



Chilton Academy

Full 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 – Off New South View, Chilton, County Durham, DL17 0PT		
Current Number of Staff Employed - 55	Name of Person Completing the Risk Assessment - SLT APC / MR / VC / CD / CS / AC / SD	Date of assessment – 13 th July 2020 15 th July 2020 – version 1.0 06.08.20 – version 2 23.09.2020 - updates Updates from LA - 25.09.2020 18.11.2020 - update 03/03/21 - update
Current Number of Pupils on Roll - 320	Review Dates - 28th September 2020, 18th October 2021, 3rd March 2021	
<p style="color: red;">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.</p>		
<p style="color: red;">Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.</p> <p style="color: red;">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.</p>		
Staff covered by this assessment – The School Community		
<p style="color: red;">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.</p>		

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

RISK RATING		Likelihood		
		Probable 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.
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- The school are following the guidance [Guidance for full opening: schools](#) and where applicable [guidance for Early Years](#), [Further Education Colleges](#) and [Special Schools](#).
- Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments;
- 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.

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- 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.
- All staff doing twice weekly lateral flow testing
- **Response to any infection**
- 8) Engage with the [NHS Test and Trace](#) process-Where need identified.

9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community-Schools have been provided with guidance from DCC

10) 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](#) (Appendix 1) and [Schools/Education settings COVID-19 reporting process](#) (Appendix 2).DCC HR colleagues have produced a flow diagram for schools to follow-[Employee testing and isolation requirements](#).

Where need identified Schools can 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.

Schools are following Public Health England guidance for [COVID-19: cleaning of non-healthcare settings guidance](#). DCC have produced a cleaning checklist for schools to utilize.

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Durham has recently been placed on a local lockdown and the school have considered the guidance produced for the North East in relation to this risk assessment.

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.The Health and Safety Team have placed all relevant documents in a [COVID-19 file](#) on their Extranet page.

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

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					

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<p>COVID-19 transmission within the school community/ households</p>	<p>M</p>	<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. Temperature checks after 30 minutes on site. Class teacher to do their own class temperature. - Pupils are met each day at the identified entrance for their class by a staff member. Staff maintain social distancing and ensure that no parents access the school site. - Gates act as control points for access. - 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 /class groups, where possible. - Durham County Council (DCC) are working with partner agencies, trade unions and updating schools with relevant information. . Protocols in place for students arriving late. Academy reserves the right to refuse admission should these be breached. <p>Staff are aware to report to their SLT if they present with symptoms of COVID-19/Test positive.</p> <ul style="list-style-type: none"> - The school will follow the DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1) and 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. - 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 <u>7/14-day isolation completed.</u> <p><u>the Guidance for households with possible coronavirus infection and engage in the NHST Test and Trace procedure.</u></p> <p>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</p>	<p>L</p>	<p>Head teacher- On Going</p> <p>SLT/ Attendance Officer-As required</p> <p>Parents/ Carers and Staff-On going.</p> <p>Head teacher- On Going.</p> <p>Head teacher- On-going.</p> <p>Head teacher- Immediate</p>
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		<ul style="list-style-type: none"> - <u>Book a test</u> if they are displaying symptoms. - Staff and pupils DO NOT come into the school if they have symptoms of COVID-19 and WILL BE sent home to self-isolate if they develop 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 14 days. 	<p>monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported.</p> <p>Pupils or Staff member displaying symptoms will be advised to self-isolate and will not be permitted into school and 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 14 days and if they present with COVID-19 symptoms book an <u>NHS Test</u>. <p>All staff members to do twice weekly lateral flow testing and should the test be positive they inform CD, AC or CS immediately</p>		
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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. 	<ul style="list-style-type: none"> - Where handwashing facilities not readily available consider setting up hand sanitizer and tissue stations in each classroom. 	L	Staff-On going
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		- Handwashing and hand sanitiser posters located in the toilet areas and around the school site.			
Use of face coverings on the school site	M	<p>- 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).</p> <p>Primary Schools-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.</p> <p>- The school holds a supply of face coverings and where need identified issued to pupils and visitors.</p> <p>Visitors on site must be traced and traced at Reception and wear a visor/facemask whilst in school</p>	<p>-Where staff wish to wear face coverings when in the classroom this is to be discussed with the Head teacher. (UPDATE - 02/10/2020 - staff asked to wear visors)</p> <p>-Consideration needs to be given to staff and pupils underlying health conditions.</p> <p>-Agencies that support the school will be asked to wear a visor when on the school site prior to attending the school site. This is explained in the visitor's risk assessment.</p> <p>-The School has a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process communicated clearly to pupils and staff via information at the beginning of the school year</p>	L	<p>Head teacher-On going</p> <p>Staff-On going</p> <p>Head teacher-As required</p>

3.Symptoms of COVID-19 in the school community

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<p>Staff sickness absence</p>	<p>H</p>	<ul style="list-style-type: none"> - Staff are aware of the procedure they are to follow if they are absent from work - SLT monitor staff sickness absence and ensure that cover is provided where need identified. - SLT ensure pupils are supervised throughout the school day and are monitored for the symptoms of the coronavirus throughout the school day. - Pupils are aware to report to a member of staff if they are feeling unwell during the school day. - Where need identified the school will follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2). 	<ul style="list-style-type: none"> -Trends identified and where need identified reported to DCC Public Health Team via COVID-19 Education settings reporting tool -Deep clean of areas of the school that affected staff are based and cleaning procedures reviewed. 	<p>L</p>	<p>Head teacher- On going</p>
<p>Members of the school community presenting symptoms of COVID-19.</p> <p>Pupil/Staff develops symptoms in school/setting</p>	<p>H</p>	<ul style="list-style-type: none"> - Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are: - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. - If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 	<ul style="list-style-type: none"> - Head teacher to continuously remind Parents/Carers via school comms of the symptoms of COVID-19. - Head teacher to continuously remind Parents/Carers that anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. - Head teacher to remind Parents/Carers and Staff via school comms. that where Pupil or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. 	<p>L</p>	<p>Head teacher- On going</p>

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		<p>days and should <u>arrange to have a test</u> 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 <u>Public Health England health protection team</u>- - The school have advised staff and Parents/Carers that they will need to be ready and willing to; - <u>Book a test</u> if they are displaying symptoms. - Staff and pupils DO NOT come into the school if they have symptoms of COVID-19 and WILL BE sent home to self-isolate if they develop 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) 	<ul style="list-style-type: none"> - Parents/Carers collecting unwell pupils are reminded of the guidance to follow. - Consider having a pre-printed information slip to give to Parents/Carers and members of Staff if they present with COVID-19 symptoms with relevant information/guidance to follow. - Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace. - Remote education to be made available to pupils not attending the school. <p>- Head teachers to make staff members aware of the process to follow <u>outside of school hours</u>.-Appendix 3.</p> <ul style="list-style-type: none"> - Staff and pupil sickness absence monitored, and trends identified and where need identified bubble sizes reviewed. - Lateral flow testing in place - staff being tested twice weekly <p><u>CD TO COMPLETE INCIDENT LOG - ATTACHED AT BOTTOM OF RISK ASSESSMENT ON SCHOOL DRIVE TO ENSURE CORRECT PROCEDURES ARE FOLLOWED</u></p>		<p>Staff-On-Going</p> <p>Head teacher</p> <p>Head teacher-On going</p>
Isolating Staff/Pupils during the school day	H	<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 	<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. 	M	SLT-As required

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		<p>pupil, with appropriate adult supervision if required. Windows are opened for ventilation. Isolation Room prepared – Group Room KS1.</p> <ul style="list-style-type: none"> - 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 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 	<ul style="list-style-type: none"> - 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 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-As required</p> <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. 	<p>The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test:</p> <p>-Waste is to be double bagged and stored securely for at least 48hrs away from normal waste.</p>	L	Head teacher-On going
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 Child/staff develops symptoms in school/setting (Appendix 1) - Negative: Child/staff may return if the NHS criteria has been met 	<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 	L	Head teacher-On going

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		- Household can stop self-isolating follow NHS guidance on your test result	that appropriate action can be taken in the event of a positive case being reported.		
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4.Managing a positive case in the school community

<p>Staff/Pupil or family member tests positive for COVID-19</p>	H	<ul style="list-style-type: none"> - - Head teachers report the confirmed case to the COVID-19 Education settings reporting tool. -Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) -Schools/Education settings COVID-19 reporting process (Appendix 2). - 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 ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. 	<p>Schools should ask parents/carers and Staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> - 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 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	<p>Head teacher-On going</p>
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		<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 14 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 			
<p>Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.</p>	H	<ul style="list-style-type: none"> - DCC have produced a flow diagram for all DCC schools to follow in the event of a <u>confirmed case of COVID-19</u> -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. - 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 14 days since they were last in close contact with that person when they were infectious. <p>Close contact means:</p> <ul style="list-style-type: none"> - Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to 		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. 	<p>face conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> - Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual -Travelling in a small vehicle, like a car, with an infected person -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 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 occur. - Following the guidance provided by the Health Protection Team. 	L	Head teacher
The Local Community placed on lockdown	M	<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. - The Head teacher has read the <u>local guidance available-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. -Where need identified the school will work with the Health Protection Team. 	<ul style="list-style-type: none"> - In areas where local restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) 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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5. Staff and Pupils accessing vehicles to travel to and from the school.

<p>Transport on and off the school site.</p>	<p>M</p>	<ul style="list-style-type: none"> - Where need identified pupils will be met by staff members who will be supporting them during the school day at the identified drop off/pick up points on the school site. - Pupils closest to the driver will get off the vehicle first, ensuring social distancing where possible. - Staff working with specific pupils/groups of pupils will support pupils where need identified getting out of/into vehicles at the start and end of the day where need identified. - Social distancing, where possible will be maintained by staff members. - Where face to face support is needed, this is limited to 15 minutes. - Staff wash their hands/apply hand sanitiser when re-entering the building. - Where need identified transport, arrangements included in individual pupil risk assessments. - Any pupils arriving via public transport will need to hand ace masks to their parent prior to entering the school and not bring it on to the school site. (Letter 16.7.20). - Staggered / distanced parking advice given to parents. Encouraged to walk and use safe routes to school. (Letter 16.7.20). 	<ul style="list-style-type: none"> - Where possible Parent/Carers to Transport pupils to and from school. - Pupils and Parents/Carers will be made aware of the instructions to follow to ensure the safety of the transport driver and pupils when accessing the vehicle; - Consider advising the use of face coverings for pupils over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. - Parents/Carers are to ensure that pupils are to wash their hands for <u>20 seconds</u> prior to leaving their home. - Pupils not able to wash their hands/apply hand sanitizer are to be supported by Parents/Carers to wash their hands prior to leaving for school. - The school are to ensure that all pupils are met at the identified drop off points at the school. - The school are to ensure that all pupils are supervised when accessing transport vehicles at the end of the school day. - DCC Integrated Transport team to be made aware of challenging behaviours that pupils may exhibit, which may put themselves or the driver at risk. 	<p>L</p>	<p>Head teacher</p> <p>Parents/ Carers-On going</p> <p>Parents/ Carers-On going</p> <p>Staff-On going</p> <p>Transport/ School- On completion</p> <p>School- Immediate</p>
<p>Pupils /Staff independently travelling to the school site.</p>	<p>H</p>	<ul style="list-style-type: none"> - Designated car parking area available to staff. - Social distancing guidance to be followed when accessing/egressing from car vehicles. - Bike sheds located in the open air. -Bike sheds that have access doors are to be included in the cleaning schedule for the school. 	<ul style="list-style-type: none"> - Staff and Parents/carers and pupils advised on the current guidance regarding accessing <u>public transport</u>. - Staff /Pupils to be advised to adhere to <u>staying alert</u> and social distancing guidance when away from the school. - Where more than one bike shed is in place consider allocating bike sheds to 	<p>L</p>	<p>Head teacher- Immediate</p>

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		<ul style="list-style-type: none"> - Pupils access the bike shed one at a time at the start and end of the school day - Pupil face to face contact limited to less than 15 minutes when storing/taking bikes out of the bike shed. - Demarcation floor markings in place at the entrance to the bike shed to allow for social distancing. Y6 only to ensure no crossing of bubbles. 	<ul style="list-style-type: none"> separate key stages to reduce mixing of age ranges. - Notices in place on the bike sheds advising 1 pupil at a time to access the bike sheds. Y6 only to ensure no crossing of bubbles. - Staff presence in the outdoor areas at the start and end of the school day. 		GMcA CS
Staff and Pupils wearing face coverings when making their way to the school building	H	<ul style="list-style-type: none"> - Pupils and staff who use face coverings remove them when they arrive in the school building. - Staff and Pupils instructed not to touch the front of their face covering during use or when removing them. - Staff/ Pupils must wash their hands immediately on arrival /hand sanitizer (as is the case for all pupils), dispose of temporary face coverings in a lidded bin or place a reusable face coverings in a plastic bag that is to be placed in their school bag/work bag so that they can re wear it to travel home. <p>Staff/Pupils wash their hands again before heading to their classroom/work area.</p> <ul style="list-style-type: none"> - The school will not provide face coverings to Staff or Pupils for transport purposes. 	<ul style="list-style-type: none"> - Staff and Pupils advised prior to the start of the Autumn term the procedure to follow when removing face coverings when entering the school building 	L	Head teacher
Use of school minibuses		<ul style="list-style-type: none"> - Thoroughly cleaned prior to the start of the Autumn term e.g. seating, seatbelts hand holds. - Hand sanitizer, tissues and waste bags located in the vehicle. - School minibuses are identified in this instance as dedicated transport. - Vehicle inspected prior to each use and findings recorded. - Windows are opened when transporting pupils. - Vehicle thoroughly cleaned after each use. 	<ul style="list-style-type: none"> - Ensure Staff are suitably qualified to drive the vehicles. <p>No plans to use these during the Autumn Term. To be reviewed December 2020 for Spring Term 2021 onwards.</p>		Head teacher

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6. Staff/Pupil, family member who maybe at increased risk					
<p>Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)</p>	<p>H</p>	<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. 	<p>M</p>	<p>Head teacher- On Going</p>
<p>Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)</p>	<p>H</p>	<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. - Where health concerns still exist a multi-agency meeting to take place. 	<p>M</p>	<p>Head teacher- As required</p>

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7.New and Expectant mums in the school community

<p>New and Expectant Mums</p>	<p>M</p>	<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. 	<p>L</p>	<p>Staff member-As required Staff member-As required</p>
<p>New and Expectant Mums showing symptoms of COVID-19</p>	<p>H</p>	<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. 	<p>M</p>	<p>Head teacher</p>

8.Access to the school site and building

<p>Transmission of COVID-19 to Pupils/Staff</p>	<p>M</p>	<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 - Separate Entrance doors for each year/class group clearly identified. 	<ul style="list-style-type: none"> - Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site. - Staggered start times to be considered where possible introduced for Year Groups 	<p>M</p>	<p>Staff/Head teacher-On Going</p>
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	<ul style="list-style-type: none"> - Primary aged pupils must be accompanied to school each morning. (Nursery to Y5. Y6 <i>recommended</i>). - 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. EY staff at gates to facilitate smooth pupil access and egress. - 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. Appointment system only in place. - Pupils are met each day at the identified entrances for their year group class by a staff member. Gates as control points. - 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. - 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. 	<p>and times communicated to parents via school comms.</p> <ul style="list-style-type: none"> - Staggered start times to be considered where sufficient entrance doors are not available to deal with the number of pupils or vulnerable pupils accessing the school. Start times communicated to parents via school communication links and updates 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 not needed for that day. - Staff to utilise the information available from eBug website. Coronavirus (COVID 19) guidance for educational settings poster <p>See September staggered timetable for the start and end of the school day and plans for socially-distanced access and egress from the school site.</p> <p>Letter out to all parents 16.7.20</p> <p>Sanitisers already available at entrance points across the school. Y3/4 to use toilets near the sports hall on entering school.</p>		<p style="text-align: right;">CS – automatic</p>
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		<ul style="list-style-type: none"> - 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. 	<p>Hand sanitisers to be purchased prior to Sept if possible for Y3/4 use to avoid handwash in toilets and facilitate swifter entry.</p> <p>-Parents/Carers reminded that pupils are to maintain social distancing when travelling to and from the school site (reminder 21.09.20)</p>		<p>dispenser still on back stock 06.08.2020</p> <p>Staff to administer pump hand gel to children on entrance at back door</p>
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9.Non-school staff working in the building

<p>Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19</p>	H	<ul style="list-style-type: none"> - Visitors' Risk Assessment and leaflet to be prepared prior to September full opening. - Appointment system to be in place. - Lists of regular visitors to be prepared. - Risk Assessments to be prepared by Happy Times day Care and Sedgefield Sports Partnership. - School to acquire Durham SCITT Risk Assessment documents. - 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. 	<p>To be completed prior to Autumn opening</p> <p>Track and trace list in place for visitors.</p> <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. 	M	<p>Completed 06.08.20</p> <p>CS</p> <p>SLT-As required</p>
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	<ul style="list-style-type: none"> - 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 maintained, including their contact details. - Dedicated areas identified for use by Support Agencies. <p>Lord Eldon Rm – dedicated meeting room appropriately prepared for September with short access route into school.</p> <ul style="list-style-type: none"> - 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. - Visors worn in the school building. <ul style="list-style-type: none"> - All Visitors/Contractors/Agency Staff and Support Agencies complete a visitor health questionnaire on arrival, including contact details. 	<ul style="list-style-type: none"> - Where electronic signing in screens are in use, the screen is to be cleaned after each use. - 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. <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. <p>Volunteers and Support Agencies are to keep a register of the pupils that they have seen when on site. This information is to be handed to the office staff prior to them leaving the school site.</p> <ul style="list-style-type: none"> - 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 		
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Parent Visitors	H	<p>-Schools are encouraged to avoid visitors entering their premises where possible.</p> <p>- For new admissions virtual tours should be considered.</p> <p>-If visits are required in person settings should consider ensuring face coverings are worn, regular handwashing and holding visits after hours if possible.</p> <p>- Parents are attending the school site they should be notified of the system of controls, their responsibilities during the visit and how to maintain social distancing.</p> <p>-For parents entering a setting to help children settle in, face coverings should be worn, they should stay for a limited time only (no more than an hour), avoid close contact with other children and ensure they are aware of the protective measures in writing.</p> <p>-Parents to complete the visitor questionnaire prior to entering the school building.</p>			
Initial Teacher Training Students	M	<p>- Allocated a class/year group to work with within the school.</p> <p>- 2x students expected from Durham SCITT in Autumn Term. 1 high risk with a wheelchair. Peep and Personal Care Plan required.</p>	<p>- ITTS staff receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene.</p> <p>- Shown welfare facilities available to Staff members.</p> <p>- Reminded what the symptoms of COVID-19 are.</p> <p>-Durham SCITT RA required (liaise with St. Michael's Primary)</p> <p>- Peep and Care Plan created.</p>	L	<p>SLT-As required</p> <p>MR / CS</p>
College Diploma Student		<p>Allocated a class/year group to work with within the school.</p> <p>One level 2 Diploma student Supporting Teaching and Learning in Schools with Darlington College</p>	<p>- student receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene.</p>		<p>JW to do induction - 29.09.2020</p> <p>CD/ CS/SH/SC</p>

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			<ul style="list-style-type: none"> - Shown welfare facilities available to Staff members. - Reminded what the symptoms of COVID-19 are. - Student to wear visor in class and socially distance -Darlington College - liaise with Angela Whorlton 		
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10.Maintaining infection control /hygiene standards during the school day.

<p>COVID-19 spreading from person to person within the school building</p>	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. - 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. 	<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 day. - Consideration be given to using hand towels and not hand dryers 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. 	M	Head teacher-On going
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	<ul style="list-style-type: none"> - 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. - Where job shares occur, staff have their own resources for the school day and workstations cleaned following use. - Where staff members are teaching in different classrooms around the school site hand sanitiser stations located in each classroom. Cleaning products available to staff members to clean staff workstations. - 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. - Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils. - Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis. - Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff. - 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. 	<ul style="list-style-type: none"> - 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> 		
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		<ul style="list-style-type: none"> - 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 day to allow natural ventilation. - Cleaning schedules have been made available to schools and are available on the Extranet. - COSHH assessments in place and shared with staff where need identified. Staff wear appropriate PPE when carrying out cleaning activities. - Staff read the labels of chemicals/substances used to clean surfaces prior to use. 			
Maintaining infection control in the Classrooms and during break periods	H	<ul style="list-style-type: none"> - Additional areas changed into areas that can be used during the lunch period e.g. libraries, dance studios where need identified. <p>Music Room converted into 2nd staff room to facilitate social distancing for staff safety.</p> <ul style="list-style-type: none"> - All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. - Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms. - Staff always maintain social distancing with other staff members - Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing. - Soft furnishings, toys etc. around the classroom to be relocated during the phased opening of the school. - Windows and doors are opened to allow natural ventilation during the school day. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Rota in place for lunchtime and break time periods. 	<ul style="list-style-type: none"> - Staff to be provided with sufficient time between class lessons to allow handwashing/hand sanitising to take place. - Where need identified pupils to be issued with a stationery pack and exercise book that is specific to them. - The Governing body of the school are to be informed of Staff members and Parent/Carers concerns. - Consideration be given to the nursery and reception class areas to continue to set up activity box for each school day. Activity boxes are to be removed from the area and cleaned. - Pupils/Parents/Carers continually reminded that pupils bring in filled water bottles each day. - Water jugs can be used to top up water bottles. Pupils are to remove the top from the water bottle and place the water bottle on a hard surface. Staff are to wash their hands prior to topping up the water bottle, staff are to hold the water whilst topping up the water bottle. The water bottle is to be wiped with an anti-bacterial wipe. - Consider that where mixing into wider groups for specialist teaching, wraparound care and transport has to take place pupils 	M	<p>Head teacher</p> <p>Staff-On Going</p> <p>Head teacher</p> <p>SLT</p>

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	<ul style="list-style-type: none"> - Timetabling of rooms to weekly basis to allow for an enhanced weekly clean between bubbles attending ie. IT Suite. - iPad and Chrome Book trolleys – thorough cleaning and timetabling if moving between bubbles. - Photocopying Room – cleaning products available to ensure safe use. - Timetable reviewed to reduce the need for pupils to move about the building. - Wet play activity boxes available in each classroom. Personalised wet play books and activity sheets to be provided. NB – breaks to be outdoors whenever is possible; weather dependent. - Outdoor activities to be carried out on a rota basis to ensure social distancing. - Where possible teaching activities to be carried out in the outdoor areas of the school. - Where classrooms and halls are occupied doors can be propped open to allow natural ventilation. - Where classrooms/halls are unoccupied doors are to be closed. - Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils. - Robust cleaning regime in place in the Nursery/Reception area. - Waste bins located in classroom/hall areas and emptied at the end of the school day. - Water fountains taken out of use around the school site. - Pupil face to face working to be limited to 15 minutes. - Where pupils require support from a Staff member or TA support to be given side on and not face to face. 	<p>are able to maintain social distancing and endeavor to prevent physical contact between pupils.</p> <ul style="list-style-type: none"> - Mixed groups are to be closely supervised. - Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. 		<p>All Staff – teaching and non-teaching</p> <p>SD</p>
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		<ul style="list-style-type: none"> - Hand sanitizer stations located around the building where need identified. - Cleaning schedules have been made available to schools and are available on the Extranet. <p>Where possible seating to be allocated to pupils to ensure bubbles can be tracked when in the dining hall.</p> <p>Cleaning schedule in place following the lunchtime period.</p> <ul style="list-style-type: none"> -Where possible dining hall tables positioned to ensure bubbles of classes are separated by at least 2 meters. - Hand santiser /tissue stations to be located in each bubble. -For large bubbles ensure that year groups can be clearly identified e.g. the use of lanyards. -Staff ensure that where possible they maintain 2 metre social distancing when moving about the area. 			
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11.Pupils and Staff working in identified bubbles/groups

EYFS	H	<ul style="list-style-type: none"> - From 20 July, early years settings will no longer be required to keep pupils in small, consistent groups within settings. - Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so. - EYFS are able to access public spaces e.g. parks ensuring that 2 metre distance from other people can be maintained. - The schools access to public spaces is restricted to small groups and the guidelines on the number of people who can meet in outdoor public places is followed. 	<ul style="list-style-type: none"> - Settings are to consider how they can minimize mixing within allocated space, for example where they use different rooms for different age groups, keeping those groups apart as much as possible - Waste is double bagged where nappy bins are not available. 	M	Head teacher
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		<ul style="list-style-type: none"> - The school will not take larger groups of pupils to public outdoor spaces at one time. - Cleaning schedule in place for am/pm sessions. - Identified area in place where personal care activities carried out. Areas are cleaned following use. - PPE worn when providing support with personal care. - Personal care risk assessments in place where need identified. - Where possible Staff socially distance when working together. 			Staff
Wrap around care	H	<ul style="list-style-type: none"> - Current guidance advises that wrap around care can re-commence. - School based care-Groups and bubbles that pupils are in during the school day must be consistently be maintained within the wrap around setting. - Social distancing of pupils and staff is maintained. 	<ul style="list-style-type: none"> - Where private providers are providing wrap around care on the school site, they are to provide the school with a copy of their COVID-19 risk assessment. If the provider employs 50 or more staff, they are legally required to publish the document to their website. Happy Times and SSP. - Consider that where wraparound care has to take place pupils are able to maintain social distancing and Staff endeavor to prevent physical contact between pupils. - Mixed groups are to be closely supervised. - Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school 	M	Head teacher CS Staff/Provider
Maintaining Year Group bubbles to reduce transmission of COVID-19	H	<ul style="list-style-type: none"> - Staff move to classrooms to reduce whole school movement around the building. - Staff workstations are positioned at the front of the classroom, socially distanced from pupils. 	<p>Primary Schools to consider</p> <ul style="list-style-type: none"> - Stagger the start times for year groups to ease congestion at the start and end of the school day <p>Secondary Schools to consider</p>	L	Head teacher

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- Where possible desks placed in rows facing the front of the classroom.
- Pupils kept in consistent groups/bubbles.
- Pupils are supported to maintain distance and not touch staff and their peers where possible.
- SLT will continue to walk around the school, particularly at times when transitions are at a minimum.
- Classrooms have a demarcation area on the floor where no pupil, furniture or equipment will be placed, enabling leaders to enter the classroom, speak to pupils observe learning and generally be present around the school
- Pupils taught in identified classrooms, lesson subject movement is limited throughout the school day.
- Classroom based resources, such as books and games, are used and shared within the bubble /group.
- Activity boxes pre-prepared where possible for each day. Boxes removed at the end of each day and put aside for 48 hrs./cleaned as required.
- Classroom resources included in the cleaning schedule for each class.
- Movement limited where possible to key times-Break times/Lunch times and specialist subject areas.
- Cleaning schedules have been made available to schools and are available on the [Extranet](#).

- Stagger the start times for year groups to ease congestion at the start and end of the school day.

Secondary Schools to consider

- Teaching KS3 classes (or just Y7 and Y8 classes) in their tutor groups for all or most lessons and therefore keeping the KS3 bubbles class-sized, minimising mixing and contacts within the strict year-group bubble. Reducing movement around the school by doing most of the teaching of these groups in one room, or in a small number of rooms, with teachers moving to pupils. Pupils move between rooms only where specialist spaces are needed.
- Where teaching pupils in their tutor groups is not possible consider 'zoning' the school classroom space, so that where possible, particular year group bubbles occupy certain rooms in the school for general teaching.
- Consider reducing the general movement in the school, contacts between different bubbles and the frequency with which one-year group follows another into a space.
- Consider adopting longer lessons, so that there are fewer transitions and fewer occasions on which one-year group follows another into a space.
- Consider 'Zoning' social areas, so that where pupils from different year group bubbles are on break or lunch at the same time, they are kept separate from one another.

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

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<p>Moving about the building/school site-Covid-19 transmission</p>	<p>M</p>	<ul style="list-style-type: none"> - Clear direction given to parents via the school's communication links for the start and end of the school day. - Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas. 15minutes between sittings for cleaning to take place. - Where need identified some pupils will eat their lunch in their classrooms. Nursery only; less than 10 children. - 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. - Posters in place reminding pupils to maintain social distancing. - One-way systems where possible put in place on stairways and corridors. - Pupils and staff advised to stick to the left-hand side of corridor areas. Consideration be given to placing directional signs around the school site. - 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>. 	<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. <p>Staff email regarding wearing of visors used whilst in class - Nov 9th</p>	<p>L</p>	<p>Head teacher-On Going</p>
<p>Access to Welfare facilities for Staff and Pupils</p>	<p>M</p>	<ul style="list-style-type: none"> - Staff supervise pupils when washing their hands in the toilet areas/sink areas. - Cubicles in place. - Urinals taken out of use/l instruction given to pupils how to safely use them. 	<ul style="list-style-type: none"> - Additional welfare facilities provided for staff where need identified. 	<p>L</p>	<p>Premises Management-As required</p>

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		<ul style="list-style-type: none"> - 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. -Consideration be given to additional eating spaces created within the school e.g. library, activity hall. Nursery only eating in classrooms. - Windows are opened in the staff room when it is occupied by staff members. - Position of furniture within staff room areas reviewed to ensure social distancing. - Cleaning schedules have been made available to schools and are available on the Extranet. 			
Break and Lunch periods	H	<ul style="list-style-type: none"> - Menu to be agreed with the kitchen contractor. Ensure that pupil and staff social distancing can be attained. - Staggered break times and lunch times agreed for year groups. - Pupils directed to wash their hands during break/lunchtime periods. - Areas zoned off for use by specific year groups/bubbles. - When congregating in halls etc, doors and windows are opened to allow natural ventilation. - Outdoor areas accessed as much as possible. Areas zoned off for use by specific year groups/bubbles. - Spot cleaning carried out. - Surfaces are cleaned following each group/bubble use. - Cleaning schedule in place. 		L	Head teacher
13.Pupil behaviour during the school day					

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<p>Pupils refusing to social distance/follow hand washing procedures</p>	<p>H</p>	<ul style="list-style-type: none"> - Parents/Carers advised prior to the pupils returning to the school that all pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety. - Hand sanitiser made available where pupils refuse to wash hands. - Pupils are supervised when using hand sanitizer considering risks around ingestion. - EYFS/Key Stage 1 pupils and pupils with complex needs are helped to clean their hands properly. - Where pupils refuse to wash their hands or use hand sanitizer skin friendly skin cleaning wipes are used as an alternative - Individual needs of pupils identified and managed where need identified. - Cleaning schedule in place for the whole school. - Where possible social distancing to be maintained. - Staff supporting pupil continue to adhere to regular hand washing. 	<ul style="list-style-type: none"> - Where defiant behaviours are anticipated review the schools Behaviour Policy. - Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school. - Consideration be given to a phased return for identified pupil to manage risk. - Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible. - Area where the pupil has been located within the building to be thoroughly cleaned. - 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. 	<p>M</p>	<p>Head teacher-As required Staff-Where need identified</p> <p>Head teacher-Where need identified.</p> <p>Staff-Immediate</p> <p>Head teacher-Where need identified.</p>
<p>Pupil-Challenging behaviours displayed</p>	<p>M</p>	<ul style="list-style-type: none"> - Pupils with challenging behaviours identified. - Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours. - Relevant staff are Team Teach Trained. - Where need identified Team Teach techniques are applied, including restraint. Removed from our procedures 2019-2020 academic year. - General Infection Control risk assessment in place. - New systems and protocols in place to promote 'learner-readiness' to include morning snacks/ 	<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. 	<p>M</p>	<p>Staff-Where need identified.</p> <p>Staff-Where need identified. Staff-Immediate Head teacher-As required</p> <p>Staff/Pupils-As required</p>

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		<p>incentives in anticipation of any children displaying any 'school refusal' behaviours.</p> <ul style="list-style-type: none"> - EY development of strategies with activities prepared to encourage smooth problem-free arrivals. 	<ul style="list-style-type: none"> - 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. Covid 19 Version 2 appendix completed and placed on website 16.7.20 		<p>AC</p> <p>VC</p> <p>SD / APC</p>
Pupils absconding from the school site / classroom	M	<ul style="list-style-type: none"> - Security checklist and Policy in place for the school. - Where need identified to transport pupils in staff vehicles, driving in the course of work risk assessment completed and child locks are on. - 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. <p>KS Behaviour Room in place – allowing breakout space for SEMH / Behaviour issues (LSh Y5/6 classroom).</p>	L	<p>Head teacher</p> <p>Integrated Transport Team- Immediate</p>
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, and set up with two separate desks placed a suitable distance apart 	<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

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		<ul style="list-style-type: none"> - All equipment needed for the child is set up in the space before the start of the session - Staff go to the pupil's classroom, standing at the entrance to collect the pupil (not entering the classroom) - The pupil follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way - The intervention is provided at a distance where possible. - Following the intervention Staff and Pupil wash their hands. - After the Pupil has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil. 	<ul style="list-style-type: none"> - PEEPs to be undated for identified children 		Classteachers September 2020
Pupils accessing alternative education provision	H	<p>The school has agreed the following control measures with the alternative provision;</p> <ul style="list-style-type: none"> - The school has issued a copy of their COVID-19 risk assessment where the Pupil attends both settings during the week. - Any concerns with the identified Pupils health and wellbeing is to be communicated immediately via telephone by the school/alternative provision. - The Pupil will wear clean clothing each day when attending alternative provision. - Sickness absence procedure in place for pupils. - Alternative provision is to make the school aware if the pupil does not attend the setting. 	<ul style="list-style-type: none"> - The school is to request a copy of the COVID-19 risk assessment for the alternative provisions that Pupils attend. - Spot check to be carried out on alternative provision to ensure pupil safety 	L	N/A
14.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. 	<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

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		<ul style="list-style-type: none"> - Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session. - Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils. - Pupils will bring all equipment they require with them to the intervention area. - The area will be cleaned over lunch, before pupils from another bubble use the area. - Staff wash their hands between each intervention group. - Staff members working in this way will provide interventions across either KS1, lower KS2 or upper KS2: no member of staff will work across more than one (sub) phase. <p>-Tissue/hand sanitiser station located in the intervention area.</p>	<ul style="list-style-type: none"> - Implementation of McKie Mastery reduces need for Intervention Groups in core skills. - SEMH support through School Counsellor – located in Medical Room. - KS2 and KS1 intervention rooms identified and prepared for September use. 		<p>SLT</p> <p>AC /MR</p>
Key Stage 1 Interventions	H	<ul style="list-style-type: none"> - Interventions are carried out in identified areas of Key Stage 1. - Additional spaces identified such as library area, hall etc are cleaned prior to and following interventions. - Year 1 pupils will be in class bubbles. Teaching of phonics will require the use of ‘bubbles within bubbles’, creating small ability-based phonics groups within a year group bubble. - Pupils will be split into phonics groups, taught by the two Year 1 teachers, the Year 1 Teaching Assistant and two additional support staff members if need identified. - Where a phonics bubble is taught by a member of staff not working within the year group bubble, the group seating arrangements (including that of the staff member) will ensure distancing between the staff member and the children. 	<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. - Rooms identified as above (including Phonics interventions) 	L	<p>Staff-On going</p> <p>MR</p>

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		<ul style="list-style-type: none"> - Staff and pupils will wash their hands prior to joining their phonics group and after the session. - Children will have two phonics sessions a day to support catch-up. - Initially, only one of these will be with their phonics ability bubble with the other being class-based, to reduce the number of times pupils need to be in sub-groups outside their class bubble. 			
Pupils not currently attending the school	L	<ul style="list-style-type: none"> - Resources available through BBC bitesize and Oak National Academy. - See mental wellbeing. - Parents/Carers invited into the school to discuss their concerns/anxieties. - Phased returns undertaken where needs identified. - Welfare checks carried out with pupils and parent/carers. - Relevant agencies informed. 	<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. - Policy and protocols to be completed - hardware and software to support to be procured where required (check iPad / laptop availability for off-site loans + explore Teams, Google Classroom and Zoom professional as methods of remote learning access. 	L	Head teacher AC / LSh

15. Subject area needs

Equipment needed for specific subject areas	M	<ul style="list-style-type: none"> - Pupils will have their own pencil cases and books/writing pads required for each subject. - Activities planned by subject Leads. - Timetable agreed. - All <u>Science</u>, DT and Art areas have been pre-checked as per <u>CLEAPPS</u> guidance and are ready for use. - Where need identified pre-user, checklists completed. - Cleaning schedule in place following the use of equipment. - Subject area risk assessments in place. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. - Cleaning schedule in place for subject areas 	<ul style="list-style-type: none"> - Ensure that the building checklist is completed. - Ensure that where need identified daily inspections are completed prior to work equipment being operated. - Where need identified pupils provided with stationery and paper for subject areas. 	L	Premises Management- As required Subject Lead Staff-As required
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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. and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles 	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - PE activities can take place in external areas of the school. - Pupils are to be kept in consistent groups/bubbles within year groups. - Sports equipment limited and thoroughly cleaned between each use by different individual groups, and contact sports avoided. - Outdoor sports prioritized where possible. - Large indoor spaces used where it is not, doors are opened to allow ventilation. - Maximize distancing between pupils - External coaches, clubs and organizations for curricular and extra-curricular activities can resume supporting the school. - Class/Year group bubbles maintained for after school clubs/activities. - Cleaning schedule in place for PE equipment accessed during the school week. - Heads of PE Co Ordinator to read guidance readily available and identify a programme for the Autumn term. 	<ul style="list-style-type: none"> - No swimming lessons - Autumn Term 2020 - Pupils to wear their school PE kit and not school uniform on days when PE lessons are timetabled. Letter to parents 16.7.20 - Consider identifying alternative changing facilities that can be easily accessed and ensure safeguarding measures. - Parents/Carers and Pupils advised what PE kit pupils should wear to school. Letter to parents 16.7.20 - Consideration be given to undertaking the Summer Term PE programme for the start of September. - PE Guidance available -guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport is available .Association for Physical Education and the Youth Sport Trust - Where SLA in place PE support activity risk assessments clearly detailing the controls in place for COVID-19 to be shared with the school. 	L	PE lead and support staff LSh
Music lessons	H	<ul style="list-style-type: none"> - Lessons can take place where physical distancing can be assured. NB - Music Room out of action as commissioned as 2nd staffroom. 	<p>Current guidance (July 2020) advises;</p> <ul style="list-style-type: none"> - There may be an additional risk of infection in environments where 	M	Music Lead JMcG

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		<ul style="list-style-type: none"> - During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. - Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. <p>Singing, wind and brass instrument playing can be undertaken.</p> <ul style="list-style-type: none"> - The Music Lead has read the guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts. 	<p>Staff/Pupils are singing, chanting, playing wind or brass instruments or shouting.</p> <ul style="list-style-type: none"> - Where instruments are to be played consideration be given to lessons taking place outside. <p>Where external agencies provide support request a copy of their COVID-19 risk assessment prior to recommencing activities.</p> <ul style="list-style-type: none"> - 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. <p>-Agree activities that will be undertaken.</p> <ul style="list-style-type: none"> - Discuss how bubbles will be maintained. - Agree how spot cleaning will be carried out. - Agencies to advise if a member of staff has underlying health conditions that need to be taken into consideration. - Consider limiting class sizes to no more than 15 if instruments and singing are to take place. <p>Further guidance is to be issued by the DfE in due course.</p>		
Educational Visits	M	<ul style="list-style-type: none"> - Domestic (UK) overnight and overseas educational visits at this stage are not permitted at the present time. Guidance is available-coronavirus: travel guidance for educational settings. - During the Autumn term, the school can resume non-overnight domestic educational visits. - Daily visits are uploaded to the EVOLVE system. 	<ul style="list-style-type: none"> - NO planned for Autumn Term 2020. - Ensure that pupils are kept within their consistent groups if any visits were to take place. - Ensure that venues accessed are COVID-19 secure. 	L	<p>SLT</p> <p>Evolve Lead – SD</p> <p>CS</p>

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		<ul style="list-style-type: none"> - Where possible the school is making use of local outdoor spaces. - Hand wipes hand sanitizer carried by staff for use during the visit. 			
Swimming/Water Therapy	H	<ul style="list-style-type: none"> - Not currently permitted under current guidance documentation. No swimming lessons programmed for Autumn Term 2020. - Head teachers are aware of the Guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents - Using changing rooms safely 	<ul style="list-style-type: none"> - Guidance to be provided to schools when the guidance is updated by the DfE. 	L	Health and Safety Team PE Lead CS / LSh

16.School Community Activities

School Assemblies/Worship-Large gatherings	H	<ul style="list-style-type: none"> - Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible. 	<ul style="list-style-type: none"> - Class-based assemblies to be delivered led by members of the SLT via Teams (or other interactive software such as Google / Zoom), supervised by Teaching Assistants (if the TA is not part of the class bubble, they will remain distanced from the class). - Consider planning a timetable for class assemblies, story time and whole school assemblies, all involving interaction from different classes, with MS Teams etc. - Consider virtual assemblies will take place through the classes. Classes host this on rotation to promote the sense of cross-class links in a safe manner. - Therapeutic cross class initiatives through virtual models (video conference in classroom) to bring classes together whilst remaining in their individual bubble classroom. 	L	Head teacher SLT
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<p>Outdoor Play Areas/Equipment</p>	<p>M</p>	<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. - Wooden play equipment not accessible at moment – awaiting advice on cleaning from DCC 		<p>Head teacher + School Business Manager + caretaker</p> <p>CD / CS / GMcA</p> <p>CS rang DCC H&S 07.08.2020</p>
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17.Welfare facilities around the school site for Staff, Pupils and Visitors.

<p>Use of Welfare facilities for Staff and Pupils</p>	<p>M</p>	<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 - Urinals taken out of use. - Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). - Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods. - Lunch time and breaktime rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room. - Windows are opened in the staff room when it is occupied by staff members. - Position of furniture within staff room areas reviewed to ensure social distancing. - Cleaning schedule in place - Areas immediately outside of toilet areas clearly marked to allow for social distancing and movement in and out of the facilities. 	<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. - 2nd staff room in place (Music Room). In place for wider opening from 15.6.20. 	<p>L</p>	<p>Premises Management-As required</p>
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		<ul style="list-style-type: none"> - 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"> - 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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18. Pupils with first aid/medication

<p>Personal Protective Equipment (PPE)</p>	<p>M</p>	<ul style="list-style-type: none"> - Wearing a face covering or face mask in schools is not recommended. - DCC have provided each school/setting with a PPE starter pack. - Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19. - Staff follow good hand <u>washing practice</u> prior to wearing PPE. - Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care. 	<ul style="list-style-type: none"> - Ensure that the school maintains a stock of disposable gloves/aprons and face masks. Contact your 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. 	<p>L</p>	<p>Head teacher- On going</p> <p>Staff-Where need identified</p> <p>Staff-Where need identified</p>
<p>First Aid Provision and support with medication</p>	<p>M</p>	<ul style="list-style-type: none"> - DCC have provided each school/setting with a PPE starter pack. - First Aid risk assessment in place - Identified Staff are first aid trained. - Staff are aware of the procedure to follow should they need to undertake <u>CPR</u> - Head teachers are aware of the current <u>guidance</u> regarding Paediatric First Aid Trained Staff in EYFS Settings point 7.2. - Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use - Staff to wash their hands prior to administering first aid - Staff to wear disposable gloves when providing first aid support. No other additional PPE is required unless the pupil is symptomatic. 	<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>L</p>	<p>Staff-On going</p>

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		<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>Letter to parents 16.7.20 re: administering of medicines such as Calpol.</p> <p>Health Care Plans to be reviewed in June 2021</p>		<p>Class teachers + TA support staff. Supervision of process CS.</p>
<p>Congestion at the exit gates around the school site</p>	<p>M</p>	<ul style="list-style-type: none"> - Pupils/Staff will wash their hands before they leave the school site. - Pupils advised not to congregate at exit doors and gates. - Pupils supervised to ensure that they leave the school site swiftly and not in gangs. - 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. - Staff control the flow of pupils leaving the school building to encourage social distancing. - Year 6 permitted to walk home from school but are reminded to socially distance. Recommended to be accompanied by an adult if possible. - 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. 	<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. - Staggered start and end times and socially-distanced access and egress points in place. Parent letter 16.7.20. 	<p>L</p>	<p>Parents/ Carers-On Going</p>

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		- Pupils and staff reminded to maintain social distancing when supervising pupils off the school site.	All staff issued with personal cleaning kits and PPE (in place from 1.6.2020).		
19.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 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>NAHT Support line signed up to (June 2020). Awaiting further access guidance (July 2020)</p> <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> <p>APC CD</p>

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<p>Pupil Well-being</p>	<p>M</p>	<ul style="list-style-type: none"> - Focused pastoral support in place. - Staff have access to- <u>Returning safe and happy and settled.</u> - Place2Be-Coronavirus: wellbeing activity. - Regular contact made with pupils' parent/carers who are currently not attending the school. - Safeguarding Policy in place. - Staff report concerns with 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 - School counsellor available to student from return in September where / when required. <p>Parents and carers to be made aware of the following agencies;</p> <ul style="list-style-type: none"> -MindEd - a free educational resource from Health Education England on children and young people's mental health. - Rise Above is a website co-created and produced by young people. - 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. - 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. - Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff. 	<p>Head teacher</p> <p>Staff-As required</p> <p>KW</p>
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20. 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"> - Where fogging machines have been purchased ensure that suitable PPE has been purchased. - 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. -A list of areas 	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. 	<ul style="list-style-type: none"> -Ensure testing and inspection is up to date. 	L	Head teacher
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. 	<ul style="list-style-type: none"> -COSHH risk assessments available on the Extranet. -Review cleaning products in use on a frequent basis, 		Premises Management

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		-Staff directed to the COSHH assessment in place for the products that they use.			
Deep Clean	M	- 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	-School Building checklist completed	- - Where need identified Action Plan put in place.		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. - 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>Fire Drills- The DCC Health & Safety Team are advising the following;</p> <p>-At present suspend practice fire drill.</p> <p>-During a staff meeting complete a desktop fire drill exercise with staff, telling them about the FRA and emergency plan. Document that you have delivered this, as this counts as training.</p>	<ul style="list-style-type: none"> - School Building Checklist to be completed. - Where need identified Personal Emergency Evacuation Plans put in place/reviewed - H/T/responsible person should go through the fire emergency procedures as desk top exercise with the staff to ensure that they are familiar with the evacuation procedures. - Fire drill practice during wider opening 23.6.2020. September drill with full opening planned. SBM (CS) to action. 	L	Premises Manager/ Caretaker/ SLT/Staff CS

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		-Staff to familiarise the pupils with where the fire exits are and to walk their individual classes to their fire assembly point separately, whilst maintaining social distancing measures.			
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. - Signage in place advising the use of facemasks 	<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. - Where electronic signing in screens are in use, the screen is to be cleaned after each use. <p>Inventry System facilitates safe non-touch access for school staff with fobs.</p>	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. 2 + 1 ONLY. - Signage in place on office doors indicating the maximum occupancy number. - Where possible desks have been placed side by side - View panels located in office doors utilised so that the number of staff located in office spaces can clearly be identified. 	<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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		<ul style="list-style-type: none"> - 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. - Mobile partitions used where possible to separate large office areas. - Clear desk policy in place in each office area. - Cleaning schedules have been made available to schools and are available on the Extranet. 			
Toilet Areas/Personal Care changing facilities	H	<ul style="list-style-type: none"> - Allocated to identified groups/bubbles of pupils. - Cleaned following each use. - Waste placed in nappy bins - Waste bins regularly emptied, and waste taken to external bin area. - PPE readily available for personal care. - Sanitary bins located in identified and have closed lids. SLA in place. 	<ul style="list-style-type: none"> - Where nappy bins are not present waste to be double bagged and placed in lidded bins. 	L	Staff
Meeting Rooms	H	<ul style="list-style-type: none"> - Timetabled access only - Locked and secure when not in use - None essential items removed from the meeting rooms. - Seating and tables positioned to allow for social distancing - Cleaning regime in place following each meeting. - Windows opened to allow natural ventilation. 	<p>Google Calendar used by all staff to timetable meetings. Tick system on doors to identify rooms that have been used and require cleaning.</p> <p>Lord Eldon Rm identified as meeting room requiring minimal egress into the building (reception area only).</p>	L	SLT

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Catering facilities	M	<ul style="list-style-type: none"> - External Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area. - Ventilation switched on whilst kitchen staff are in the kitchen. - Identified number of staff work in the main kitchen area to ensure social distancing. - Staff start times are staggered.to ensure social distancing. - Main Kitchen floor space clearly marked to ensure social distancing. - Handwashing and hand sanitizer facilities readily available. - Handwashing posters located in welfare facilities. - Catering staff adhere <u>to hand washing guidelines.</u> - Serving hatches provide a natural social distance from pupils. - When staff are serving, they stand side by side ensuring social distancing can be maintained. - Staff are rotated every 15 minutes when directly serving pupils. - Cleaning schedules have been made available to schools and are available on the <u>Extranet.</u> - Kitchen deliveries made directly to the kitchen area where possible. - Water fountains taken out of use around the school site. - None kitchen staff prohibited from entering the main kitchen area. - Kitchen staff only move about the building where need identified for serving pupils. 	<ul style="list-style-type: none"> - School Building checklist to be completed. - Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed. - Where need identified the number of staff in the kitchen area is to be reduced. - Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff. <p>Taylor Shaw – providing own Risk Assessment.</p> <p>Reduction to 2 meal servings per day (down from 3).</p> <p>Sittings staggered to allow for cleaning in between.</p> <p>Lunchtime furniture remaining in situ – to reduce contact points / frequency.</p> <p>145 lunches expected week 1.</p>	L	<p>Premises Management-As required Head teacher-Immediate</p> <p>Head teacher</p> <p>Taylor Shaw CS / LTSAs</p>
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. 	<p>Low gates closed.</p> <p>Person to be identified on duty to receive goods.</p>	L	CS / GMcA

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		<ul style="list-style-type: none"> - 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. 			
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	<ul style="list-style-type: none"> - Access only permitted outside of school hours. 	<ul style="list-style-type: none"> - Meet virtually with community groups to discuss re accessing the building. - Community groups to provide the school with a copy of their COVID-19 risk assessment for the activities they wish to undertake in the school building. <p>Risk Assessments required from:- Sedgefield Sports Partnership Happy Times Day Care Durham SCITT</p>	L	Head teacher CS to collate by Sept 2020.
21. 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. <p>Pupils movement onto and off the school site is supervised by staff.</p>	<ul style="list-style-type: none"> - Head teacher to remind Parents/Carers not congregate on the school site or around the school site. <p>Letter out to parents 16.7.20 re: protocols for access from September. Encouraging walking to school and using safe routes to school at staggered times indicated for each bubble group.</p> <p>For those wishing to use cars – alternative parking sites identified.</p>	L	Head teacher

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			Where concerns raised by the local community, appropriate action taken.		
			March 21 -letter sent via ParentPay to all parents reminding them of procedures		

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.

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[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

[CLEAPPS Guidance for subject areas](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

[HSE guidance on working safely.](#)

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

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

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

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