

Full School Opening September 2020- Infection Control COVID-19 General Risk Assessment Form (7)

Name and Address of the School – Rosemary Lane Nursery School, Easington Village, Peterlee SR8 3BQ		
Current Number of Staff Employed- 19	Name of Person Completing the Risk Assessment- Carole Scott	Date of assessment – 5 th January 2021
Current Number of Pupils on Role- 78	Initially written 13 th July 2020 Review Dates September 2020 5 th October 2020 2 nd November 2020 2 nd December 2020 18 th December 2020	
Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of staff members and Parent/Carers concerns.		
Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team. The school have more than 50+ members and staff and to comply with the current <u>Guidance for full opening: schools</u> in the Autumn Term 2020 and to ensure compliance with the <u>Health and Safety Executive (HSE)</u> a copy of this risk assessment has been placed on the school website.		
Persons covered by this assessment – The School Community		
COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates. The virus is thought to spread mainly from person-to-person. <ul style="list-style-type: none"> • Between people who are in close contact with one another (within about 6 feet). • Through respiratory droplets produced when an infected person coughs, sneezes, or talks. • These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. • COVID-19 may be spread by people who are not showing symptoms. 		

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

On January 4th 2021 the Prime Minister announced that England would enter a [National Lockdown](#) due to the surge in coronavirus cases.

For as long as COVID-19 remains in the community, judgements will need to be made within settings about how to minimise the risk from COVID-19, in the school community.

Public Health England advise systems of controls to minimize coronavirus (COVID-19) risks in school environments;

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Where recommended, use of face coverings in schools.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
6. Minimise contact between individuals and maintain social distancing wherever possible-Schools put in place measures that suit their circumstances.
7. Where necessary, wear appropriate personal protective equipment (PPE)-Where need identified.
8. Always keeping occupied spaces well ventilated.
9. Staff/Parents to engage with the [NHS Test and Trace](#) process-Where need identified.
10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community-Schools have been provided with guidance from DCC.
11. Contain any outbreak by following local health protection team advice-Where need identified.

Durham County Council (DCC) have produced two documents to support schools in their decision making in relation to COVID-19; [Child/staff develops symptoms in school/setting](#) and [Schools/Education settings COVID-19 reporting process](#). DCC HR colleagues have produced a flow diagram for schools to follow-[Employee testing and isolation requirements](#).

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.

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1.Staff and Pupils and the wider school community					
COVID-19 transmission within households	H	<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 group by a staff member. Staff maintain social distancing. - Parents will not be permitted into the school building. - Sickness absence procedures in place for Staff and Pupils. - Pupils are kept in consistent bubbles/groups within their age groups, where possible. - Durham County Council (DCC) are working with partner agencies, trade unions and updating schools with relevant information. - Public Health England (PHE) have stated that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). - Staff are aware to report to their SLT if they present with symptoms of COVID-19/Test positive. - The school will follow the DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1)</u> and <u>Schools/Education settings COVID-19 reporting process (Appendix 2)</u>. - The school have advised staff and parents/carers that they will need to be ready and willing to; 	<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. - Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have. - Parents/Carers and Staff continually advised to follow- <u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> - Headteachers are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail. Communication links need to be monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported. - Parents/Carers and Staff members are reminded that testing for COVID-19 is available to everyone presenting symptoms of COVID-19 ,whatever their age. <u>Testing is available through the NHS.</u> - Pupils or Staff member displaying symptoms will be advised to self-isolate and will not be permitted into school and 	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- On going</p>

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		<ul style="list-style-type: none"> - <u>Book a test</u> if they are displaying symptoms. - Staff and pupils <u>DO NOT</u> come into the school if they have symptoms of COVID-19 and <u>WILL BE</u> 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"> - <u>Self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) for 10 days. 	<p>advised to book an <u>NHS Test</u></p> <ul style="list-style-type: none"> - Members of the pupil/staff members household <u>also</u> need to self-isolate for 10 days and if they present with COVID-19 symptoms book an <u>NHS Test</u>. 		<p>Head teacher- On going</p> <p>Head teacher- On going</p> <p>Household</p>
COVID-19 transmission	H	<ul style="list-style-type: none"> - The <u>Systems of Control</u> are followed throughout the school day. -<u>Head teachers have the autonomy to relax uniform and dress code for staff and pupils during the lockdown.</u> 	<ul style="list-style-type: none"> -<u>School COVID Reassurance checklist</u> available in the Health and Safety COVID-19 File for schools to complete. -Consider removing furniture from classrooms/moving classes into larger classrooms that are available on the school site. - Review the spaces that you have available in school and where need identified move bubbles into larger spaces if available. -LA meet with PHE on a weekly basis and made aware of 'hot spot' areas. Where need identified the Health and Safety Team -hsteam@durham.gov.uk support individual schools. 	L	<p>Head teacher</p> <p>Staff</p> <p>Head teacher</p>

2.Maintaining hand and respiratory hygiene on the school site

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Hand and respiratory hygiene across the school	H	<ul style="list-style-type: none"> - Staff wash their hands/apply hand sanitiser with pupils at the start and end of the school day. - Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities are not available at the start and finish 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, additional temporary handwashing stations have been created and hand sanitiser is located in identified areas around the school site - Pupils are supervised when accessing the hand sanitiser. - Handwashing and hand sanitiser posters located in the toilet areas and around the school site. - 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 (where developmentally appropriate) - Lidded waste bins are in place to place 	<ul style="list-style-type: none"> - Where handwashing facilities not readily available consider setting up hand sanitiser and tissue stations in each classroom. - Where lidded bins are not available tissues can be double bagged in a nappy sack and placed in the bin. - Where toilet facilities are close/in the classroom consideration be given to flushing used tissues down the toilet. 	L	<p>Staff-On going</p> <p>Staff-On going</p>

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		<p>used tissues in. Bins are emptied at the end of the school day.</p> <ul style="list-style-type: none"> - Waste bins are emptied, and waste placed in the bin store at the end of the school day. - Hand sanitiser station located at the main entrance for visitor use. - All Visitors sanitise their hands on entering the school building. - Stringent cleaning schedules in place DCC cleaning checklist in place. - Toilet areas monitored throughout the school day to ensure that the supplies of hand soap and paper towels are maintained. 			
Use of face coverings on the school site	M	<ul style="list-style-type: none"> - Face coverings are not classified as <u>PPE (personal protective equipment)</u>. Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19). -Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. - The school holds a supply of face coverings and where need identified issued to visitors. 	<p>-Consideration needs to be given to staff and pupils under lying health conditions.</p> <ul style="list-style-type: none"> - Parents are requested to wear face coverings when bringing and collecting children. -Agencies that support the school should discuss with the Head teacher the wearing of face coverings when on the school site prior to attending the school site. <p>Use of face coverings in the school environment;</p> <ul style="list-style-type: none"> -Safe wearing of face coverings requires cleaning of hands before and after touching. -When not in use face coverings are to be stored away between uses where possible in a sealable plastic bag. 	L	<p>Staff-On going</p> <p>Head teacher-As required</p> <p>External agencies-As required</p> <p>Head teacher-Immediate</p>

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Ventilation within the school building	H	<ul style="list-style-type: none"> - Classrooms, corridor areas etc. are well ventilated prior to the start of the school day. -During Autumn and Winter windows are opened just enough to provide constant background ventilation. -Where available high-level windows opened in preference to low level windows to reduce draughts. -Windows are opened fully during lunchtime to purge the air in the workspace. -Where need identified external doors opened where safe to do so. -Where need identified furniture re-arranged. -The HSE guidance for ventilation is followed. -Heating used to ensure comfort levels are maintained in the school building. 	<p>Ventilation within the school building</p> <p>-Where need identified staff and pupils advised to wear additional clothing</p>	H	-Classrooms, corridor areas etc. are well ventilated prior to the start of the school day.

3.Symptoms of COVID-19 in the school community

Isolation of close contacts	M	<p>-The Guidance for full opening: schools is being followed to reflect the change in the isolation period from 14 days to 10 days for close contacts.</p>	<p>-Parents/Carers and Staff to be informed via the schools usual communication links that the guidance for close contact isolation has been updated from 14 days to 10 days as of the 14th December 2020.</p> <p>-Where staff/pupils are currently isolating, their isolation period is to end after 10 days, in line with the new guidance.</p>	L	Head teacher
Staff sickness absence	H	<p>- The school are aware of the updated guidance - Face coverings in education.</p> <p>-Staff follow the sickness absence procedure for the school.</p> <p>-Staff sickness absence monitored by the Head teacher on a daily basis.</p>	<p>-Head teachers to share the guidance - Use of NHS COVID-19 app in education and childcare settings. Where staff are permitted to have their phones on the school site remind them to pause contact tracing to avoid 'false' alerts.</p> <p>-Where need identified the Head teacher to raise concerns with the Chair of their</p>	L	Head teacher

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Isolating Staff/Pupils during the school day	H	<ul style="list-style-type: none"> - Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) - If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a secure 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 which is at least 2 metres away from pupils and staff. -Where supervision or comfort has to be provided PPE is to be worn <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u> guidance. - Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible. - Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else. - Staff who have helped a Pupil/Staff member presenting COVID-19 symptom and any pupils who have been in close contact with them DO NOT need to go home to self-isolate 	<ul style="list-style-type: none"> - Staff members to be assessed as to whether they are fit enough to drive them selves' home. If they are not fit to drive their next of kin are to be contacted. - If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test. - Staff are aware that they may be contacted by NHS Test and Trace. - Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser. - The area around the person with symptoms must be cleaned with normal household bleach after they have left the room to reduce the risk of passing the infection on to other people the guidance <u>COVID-19: cleaning of non-healthcare settings guidance</u>.is to be followed. - Waste is to be double bagged and stored securely for at least 48hrs away from normal waste. 	M	<p>SLT-As required</p> <p>Staff-As required</p> <p>Staff/Pupils as required</p> <p>Staff-As required</p> <p>Staff-As required</p>

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Pupil/Staff member with symptoms testing negative for COVID-19	H	<ul style="list-style-type: none"> - Head teachers to follow the guidance detailed in Head teachers follow the DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1)</u> - Negative: Child/staff may return if the <u>NHS criteria</u> has been met - Household can stop self-isolating follow <u>NHS guidance on your test result</u> 	<ul style="list-style-type: none"> -The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test. - Headteachers are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail. Communication links need to be monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported. 	L	Head teacher- On going

4.Managing a staff member/ pupil positive case

Staff/Pupil or family member tests positive for COVID-19	H	<p>The school are following the updated guidance-<u>Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</u></p> <ul style="list-style-type: none"> - EYFS-Notify Ofsted and report the confirmed case to - The Health Protection Agency team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. - If a Pupil or member of Staff tests positive, they are instructed to follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have 	<ul style="list-style-type: none"> - Schools should ask parents/carers and Staff to inform them immediately of the results of a test: - If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. - Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms. - The school has received 10 postal testing kits, where need identified testing kit issued at the Head teachers' discretion - Remote education to be made available to pupils not attending the school. 	L	Head teacher- On going
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		<p>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 10 -day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. - If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 10 days. - Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded. Where need identified the school will access the COVID-19 Education settings reporting tool 			
Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.	H	<ul style="list-style-type: none"> - DCC have produced a flow diagram for all DCC schools to follow in the event of a confirmed case of COVID-19 -The school will access the COVID-19 Education settings reporting tool -Appendix - (COVID-19). Schools can also contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. - The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. 	<ul style="list-style-type: none"> - Headteachers are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail rosemary.lane@durhamlearning.net - Communication links need to be monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported. - Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. <p>School applies the following definition of a close contact regarding a staff member/pupil who has tested positive.</p>		Head teacher

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		<ul style="list-style-type: none"> - The Health Protection Team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by <u>NHS Test and Trace</u>. - Where need identified The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. 	<ul style="list-style-type: none"> •A person who lives with or spends significant time in the same household as a confirmed case of coronavirus (COVID-19) •Having direct face-to-face contact or direct physical contact with a confirmed case for any length of time •Being less than 1m from a confirmed case for 1 minute or longer •Being less than 2m from a confirmed case for more than 15 mins (<i>As a sustained 15 mins one-off contact or a cumulative 15 mins contact added up over one day</i>) Travelling in a small vehicle with a confirmed case -Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms. 		
The Local Community placed on lockdown	H	<ul style="list-style-type: none"> - The school will be guided by Durham County Council (DCC) in the event of a local lockdown. -DCC will follow guidance detailed in - <u>COVID-19 contain framework: a guide for local decision-makers</u> - The school are aware that a local lockdown is in place in Durham. School is in Tier 4 - School is to open - The Head teacher has read the local guidance available-<u>North East of England: local restrictions</u> and has identified activities that the school carries out which are included in the guidance and has taken the appropriate action. 	<ul style="list-style-type: none"> - In areas where local restrictions are in place, face coverings should be worn by adults in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors unless they are exempt. - Where need has been identified Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur. - Follow the guidance provided by the Health Protection Team. 	L	Head teacher

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		-Where need identified the school will work with the Health Protection Team.			

5.Staff /pupils accessing vehicles to travel to and from the school.

Staff independently travelling to the school site.	H	<ul style="list-style-type: none"> - Social distancing guidance to be followed when accessing/egressing from car vehicles. - Staff advised to travel independently to school. 	<ul style="list-style-type: none"> - Staff presence at the start and end of the school day ensuring that pupils leave the school site by all available exits. - Staff and parents advised on social guidance/distancing 	L	Head teacher-Immediate
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6.Staff/Pupil, family member who maybe at increased risk

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Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)	H	<ul style="list-style-type: none"> - Some staff/pupils may have particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees. - People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace 	<ul style="list-style-type: none"> - Where need identified the Head teacher is to discuss Parent/ Carers or Staff members concerns and explain the measures the school has in place to reduce risks of COVID-19 transmitting in the school community. - Head teachers are as far as practically possible to accommodate concerns raised. 	M	Head teacher- On Going
Staff/Pupils who are Clinically Extremely Vulnerable (CEV) (High Risk) or Clinically Vulnerable (CV) (Moderate Risk)	H	<ul style="list-style-type: none"> -The school are aware of the recent changes to <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u> -The Headteacher/SLT are aware of the definition of <u>Clinically Extremely Vulnerable groups</u> -<u>Staff</u> who are-Clinically Extremely Vulnerable (CEV) are strongly advised to work from home. If you cannot work from home, you should not attend work for this period of lockdown. -The school Identified <u>Pupils</u> who are Clinically Extremely Vulnerable (CEV) and have identified if the pupils Consultant has advised them to shield/They have received a letter to shield. -The Head teacher/SLT are aware of the 	<ul style="list-style-type: none"> - Clinically Extremely Vulnerable/ Clinically Vulnerable risk assessment template available on the Extranet. <u>H&S COVID-19 folder</u>. -Pupils - Parents/Carers to speak with their GP or specialist clinician, if they have not already done so, to understand whether their child should still be classed as Clinically Extremely Vulnerable. - If <u>staff</u> are CEV and they believe they should have received a letter from the NHS. <u>Staff</u> are to speak to their GP or hospital care team if they have not been contacted and think they should have been. 	H	Staff/Pupils who are Clinically Extremely Vulnerable (CEV) (High Risk) or Clinically Vulnerable (CV) (Moderate Risk)

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		definition of <u>Clinically Vulnerable</u> .(CV). -If staff are CV, staff can attend work (where it is not possible to work from home). -Staff/pupils who live with those who are CV or CEV can attend the workplace but should ensure they maintain good prevention practice in the workplace and home setting.			

7.New and Expectant mums in the school community

New and Expectant Mums	M	<ul style="list-style-type: none"> - New /Expectant Mum risk assessment in place. - The Head teacher/SLT are aware of the definition of <u>Clinically Vulnerable</u>.(CV).New and Expectant Mums are categorized as CV. -If staff are CV, staff can attend work (where it is not possible to work from home). -Work area to be regularly reviewed to ensure 2 metre social distancing is in place. -Where need identified floor markings to be put in place to ensure that social distancing can be maintained. -Also see face coverings 	<ul style="list-style-type: none"> - New /Expectant Mum risk assessment updated and available on the Extranet, <u>H&S COVID-19 folder</u> -<u>New and Expectant mum to raise concerns in the first instance with the Head teacher.</u> 	L	Head teacher
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 <u>have coronavirus</u> as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms. 		M	Head teacher

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		<ul style="list-style-type: none"> - Speak to your midwife or maternity team they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a video consultation. 			

8.Access to the school site and building

Transmission of COVID-19 to Pupils/Staff	H	<ul style="list-style-type: none"> - Access to the school site is controlled, several entrance doors are used to allow Pupils and Parents/Carers to flow onto/off the school site/building - Separate Entrance doors for both age groups are clearly identified. - All pupils must be accompanied to school each day. - Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child. - Parents advised to wear face coverings when bringing and collecting their child. - Pupils, Parents/Carers advised to maintain social distancing when entering the school site. - The start of the school day has a drop off window to allow controlled access into the school grounds by pupils and parents. - 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 age group by staff members. - Floor markings in place where need 	<ul style="list-style-type: none"> - Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site. - 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. - Coronavirus (COVID 19) guidance for educational settings poster - Parents/Carers reminded that pupils are to maintain social distancing when travelling to and from the school site. 	M	Staff/Head teacher-On Going
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		<p>identified in external areas.</p> <ul style="list-style-type: none"> - Pupils store outdoor clothing and bags in designated area. - Staff store their bags in lockers, store cupboards. - Pupils are supervised to wash their hands at the start and end 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 small group time. - Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to a separate room and next of kin/parents/carers contacted. <p>-Areas around the school site monitored by the school staff at the start and end of the school day to ensure that pupils/parents do not group together in limited spaces.</p>			

9.Non school staff working in the building

Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19	H	<ul style="list-style-type: none"> - All Visitors/Contractors/Agency Staff and Support Agencies complete a visitor health questionnaire on arrival, including contact details and name of pupil/adult they are working with. -Face coverings to be worn by visitors into the school building - Floor markings in place at the main school reception area ensuring social distancing. - Posters/notices clearly displayed and reference handwashing/hand sanitising and social distancing procedures in place at the school 	<ul style="list-style-type: none"> - Questionnaire reviewed prior to entering the building, it is at the school's discretion whether they are permitted on the school site. - Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be advised not to attend the school site if they are unwell. - Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment. - Support Agencies advised of the procedures to follow when working with 	M	<p>Office Staff/Head teacher-On going</p> <p>SLT-As required</p>
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		<ul style="list-style-type: none"> - Visitors to the school are by appointment only. - Where possible Contractors to carry out activities outside of school hours. - Hand sanitiser station located at the main entrance. - All Visitors sanitise their hands prior to entering the school building. - Dedicated areas identified for use by Support Agencies. - Where possible areas allocated to Support Agencies as close to the main entrance, to reduce movement around the building. - Where agencies supporting the school, where possible it is the same member of staff each time. - All visitors are accompanied when moving about the building. - Parents/Carers discouraged to access the main reception area without an appointment. - Main reception area spot cleaned throughout the school day. - Tissues located at the main reception area with a lidded waste bin. - Waste bins emptied at the end of the school day. 	<p>pupils e.g. hand hygiene.</p> <ul style="list-style-type: none"> - Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They are responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings. -Where reception areas are open plan consideration be given to fitting Perspex screens. - Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be made aware if they have been in close contact with a positive COVID case in the school environment. - Volunteers and Support Agencies are to keep a register of the pupils that they have seen when on site. - Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to inform the school if they test positive for COVID-19 following their visit to the school. 		
Parent Visitors	H	<ul style="list-style-type: none"> -Schools are encouraged to avoid visitors entering their premises where possible. - For new admissions virtual tours should be considered. -If visits are required in person settings should consider ensuring face coverings are worn, regular handwashing and holding visits after hours if possible. - Parents are attending the school site they should be notified of the system of controls, 			

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		<p>their responsibilities during the visit and how to maintain social distancing.</p> <p>-Parents to complete the visitor questionnaire prior to entering the school building.</p>			

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. -DCC - Caretaking & Cleaning Support Service <u>cleaning schedule updated</u> on the Extranet. - Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. - Where need identified hand sanitiser be made available to staff and pupils. - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff <u>follow the guidance provided</u> - Hands are dried following handwashing - Where hand washing facilities are limited due to the number of pupils, additional handwashing stations have been created in identified areas and hand sanitiser is available in identified areas across the school. Pupils are supervised when accessing the hand sanitiser. - Handwashing <u>posters</u> located in pupil and staff toilet areas and in the classroom areas. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. 	<ul style="list-style-type: none"> - Staff to utilise the information available from eBug website - Staff to take responsibility for their own personal hygiene throughout the school day. - Waste bins to be emptied throughout the school day and placed in the external bin store. - The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc. - All bins emptied at the end of each school day and placed in the external bin store. - Parents advised to ensure that pupils wash their hands when they return to the home environment. 	M	Head teacher-On going
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		<ul style="list-style-type: none"> - Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. - Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff as developmentally appropriate - 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. - Staff socially distance themselves from one another. - Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis. - Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by staff. - Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins. - Staff and pupils wash their hands/apply hand sanitiser at the end of the school day - Where available windows to be opened in corridor areas/school halls during the school 			

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Robust cleaning regime in place. - Waste bins located are emptied at lunchtime and at the end of the school day. - Hand sanitizer stations located around the building where need identified. - Staff each have their own sanitiser bottle. - Cleaning schedules have been made available to schools and are available on the Extranet. 			Staff

11.Pupils and Staff working in identified bubbles/groups

Nursery 2-3s and 3-4s	H	<ul style="list-style-type: none"> - All children work in bubbles and bubbles are maintained. - Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so. - Cleaning schedule in place. - Identified area in place where personal care activities carried out. Areas are cleaned following use. - Staff wear the usual PPE worn when providing support with personal care. - Personal care risk assessments in place where need identified and required PPE considered as part of the risk assessment. - Where possible Staff socially distance when working together. 	<ul style="list-style-type: none"> -Settings are to consider how they can minimize mixing within allocated space, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. -Seating plans in place where dining areas are used where possible. -Waste is double bagged where nappy bins are not available. - Where possible staff try to refrain from picking children up, cuddling, nursing etc - staff frequently wash hands/sanitise hands after having contact with children <p>Malleable Materials (Messy Play)</p> <ul style="list-style-type: none"> • Risk assess activity for malleable materials such as sand and water, as part of regular curriculum planning. • This should include material being handled by a small consistent 	M	Head teacher
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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			<p>group of children, no more than 15 at a time, ensure no one else from outside group comes into contact with this.</p> <ul style="list-style-type: none"> Malleable materials such as sand should be used and cleaned in line with manufacturer's instructions. See also: https://www.playengland.org.uk/resource/managing-risk-in-play-provision-implementation-guide/ Child should wash hands before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before use by a different group. 		
Maintaining bubbles to reduce transmission of COVID-19	H	<ul style="list-style-type: none"> Staff move to classrooms to reduce whole school movement around the building. Pupils kept in consistent groups/bubbles. Pupils are supported to maintain distance and not touch staff and their peers where possible. Classroom resources included in the cleaning schedule where possible. Movement limited where possible Cleaning schedules have been made available to schools and are available on the Extranet. 	<ul style="list-style-type: none"> Stagger the start times for pupils to ease congestion at the start and end of the school day 	L	Head teacher

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

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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. - Routine in place for lunchtime periods - Social distancing measures adhered to where possible by staff. - Pupils supervised by Staff members when moving about the building. - Hand sanitiser dispensers located around the school site, including where need identified in classroom areas. - Use of hand sanitiser supervised by Staff members. - Cleaning schedules have been made available to schools and are available on the Extranet. 	<ul style="list-style-type: none"> - Movement about the building monitored throughout the school day. - Rota's changed where need identified. 	L	Head teacher- On Going
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). - Windows are opened in rooms when they are occupied by staff members. - Position of furniture within staff room areas reviewed to ensure social distancing. - Staff to take lunch break in the nursery room where they are able to socially distance. - Cleaning schedules have been made available to schools and are available on the Extranet. - Where agencies are supporting the school clearly identify toilet facilities that they can access. 	<ul style="list-style-type: none"> - Additional welfare facilities provided for staff where need identified. - Consider placing cleaning products in the staff toilet areas so that staff can carry out spot cleaning after using the facilities e.g. anti-bacterial wipes in toilet cubicles. - Where external agencies are supporting the school clearly identify toilet facilities that they can access. 	L	Premises Management- As required

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Lunch periods	H	<ul style="list-style-type: none"> - Pupils directed to wash their hands during lunchtime periods. - When congregating in the hall etc, doors and windows are opened to allow natural ventilation. - Spot cleaning carried out. - Surfaces are cleaned following each group/bubble use. - Cleaning schedule in place following the lunchtime period. -Where possible dining hall tables positioned to ensure bubbles are separated by at least 2 meters. - Hand sanitiser /tissue stations to be located in each bubble. -Staff ensure that where possible they maintain 2 metre social distancing when moving about the area. 	Seating plans in place where dining areas are used where possible.	L	Head teacher

13.Pupil behaviour during the school day

Pupils refusing to social distance/follow hand washing procedures	H	<ul style="list-style-type: none"> - Parents/Carers advised prior to the pupils returning to the school that <u>all</u> pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety. - Hand washing stations are available for all to wash their hands. - Pupils are supervised when using hand sanitiser considering risks around ingestion. - All pupils and pupils with complex needs are helped to clean their hands properly. - Where pupils refuse to wash their hands or use hand sanitiser skin friendly skin cleaning wipes are used as an alternative - Individual needs of pupils identified and 	<ul style="list-style-type: none"> - Where defiant behaviours are anticipated review the schools Behaviour Policy. - Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school. - Consideration be given to a phased return for identified pupil to manage risk. - Area where the pupil has been located within the building to be thoroughly cleaned. - Where need identified support be 	L	<p>Head teacher- As required Staff-Where need identified</p> <p>Head teacher- Where need identified.</p> <p>Staff- Immediate</p> <p>Head teacher-</p>
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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Perimeter gates are secured at the start of the school day. - Class groups/bubbles agreed, with a suitable number of staff supervising the class. - PIN access control around the school building - Individual risk assessments in place for pupils who present challenging behaviours and further controls identified. - Perimeter fencing inspected to ensure the site is secure. - Pupils always supervised. 	.		Transport Team-Immediate
Pupils that have an EHCP that require staff support throughout the day	H	<ul style="list-style-type: none"> - Identified staff work with pupils. - Staff wash their hands before and after working with a pupil - All equipment needed for the child is set up in the space before the start of the session - Following the intervention Staff and Pupil wash their hands. - After the child goes home, the member of staff cleans 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
15.Supporting pupils during the school day					
Intervention groups	H	<ul style="list-style-type: none"> - Interventions will take place in an identified area. - Staff wash their hands between each intervention group. - Tissue/hand sanitiser station located in the intervention area. 	<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
Pupils not currently attending the school	L	<ul style="list-style-type: none"> - Resources available through school website and online platform Seesaw – including delivery of remote learning to all 	<ul style="list-style-type: none"> - Head teacher/SLT are aware of the needs of pupils not currently attending the 	L	Head teacher

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		children not attending - See mental wellbeing. - Welfare checks carried out with pupils and parent/carers. - Relevant agencies informed.	school. - Remote education to be made available to pupils not attending the school.		
16. Subject area needs					
Classroom resources	H	- Resources that are shared between classes or bubbles, are cleaned frequently and meticulously between uses - Where possible resources are cleaned/sprayed daily as part of the cleaning schedule		L	Staff-On going
Singing in nursery	H	- Singing, can be undertaken. If indoors use room with large amount of space and good ventilation carry out activity in small groups.	Current guidance advises; - There may be an additional risk of infection in environments where Staff/Pupils are singing, chanting, playing wind or brass instruments or shouting. - Where external agencies provide support request a copy of their COVID-19 risk assessment prior to recommencing activities. - Agencies to complete the visitor questionnaire. - Agencies to keep a register of the pupils that they interact with, register to be left at the main reception area when they leave the building.	M	Music Lead
Educational Visits	M	<u>-Not to take place during National Lockdown.</u>		L	

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17.School Community Activities					
Outdoor Play Areas/Equipment	M	<ul style="list-style-type: none"> - Fixed play equipment to be wiped down with soap and water at the end of the day - 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"> - Where a cleaning regime can't be carried out during the school day. Fixed outdoor play equipment to be taken out of use. 		
18.Welfare facilities around the school site for Staff, Pupils and Visitors.					
Use of Welfare facilities for Staff and Pupils	M	<ul style="list-style-type: none"> - Staff supervise pupils when washing their hands in the toilet areas/sink areas. - Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). - Pupil toilet facilities cleaned after the morning session - Lunch time in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff kitchen area. - 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. - Additional staff chairs are removed - Cleaning schedule in place 	<ul style="list-style-type: none"> - Ensure that a robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned. 	L	Premises Management-As required

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Personal care	H	<ul style="list-style-type: none"> - Personal care takes place in identified toilet areas within the school. - PPE readily available in toilet areas. - Staff wear appropriate PPE when carrying out personal care tasks. - Resources required to support personal care readily available. - Face visors available for staff to wear where need identified - Where windows are available, they are opened whilst personal care taking place. - Area cleaned after each use. - Included in the cleaning schedule for the school. - Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. - PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used. 	<ul style="list-style-type: none"> - Staff concerns to be raised with the Head teacher. - Where nappy bins are not present waste to be double bagged and placed in lidded bins. 	L	Head teacher

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19. Pupils with first aid/medication					
Personal Protective Equipment (PPE)	M	<ul style="list-style-type: none"> - DCC have provided each school/setting with a PPE starter pack. - Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19. - Staff follow good hand <u>washing practice</u> prior to wearing PPE. - Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care. - Nappy changing/Intimate care policy in place 	<ul style="list-style-type: none"> - Ensure that the school maintains a stock of disposable gloves/aprons and face masks. Contact your usual PPE supplier any concerns are to be raised with the Health and Safety Team- hsteam@durham.gov.uk and 03000 263430. - Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with the Head teacher. - Where staff are supporting pupils, who present challenging behaviours and pupil individual risk assessments are in place., PPE requirements to be discussed with staff to ensure their safety. 	L	Head teacher- On going Staff-Where need identified Staff-Where need identified
First Aid Provision and support with medication	M	<ul style="list-style-type: none"> - DCC have provided each school/setting with a PPE starter pack. - First Aid risk assessment in place - Identified Staff are first aid trained. - Staff are aware of the procedure to follow should they need to undertake CPR - Head teachers are aware of the current guidance regarding Paediatric First Aid Trained Staff in EYFS Settings point 7.2. - Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use - Staff to wash their hands prior to administering first aid - Staff to wear disposable gloves when 	<ul style="list-style-type: none"> - Review the First Aid Risk Assessment. - Gloves and first aid items used to be double bagged and placed in the waste 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. <p>First Aid Risk Assessment template</p>	L	Staff-On going

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		<p>providing first aid support. No other additional PPE is required unless the pupil is symptomatic.</p> <ul style="list-style-type: none"> - Staff to wash their hands after providing first aid support. - Medication policy in place. - Staff to wash their hands prior to and following support with medication. - Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school. - Medication stored in a dedicated area. - Identified staff support pupils with medical needs. 	<p>reviewed and available on the Extranet, <u>H&S COVID-19 folder</u></p>		
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. - Parents advised not to congregate at exit doors and gates. - Parents are supervised to ensure that they leave the school site swiftly and not in groups. - Only one Parent/Carer permitted to collect their child from the school site. - Parents/Carers to ensure that they follow social distancing. - Parents/Carers directed to leave the school site immediately once they have collected their child. - Staff control the flow of pupils leaving the school building to encourage social distancing. - Gates are secured to the school site at the end of the school day. 	<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. 	L	Parents/ Carers-On Going

20.Mental Wellbeing

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

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> - Safeguarding Policy in place. - Staff report concerns with pupil's behaviour via the usual routes, including Safeguarding. - Part of the curriculum for the Autumn term and Spring Term. 	<p>-MindEd - a free educational resource from Health Education England on children and young people's mental health.</p> <p>- Rise Above is a website co-created and produced by young people.</p> <p>- Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</p> <p>- Barnardo's See, Hear, Respond programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies.</p> <p>- Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff.</p>		

21. Building Management

General cleaning of the school environment	M	<ul style="list-style-type: none"> - Carried out where there is an increase in number of staff pupils absent from work - A deep clean will be carried out where positive cases. 	<ul style="list-style-type: none"> - Staff have received suitable and sufficient training. - A work equipment risk assessment has been completed. - COSHH and data sheet held for the chemical used with the fogging machine. 	L	Head teacher- Immediate
Ventilation	H	<ul style="list-style-type: none"> - <u>DCC</u> and <u>HSE</u> guidance followed - Natural ventilation used where possible. 	-Ensure testing and inspection is up to date.	L	Head teacher

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Control of Substances Hazardous to health (COSHH).	H	<ul style="list-style-type: none"> -Cleaning products stored away from pupils in the classroom environment. -Use of hand sanitiser supervised by staff members. -All cleaning products clearly labelled and used as directed. -Staff directed to the COSHH assessment in place for the products that they use. 	<ul style="list-style-type: none"> -COSHH risk assessments available on the Extranet. -Review cleaning products in use on a frequent basis, 		Premises Management
Site Risk Register	M	-School Building checklist completed	<p>Where need identified Action Plan put in place.</p> <ul style="list-style-type: none"> -Ensure that Slip/Trip/Fall, Indoor and Outdoor risk assessments are reviewed every 6 months -Review any <u>new</u> access and egress to the school site that parents/carers use to ensure their safety during adverse weather conditions. -Include new entrance/exit points in the gritting policy <ul style="list-style-type: none"> -Review the schools gritting policy regarding additional access/egress points on the school site. 		Head teacher- Oct 2020
Emergency situations	H	<ul style="list-style-type: none"> -There is a manual fire detection system fitted at the school which is tested weekly by school staff and inspected twice a year by a specialist contractor. -Fire Drills- The DCC Health & Safety Team are advising the following during the lockdown; -During a staff meeting complete a desktop fire drill exercise with staff, informing them of the FRA and emergency plan. Document that you have delivered this, as this counts as fire safety training. -Staff to familiarise the pupils with where the fire exits are and to walk their individual 	<ul style="list-style-type: none"> -Where <u>PEEPS</u> are in place for Staff and Pupils they are to be reviewed to ensure suitable and sufficient support is available. -Ensure that identified members of the SLT are aware how to read the fire control panel and address any activation in the event of the Caretaker/Premise Manager not being present. 	L	Head teacher

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		classes to their fire assembly point separately, whilst maintaining social distancing measures. Records of these individual class bubble walk throughs should be kept in the fire safety logbook.			
Statutory Testing and Inspection on the school site	M	-Statutory testing to be carried out at the school during the lockdown period	-Where possible appointments to be made outside of core school hours. -Contractors to maintain hands face space when on the school site. -- <u>Building and Associated activities checklist</u> to be reviewed and action produced where needs identified.	L	Head teacher
Office areas	H	<ul style="list-style-type: none"> - The maximum occupancy of the office areas has been calculated to ensure social distancing. - 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 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>. 	<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.

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Toilet Areas/Personal Care changing facilities	H	<ul style="list-style-type: none"> - 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. - Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. - PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used. -Sanitary bins located in identified areas and have closed lids. SLA in place. 	<ul style="list-style-type: none"> - Where nappy bins are not present waste to be double bagged and placed in lidded bins. 	L	Staff
Deliveries to the school site	M	<ul style="list-style-type: none"> - Only essential items are ordered by the school. - Identified staff take responsibility for deliveries made to the school. - Staff members wash their hands before and after decanting orders and storing them away. - Packaging to be placed in the external bin store. 		L	
Waste Management on the school site	M	<ul style="list-style-type: none"> - External bins stored at perimeter of boundary - 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 	<ul style="list-style-type: none"> - Review refuse collection SLA to ensure that it meets the current needs of the school. 	L	Caretaker

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		designated bin store area.			
Adverse weather conditions	M	<ul style="list-style-type: none"> -Monitor the weather conditions in your local area. -Communicate adverse weather conditions to the school community -<u>Cold Weather Plan followed</u> -Where need identified close the school due to adverse weather conditions. 	-Inform parents/carers of the school closure and inform the LA.	L	Head teacher
Build-up of pedestrian traffic/vehicle traffic around the school and its local community					
Close contact of adults and children on and outside the school site.	H	<ul style="list-style-type: none"> - Pupils reminded not to congregate outside the school gates or on the school site. - Social distancing measures are in place on the school site. - Parents/Carers are continually reminded to safely park around the school site. - Pupils movement onto and off the school site is supervised by staff. 	<ul style="list-style-type: none"> - Head teacher to remind Parents/Carers not congregate on the school site or around the school site. -Where concerns raised by the local community, appropriate action taken. 	L	Head teacher

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Additional Controls to be considered re the Infection Control COVID-19 General Risk Assessment Form

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

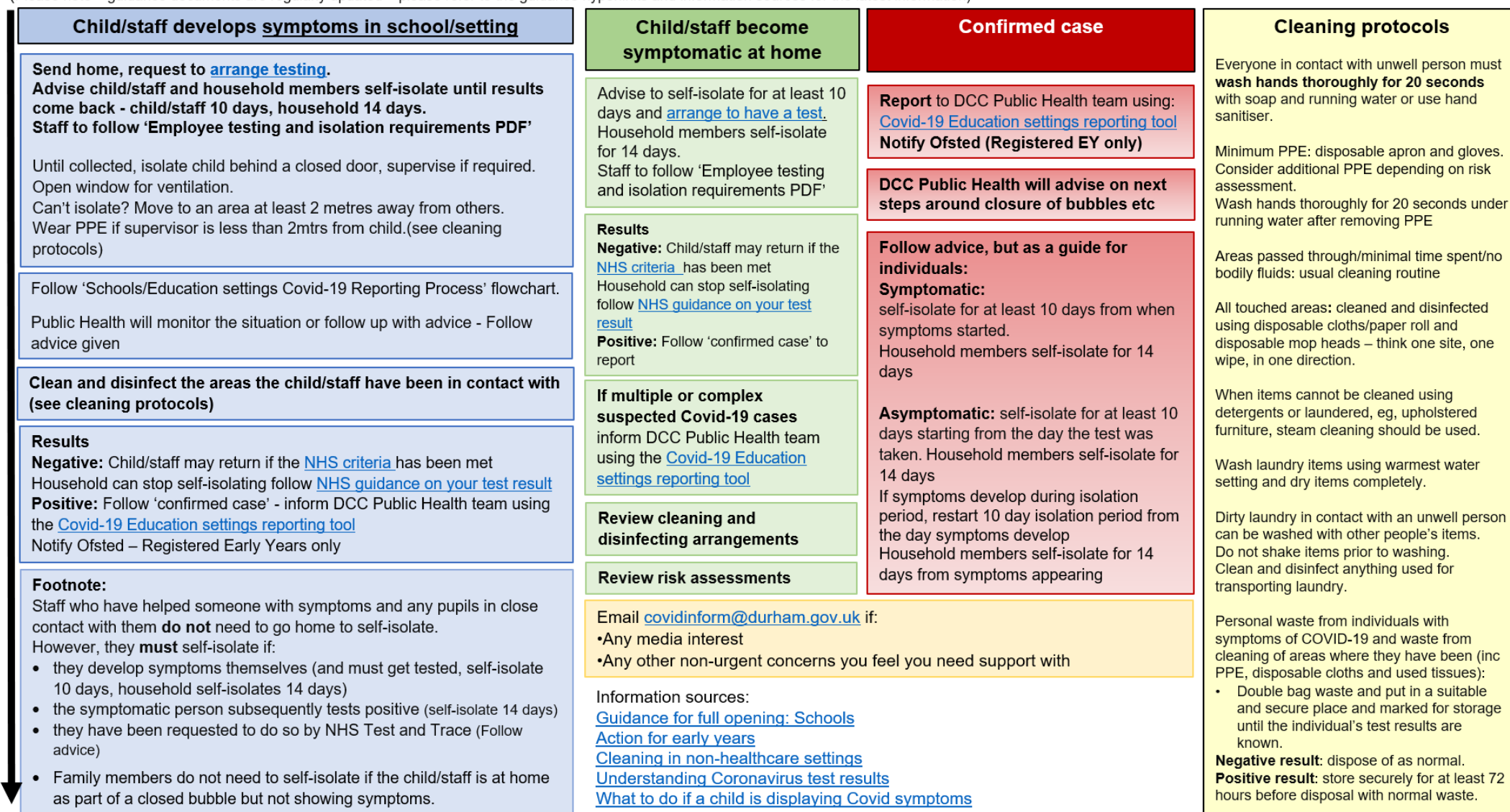
Guidance	
1	-Restricting attendance during the national lockdown: schools
2	Guidance for full opening: schools
3	Guidance for full opening: special schools and other specialist settings
4	COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
5	Early Years
6	Actions for FE colleges and providers during the coronavirus outbreak
7	National Lockdown: Stay at home
8	Critical worker and vulnerable children who can access schools or educational settings.
9	Face coverings in education
10	Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person
11	Social Distancing
12	Hands, Face, Space
13	Behaviour and attendance
14	Coronavirus (COVID-19):test kits for schools and FE providers
15	Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection

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Appendix 1

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

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



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Appendix 2

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

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

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

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

Reports/concerns of increased
absences among staff/pupils

Any complex/urgent
Covid-19 related
concerns

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

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

LA Actions

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

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

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

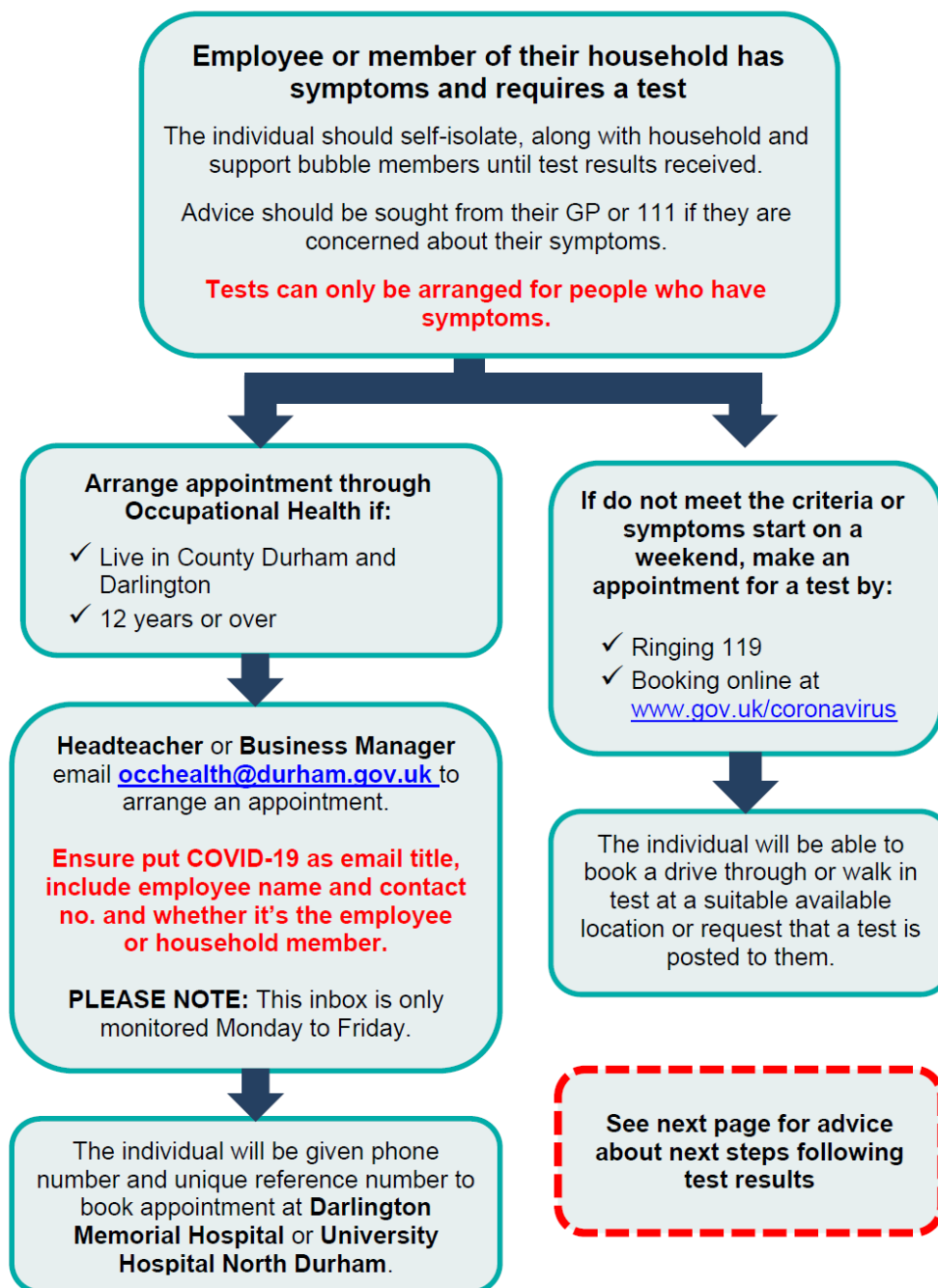
Glossary

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



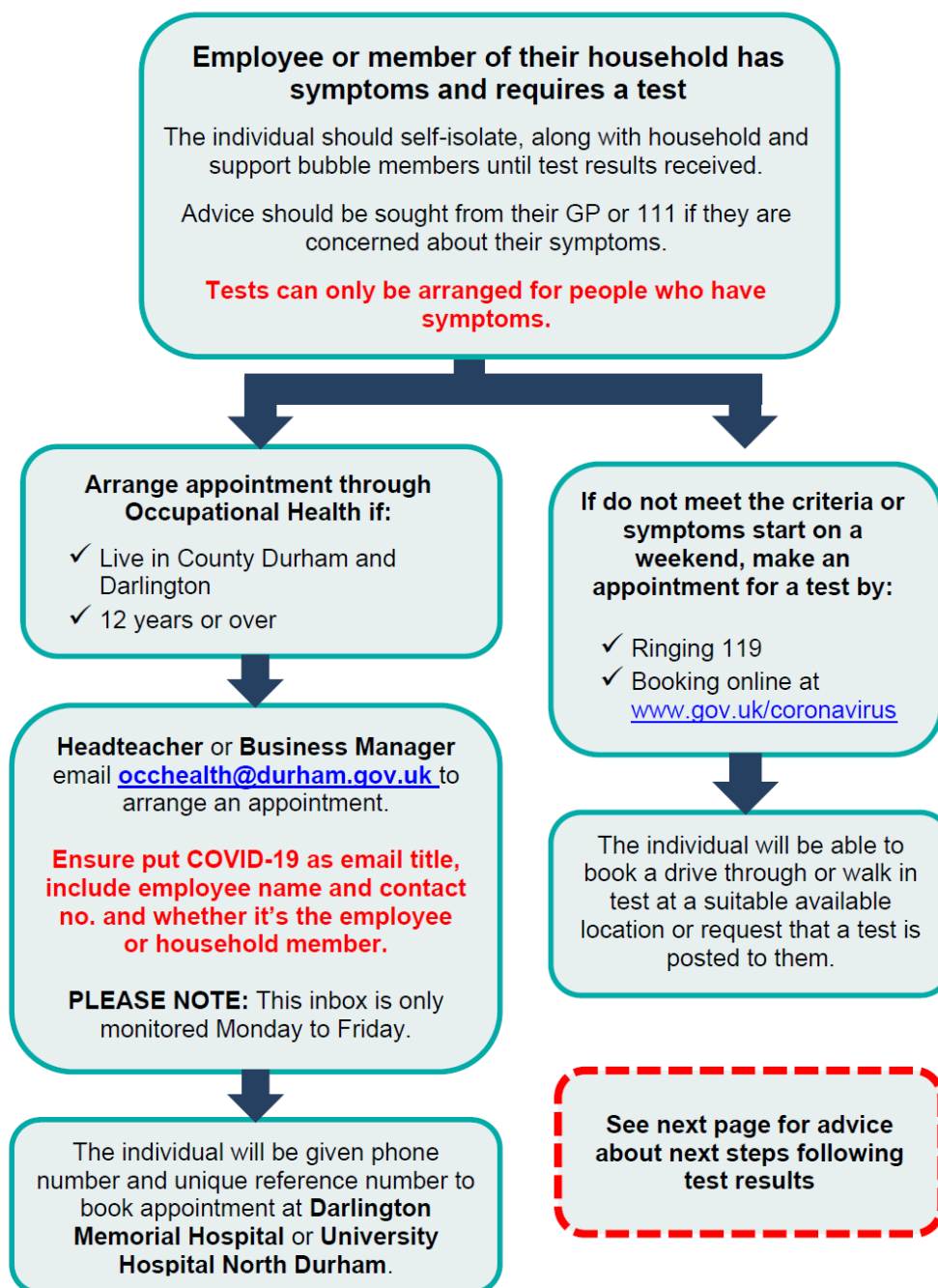
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Employee testing and isolation requirements



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Employee testing and isolation requirements



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

POSITIVE RESULT

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

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

NEGATIVE RESULT

Employee can stop isolating when:

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

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

Other household members do not need to isolate

INCONCLUSIVE RESULT

Employee should get another test as soon as possible.

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

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

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

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

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

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

POSITIVE RESULT

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

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

NEGATIVE RESULT

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

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

INCONCLUSIVE RESULT

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

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

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

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