompanied to school each morning. - Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child. - Pupils, Parents/Carers advised to maintain social distancing when entering the school site. - The start of the school day has been staggered to allow controlled access into the school building by pupils. - Where possible the end of the school day to be staggered to prevent gatherings outside of the school site. - Parents not permitted to enter the school building unless need is essential. - Pupils are met each day at the identified entrances for their group by a staff member. - Pupils store outdoor clothing and bags in designated area. - Staff store their bags in lockers, store cupboards. - Those pupils with clearly named packed lunches and water bottles are to store them within a designated area of their allocated classroom. - Staff members will wipe packed lunch boxes and water bottles over with a cloth that has had anti-bacterial spray applied to it. 	<ul style="list-style-type: none"> - Staggered start times introduced for different nursery groups and times communicated to parents via school communication links and updates provided where need identified. - Parents/Carers advised to leave the school site immediately once their child has entered the building. - School entrances and site secured at the start of the school day. - Staff, Pupils, Parents/Carers will be informed to only bring essential items needed for that day. - Staff to utilise the information available from eBug website. <p><u>Coronavirus (COVID 19) guidance for educational settings poster</u></p>		

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	12/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the school day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. - Staff wash their hands with pupils at the start of the school day. - Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to a separate room and next of kin/parents contacted. 			

9. None school staff working in the building

Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19	H	<ul style="list-style-type: none"> - Floor markings in place at the main school reception area ensuring social distancing. - Direction floor and wall signs in place around the school. - Social distancing markers in place in large corridor areas. - Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the school - Visitors to the school are by appointment only. - Where possible Contractors to carry out activities outside of school hours. - Hand sanitiser station located at the main entrance. - All Visitors sanitise their hands prior to entering the school building. - A register of all Visitors/Contractors /Agency Staff and Support Agencies 	<ul style="list-style-type: none"> - Are to be advised not to attend the school if they are unwell. - Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment. - Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene. - Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They are responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings. 	M	SLT-As required
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	13/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>maintained, including their contact details.</p> <ul style="list-style-type: none"> - Dedicated areas identified for use by Support Agencies. - Where possible areas allocated to Support Agencies as close to the main entrance, to reduce movement around the building. - Where agencies supporting the school, where possible it is the same member of staff each time. - All visitors are accompanied when moving about the building. - Parents/Carers discouraged to access the main reception area without an appointment. - Main reception area spot cleaned throughout the school day. - Tissues located at the main reception area with a lidded waste bin. - Waste bins emptied at the end of the school day. - Face coverings not to be worn in the school building. 			
Initial Teacher Training Students	M	N/A			
10.Maintaining infection control /hygiene standards during the school day.					
COVID-19 spreading from person to person within the school building	H	<ul style="list-style-type: none"> - Guidance followed for the cleaning of non health care settings. - Cleaning schedule in place during the school day and at the end of the school day. - Spillage policy in place. - Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. 	<ul style="list-style-type: none"> - Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified. - Staff to utilise the information available from eBug website - Staff to take responsibility for their own personal hygiene throughout the school 	M	Head teacher- On going

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	14/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Where need identified hand sanitiser be made available to staff and pupils. - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff follow the guidance provided - Where hand washing facilities are limited due to the number of pupils, hand sanitizer stations have been located in identified areas. Pupils are supervised when accessing the hand sanitizer. - Handwashing posters located in pupil and staff toilet areas and in the classroom areas. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. - Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. - Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff. - Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified. - Pupils and Staff ensure that they thoroughly dry their hands. - Infection Control Risk assessment in place to manage other biological hazards within the school community. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Hard surfaces and key touch point areas, such as doors, door furniture, light switches 	<p>day.</p> <ul style="list-style-type: none"> - Use of hand towels to ensure that hands are dried thoroughly. - Waste bins to be emptied throughout the school day and placed in the external bin store. - The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc. - Where need identified pupils to eat their lunches in their classrooms. - Classroom surfaces to be cleaned if classroom used as a dining area. - All bins emptied at the end of each school day and placed in the external bin store. - Parents advised to ensure that pupils wash their hands when they return to the home environment. - <u>The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.</u> 		

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	15/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		around setting.	follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school		Staff/Provider
Maintaining Year Group bubbles to reduce transmission of COVID-19	H	<ul style="list-style-type: none"> - Pupils kept in consistent groups/bubbles. - SLT will continue to walk around the school, particularly at times when transitions are at a minimum. - Pupils taught in identified areas, movement is limited throughout the school day. - Group based resources are used and shared within the bubble /group. - Classroom resources included in the cleaning schedule for each group. - Movement limited where possible to key times - Cleaning schedules have been made available to schools and are available on the Extranet. 	<ul style="list-style-type: none"> - Consider 'Zoning' social areas, so that where pupils from different year group bubbles are on lunch at the same time, they are kept separate from one another. 	L	Head teacher
12.Impact of pupils and staff moving about the building/school site					
Moving about the building/school site-Covid-19 transmission	M	<ul style="list-style-type: none"> - Clear direction given to parents via the school's communication links for the start and end of the school day. - Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas. - Where need identified some pupils will eat 	<ul style="list-style-type: none"> - Movement about the building monitored throughout the school day. - Rota's changed where need identified. - Cleaning schedule in place for corridor areas doors etc. 	L	Head teacher-On Going

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	19/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		their lunch in their classrooms. <ul style="list-style-type: none"> - Rota in place to access the outdoor play areas at the school. - Alternative external routes to be adopted to access outdoor play areas etc. - Social distancing measures adhered to where possible. - One-way systems where possible put in place. - Pupils supervised by Staff members when moving about the building. - Hand sanitizer dispensers located around the school site, including where need identified in classroom areas. - Use of hand sanitizer supervised by Staff members. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. 			
Lifts		N/A	-		
Access to Welfare facilities for Staff and Pupils	M	<ul style="list-style-type: none"> - Staff supervise pupils when washing their hands in the toilet areas/sink areas. - Cubicles in place. - Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). - Staff and pupil toilet facilities cleaned following break and lunch periods. - Lunch time and breaktime rota in place for staff accessing the staff room area. - - - Windows are opened in the staff room when it is occupied by staff members. - Position of furniture within staff room areas 	<ul style="list-style-type: none"> - Additional welfare facilities provided for staff where need identified. 	L	Premises Management-As required

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	20/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		reviewed to ensure social distancing. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u> .			
Break and Lunch periods	H	- Ensure that staff social distancing can be attained, as far as possible. - Pupils directed to wash their hands during break/lunchtime periods. Tables to be distanced with smaller number of children. - When congregating in halls etc, doors and windows are opened to allow natural ventilation. - Outdoor areas accessed as much as possible. - Spot cleaning carried out. - Surfaces are cleaned following lunchtime. - Cleaning schedule in place.		L	Head teacher

13.Pupil behaviour during the school day

Pupils refusing to follow hand washing procedures	H	- Parents/Carers advised prior to the pupils returning to the school that all pupils will need to adhere to hand washing to ensure pupil and staff safety. - Hand sanitiser made available where pupils refuse to wash hands. - Pupils are supervised when using hand sanitizer considering risks around ingestion. - EYFS pupils and pupils with complex needs are helped to clean their hands properly. - Where pupils refuse to wash their hands or use hand sanitizer skin friendly skin cleaning wipes are used as an alternative	- Where defiant behaviours are anticipated review the schools Behaviour Policy. - Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school. - Consideration be given to a phased return for identified pupil to manage risk. - Where pupils have refused to wash their hands, movement around the building to be restricted where possible. - Area where the pupil has been located	M	Head teacher-As required Staff-Where need identified Head teacher-Where need identified. Staff-Immediate
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	21/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Individual needs of pupils identified and managed where need identified. - Cleaning schedule in place for the whole school. - Staff supporting pupil continue to adhere to regular hand washing. 	<p>within the building to be thoroughly cleaned.</p> <ul style="list-style-type: none"> - Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team. - Where need identified Staff wearing PPE reviewed with the Head teacher. 		Head teacher-Where need identified.
Pupil-Challenging behaviours displayed	M	<ul style="list-style-type: none"> - Pupils with challenging behaviours identified. - Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours. - Relevant staff are Team Teach Trained. - Where need identified Team Teach techniques are applied, including restraint. - General Infection Control risk assessment in place. 	<ul style="list-style-type: none"> - Where behaviours exhibited by pupils potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing when arriving at work each day and changing clothing before they leave work. Placing soiled clothing in a pillowcase and washing the clothing when they return home. Staff are advised to shower when they return home from work each day. - Where need identified face visors be made available to Staff. - Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team. - Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out. - Where restraint has had to be carried out review the pupil risk assessment in place. - Continually review whether PPE is required when managing challenging behaviours. - Where need identified review the Behaviour Policy. - Review Team Teach training where 	M	<p>Staff-Where need identified.</p> <p>Staff-Where need identified. Staff-Immediate Head teacher-As required</p> <p>Staff/Pupils-As required</p>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	22/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			need identified-Contact Team Teach trainer provider.		
Pupils absconding from the school site	M	<ul style="list-style-type: none"> - Security checklist and Policy in place for the school. - Pupils access the building by an identified door and are met by a member of staff. - Perimeter gates are secured at the start of the school day. - Fob access control around the building - Class groups/bubbles agreed, with a suitable number of staff supervising the class. - Individual risk assessments in place for pupils who present challenging behaviours and further controls identified. 	<ul style="list-style-type: none"> - Procedures in place should pupils abscond from the school building/site. - 	L	Head teacher
Pupils that have an EHCP that require staff support throughout the day	H	<ul style="list-style-type: none"> - Identified staff work with pupils. - Staff wash their hands before and after working with a pupil - A space is identified for the intervention to take place - All equipment needed for the child is set up in the space before the start of the session - The intervention is provided at a distance where possible. - Following the intervention Staff and Pupil wash their hands. - After the Pupil has returned to the nursery, the member of staff cleans the area and washes any equipment that needs to be used by another pupil. 	<ul style="list-style-type: none"> - Staff provide with hand sanitiser that can be kept about their person. - Consider the introduction of activity boxes that can be introduced each day and removed and cleaned at the end of each day. 	L	Head teacher
Pupils accessing alternative education provision	H	N/A			

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	23/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
14.Residential educational settings					
Transmission of COVID-19 in the residential setting	H	N/A			
15.Supporting pupils during the school day					
Intervention groups	H	<ul style="list-style-type: none"> - The school will review groups so that each small group receiving support is drawn from one class/year group bubble only. - Pupils from each bubble will be allocated intervention time for either a morning or an afternoon session. - The area will be cleaned over lunch, before pupils from another bubble use the area. - Staff wash their hands between each intervention group. 	<ul style="list-style-type: none"> - Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. 	M	Staff-On going
Key Stage 1 Interventions	N/A				
Pupils not currently attending the school	L	<ul style="list-style-type: none"> - Resources available through BBC bitesize. - See mental wellbeing. 	<ul style="list-style-type: none"> - Head teacher/SLT are aware of the needs of pupils not currently attending the school. - Remote education to be made available to pupils not attending the school. 	L	Head teacher
16.Subject area needs					
Equipment needed for specific subject areas	M			L	Premises Management- As required

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	24/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
					Subject Lead Staff-As required
Classroom resources	H	<ul style="list-style-type: none"> - Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously - Resources cleaned prior to each group/bubble using them. <p>and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</p>	<ul style="list-style-type: none"> - Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups/bubbles. - Resource boxes to be set up in advance where possible. 	L	Staff
PE Activities / Lack of changing room space	H	N/A			
Music lessons	H	N/A			
Educational Visits	M	<ul style="list-style-type: none"> - During the Autumn term, the school can resume non-overnight domestic educational visits. - Daily visits are uploaded to the EVOLVE system. - Where possible the school is making use of local outdoor spaces. - Hand wipes hand sanitizer carried by staff for use during the visit. 	<ul style="list-style-type: none"> - Ensure that pupils are kept within their consistent groups. - Ensure that venues accessed are COVID-19 secure. 	L	Staff
Swimming/Water Therapy	H	N/A			
17.School Community Activities					

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	25/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
School Assemblies/Worship-Large gatherings	H	N/A			
Outdoor Play Areas/Equipment	M	<ul style="list-style-type: none"> - Each class groups allocated outdoor portable play equipment which is to be stored in their individual classrooms after use. - Rota in place for access to fixed outdoor play equipment, which includes allocation of time to wipe down the equipment. - Fixed play equipment to be wiped down with anti-bacterial spray after each group's use. - Portable equipment wiped down after each use. - Cleaning regime in place for outdoor play equipment-Portable and fixed at the end of the school day. 	<ul style="list-style-type: none"> - Building checklist to be completed. - Where a cleaning regime can't be carried out during the school day. Fixed outdoor play equipment to be taken out of use. 		Head teacher- Aug 2020

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

Use of Welfare facilities for Staff and Pupils	M	<ul style="list-style-type: none"> - Staff supervise pupils when washing their hands in the toilet areas/sink areas. - Cubicles in place in toilet areas - Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). - Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods. - Lunch time and breaktime rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room. - Windows are opened in the staff room when it is occupied by staff members. - Position of furniture within staff room 	<ul style="list-style-type: none"> - If zoning of the building is taking place consideration be given where possible allocating toilet facilities to specific year groups, staff and visitors. - Ensure that a robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned. 	L	Premises Management- As required
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	26/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>areas reviewed to ensure social distancing.</p> <ul style="list-style-type: none"> - Cleaning schedule in place - Staff encouraged to bring flasks into school for personal use. - Alternative space made available to staff for break periods. 			
Personal care	H	<ul style="list-style-type: none"> - Personal care takes place in identified toilet areas within the school. - PPE readily available in toilet areas. - Staff wear appropriate PPE when carrying out personal care tasks. - Resources required to support personal care readily available. - Face visors available to staff where need identified. - Where windows are available, they are opened whilst personal care taking place. - Area cleaned after each use. - Included in the cleaning schedule for the school. 	<ul style="list-style-type: none"> - Staff concerns to be raised with the Head teacher. - Where nappy bins are not present waste to be double bagged and placed in lidded bins. 	L	Head teacher

19. Pupils with first aid/medication

Personal Protective Equipment (PPE)	M	<ul style="list-style-type: none"> - Wearing a face covering or face mask in schools is not recommended. - DCC have provided each school/setting with a PPE starter pack. - Tasks have been identified within the 	<ul style="list-style-type: none"> - Ensure that the school maintains a stock of disposable gloves/aprons and face masks. Contact your usual PPE supplier any concerns are to be raised with the Health and Safety Team- hsteam@durham.gov.uk and 03000 	L	Head teacher- On going
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	27/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19.</p> <ul style="list-style-type: none"> - Staff follow good hand <u>washing practice</u> prior to wearing PPE. - Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care. 	<p>263430.</p> <ul style="list-style-type: none"> - Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with the Head teacher. - Where staff are supporting pupils, who present challenging behaviours and pupil individual risk assessments are in place., PPE requirements to be discussed with staff to ensure their safety. 		<p>Staff-Where need identified</p> <p>Staff-Where need identified</p>
First Aid Provision and support with medication	M	<ul style="list-style-type: none"> - DCC have provided each school/setting with a PPE starter pack. - First Aid risk assessment in place - Identified Staff are first aid trained. - Staff are aware of the procedure to follow should they need to undertake <u>CPR</u> - Head teachers are aware of the current <u>guidance</u> regarding Paediatric First Aid Trained Staff in EYFS Settings point 7.2. - Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use - Staff to wash their hands prior to administering first aid - Staff to wear disposable gloves when providing first aid support. - Staff to wash their hands after providing first aid support. - Medication policy in place. - Staff to wash their hands prior to and following support with medication. - Where pupils have medical needs Individual Health Plans reviewed prior to them 	<ul style="list-style-type: none"> - Review the First Aid Risk Assessment. Gloves and first aid items used to be double bagged and placed in the waste bin. - Waste bins emptied throughout the school day. - Ensure that a stock of disposable gloves are available for staff use. - Review when staff members last received First Aid Training ,guidance is available on the HSE website. - Review when staff members last received medication training. Concerns to be raised with the school nurse in the first instance. 	L	Staff-On going

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	28/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		returning to school. - Medication stored in a dedicated area. - Identified staff support pupils with medical needs.			
Congestion at the exit gates around the school site	M	<ul style="list-style-type: none"> - Pupils/Staff will wash their hands before they leave the school site. - Where staff have had to change into clothing when they arrived at the school, they are to change out of clothing and place clothing in a pillowcase before leaving. - Water bottles and lunch bottles taken home from school each day - Only one Parent/Carer permitted to collect their child from the school site. - Parents/Carers to ensure that they follow social distancing. - Parents/Carers directed to leave the school site immediately once they have collected their child. - Gates are secured to the school site at the end of the school day. - Gates and entrance doors are included in the cleaning regime at the school. - Staff reminded to maintain social distancing when supervising pupils off the school site. 	<ul style="list-style-type: none"> - Parents/Carers to keep the school up to date who will be collecting their child from school. - Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. - Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home. 	L	Parents/Carers-On Going

20.Mental Wellbeing

Staff Wellbeing	M	<ul style="list-style-type: none"> - Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). - Staff have been provided with COVID-19 mental health link - Staff receives sufficient breaks during the 	<ul style="list-style-type: none"> - Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school. - Where need identified staff are to be referred to the DCC Occupational Health Team-occhealth@durham.gov.uk 	L	Staff-On-going Head teacher-As required.
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	29/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>school day.</p> <ul style="list-style-type: none"> - Staff encouraged to leave the school site shortly after the end of the school day. - The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing 	<ul style="list-style-type: none"> - Staff to be reminded of the counselling services available to all DCC staff-Health Assured on 0800 716017. - Staff workload monitored by the SLT. - HR colleagues contacted for support where need identified. 		SLT-As required
Pupil Wellbeing	M	<ul style="list-style-type: none"> - Focused pastoral support in place. - Staff have access to- <u>Returning safe and happy and settled.</u> - Regular contact made with pupils' parent/carers who are currently not attending the school. - Safeguarding Policy in place. - Staff report concerns with pupils behaviour via the usual routes, including Safeguarding. - Part of the curriculum for the Autumn term and Spring Term. 	<ul style="list-style-type: none"> - The school to contact the agencies who regularly support their pupils with social and emotional support. - Ensure that staff are aware of the healthy child programme 		Head teacher Staff-As required
21.Building Management					
Deep Clean	M	<ul style="list-style-type: none"> - At the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on guidance. The school will follow the guidance provided and where need identified the current cleaning regimes reviewed. 		L	
Site Risk Register	M		<ul style="list-style-type: none"> - School Building Checklist to be completed 		Head teacher
Emergency Situations	H	<ul style="list-style-type: none"> - There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis. 	<ul style="list-style-type: none"> - School Building Checklist to be completed. - Where need identified Personal 	L	Premises Manager/ Caretaker

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	30/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - In the event of the fire alarm sounding Staff and Pupils are to evacuate the building via the nearest available fire exit. - Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks. - Re-entering the building is to be staggered. - Staff and pupils are to wash their hands /apply hand sanitizer when they're enter the building. 	<p>Emergency Evacuation Plans put in place/reviewed</p> <ul style="list-style-type: none"> - H/T/responsible person should go through the fire emergency procedures as desk top exercise with the staff to ensure that they are familiar with the evacuation procedures. 		SLT/Staff
Main reception and entrance doors around the school.	H	<ul style="list-style-type: none"> - Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures - Clear signage in place prompting hand washing/use of hand sanitizer. - Hand sanitiser station in place. - Visitors apply hand sanitizer when they enter the school building. - Visitors sign in, after they have applied hand sanitizer - Main reception area spot cleaned throughout the school day. - Tissues located at the main reception area with a lidded waste bin. - Waste bins emptied at the end of the school day. - Face coverings not to be worn in the school building 	<ul style="list-style-type: none"> - Visitors are to be advised not to attend the school if they are unwell. - Visitors well being monitored when attending the school. - Visitors to be advised that face coverings are not permitted within the school building. <p>Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life.</p> <ul style="list-style-type: none"> - Face to face meetings with parents are to be booked in advance so that meeting rooms can be set up to ensure social distancing. 	L	Head teacher/Staff
Office areas	H	<ul style="list-style-type: none"> - The maximum occupancy of the office areas has been calculated to ensure social distancing. - Signage in place on office doors indicating the maximum occupancy number. - Where possible desks have been placed side by side 	<ul style="list-style-type: none"> - Where waste bins do not have lids place an object over the waste bin to act as a lid. - None office staff encouraged not access office areas unless essential. 	L	Caretaker/ Premise Manager-On Going.

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	31/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - View panels located in office doors utilised so that the number of staff located in office spaces can clearly be identified. - The doors of Offices in use can be wedged open when occupied. - Where available, windows are opened whilst the office area is in use. - Staff leave their desks as clear as possible so that it can be easily cleaned. - Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day. - Staff undertake other activities that allow them to leave the office area over the course of the school day. - Clear desk policy in place in each office area. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. 			
Toilet Areas/Personal Care changing facilities	H	<ul style="list-style-type: none"> - Allocated to identified groups of pupils. - Cleaned following each use. - Waste placed in nappy bins - Waste bins regularly emptied, and waste taken to external bin area. - PPE readily available for personal care. - Sanitary bins located in identified and have closed lids. SLA in place. 	<ul style="list-style-type: none"> - Where nappy bins are not present waste to be double bagged and placed in lidded bins. 	L	Staff
Meeting Rooms	H	N/A		L	
Catering facilities	M	N/A		L	Premises Management- As required Head teacher- Immediate

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	32/35

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
					Head teacher
Deliveries to the school site	M	<ul style="list-style-type: none"> - Only essential items are ordered by the school. - Identified staff take responsibility for deliveries made to the school. - Staff members wash their hands before and after decanting orders and storing them away. - Kitchen deliveries are made directly to the kitchen area. - On decanting products, products are to be wiped down and stored away. - Packaging to be placed in the external bin store. 		L	
Waste Management on the school site	M	<ul style="list-style-type: none"> - External bin store in place - Contractor SLA in place to remove waste materials from the school site. - Waste removed from the school building at the end of each day and placed in the designated bin store area. 	<ul style="list-style-type: none"> - Review refuse collection SLA to ensure that it meets the current needs of the school. 	L	Caretaker
External Lettings	M	N/A		L	Head teacher
Build-up of pedestrian traffic/vehicle traffic around the school					
Close contact of adults and children on and outside the school site.	H	<ul style="list-style-type: none"> - Parents reminded not to congregate outside the school gates or on the school site. - Social distancing measures are in place on the school site. - Parents/Carers are continually reminded to safely park around the school site. 	<ul style="list-style-type: none"> - Head teacher to remind Parents/Carers not congregate on the school site or around the school site. 	L	Head teacher

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	33/35

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

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

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	34/35

[Staying alert and safe \(social distancing\)](#)

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

H&S Manual	Form	Version	Issue Date	Next Review	Page
School	COVID-19 Risk Assessment	1.2	July 2020	July 2023	35/35