**DERBYSHIRE COUNTY COUNCIL**
**MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS**
**CHILDREN'S SERVICES**

DERBYSHIRE County Council

| GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: | **CORONAVIRUS (COVID-19) – Schools Full Opening**<br>**Used with Existing Risk Assessments & Current Government Guidance** |
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**PART 1 : ADMINISTRATIVE DETAILS**

| Section/Establishment Name: | | | |
|---|---|---|---|
| Date of Assessment | 7.9.20 | Date of Issue | 7.9.20 |
| Assessment carried out by | Roger Averis | Signature | |

| Reviews | | | | |
|---|---|---|---|---|
| Review Date | Reviewed by | Date | Changes Made | |
| | | | Y | N |
| 9.11.20 | Roger Averis | 9.11.20 | Y in yellow | |
| | | | | |
| | | | | |
| | | | | |

| Affected persons: | Young People/Clients | | Staff | | Visitors | | Contractor | | Others (specify) | |
|---|---|---|---|---|---|---|---|---|---|---|

| Name of Manager confirming and agreeing Assessment: | Roger Averis |
|---|---|
| Signature: | |

**The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.**

# RISK ASSESSMENT

**I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.**

| Print Name | Signature | Date | Print Name | Signature | Date |
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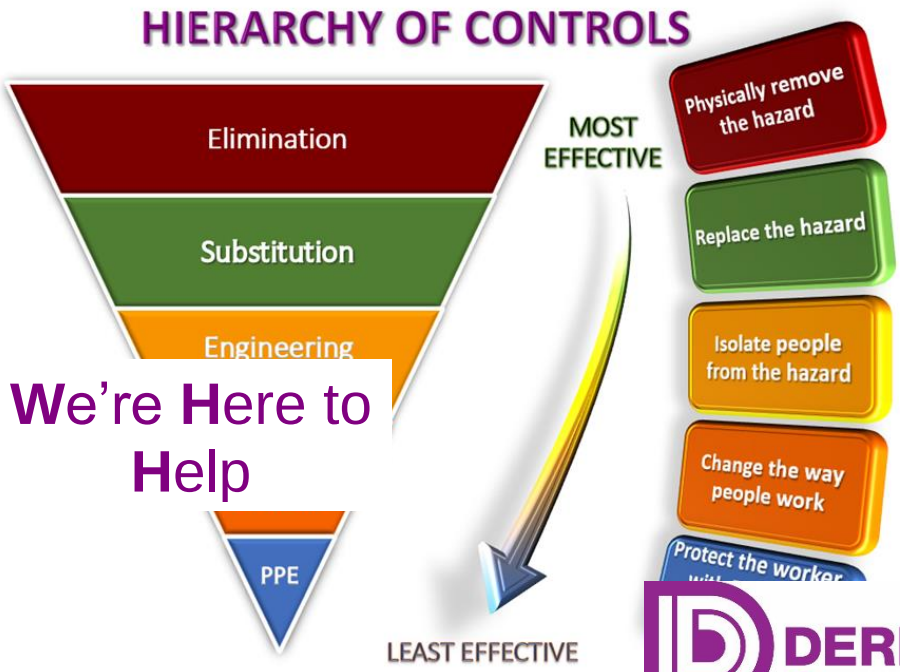
## Preparation Steps for Full Opening

This Coronavirus (COVID-19) Full Opening (September 2020) Risk Assessment sets out a risk control framework for you to adapt to your school/setting following an overarching principle to reduce the number of contacts between children and staff.

When completing your risk assessment, you should always use the risk assessment hierarchy of controls principal (below) to guide you.

It is important to remember that the smaller you can get the groups 'bubbles' whilst delivering a broad and balanced curriculum, the more effective your management of cross infection will be, and this will prove evident in the event of a confirmed COVID-19 case.




We're Here to Help

These decisions and measures you put in place will prepare the school/setting for the full opening and establish a platform for the school to continually operate in a safe way, so far as is reasonably practicable.

If you need any assistance, please do not hesitate to contact your Health and Safety Consultant.

(Health & Safety Section | Children Services)
, Communities & Policy.

DERBYSHIRE County Council

| RISK ASSESSMENT – **TO BE USED WITH EXISTING RISK ASSESSMENTS & CURRENT GOVERNMENT GUIDANCE** | | | | | | |
|---|---|---|---|---|---|---|
| **What are the hazards?** | **Generic Control Measures** | **✓ X N/A** | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
| | | | | | | |
| Unsafe Buildings<br><br>*Operating in a different manner to normal operations* | Senior Leadership Team / Site Management Team have held meetings to review the school site and specify entry/exit points and classroom use. | ✓ | RA | ➢ IC carries out daily checks | | |
| | All the usual pre-term building checks are undertaken to make the school safe and all statutory inspections are up to date and compliant e.g.<br>• Water treatments<br>• Fire alarm testing<br>• Repairs<br>• Grass cutting<br>• Portable appliance testing<br>• Fridges and freezers<br>• Boiler/ heating servicing<br>• Internet services<br>• Any other statutory inspections<br>• Insurance covers reopening arrangements | ✓ | CM | With support from IC | | |
| | Contact is made with Property Services/Facilities Management/Trust if any problems are identified. | ✓ | CM | | | |
| | Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place, including arrangements for any deliveries. | ✓ | LT | | | |
| | The operational Fire risk assessment has been reviewed and appropriate controls are in place. | ✓ | RA | | | |
| | The school/setting has a system for knowing who is in the school when open. | ✓ | AS | | | |
| | Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary). | ✓ | AS | ➢ No back up system | | |
| | All door closers have been checked and adjusted/tensioned to ensure the door closes gently instead of slamming. | ✓ | IC | | | |
| | All fire doors that are kept open are held open by a suitable fire door retainer that releases the door automatically in the event of a fire. | ✓ | AS | Fire doors that are kept open without release mechanisms are to be shut by staff when vacating the building in an emergency | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| *(Continued)*<br><br>Unsafe Buildings<br><br>*Operating in a different manner to normal operations* | Fire drills are undertaken and recorded<br>• Someone is in charge to coordinate the fire drill and communicate with others who might be using other areas of the site (additional fire marshals are used where required)<br>• A known fire drill is done first to reassure staff and pupils.<br>• Social distancing is aimed for at all times during the fire drill, including the final assembly point(s).<br>• One or more external areas of the school are used to achieve social distancing<br>• A debrief is undertaken to share any lessons learnt | ✓ | RA | ➢ Fire drill to be held WB 7.9.20 | | |
| | Alarm point checks are recorded. | ✓ | IC | Weekly check | | |
| | There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off. | ✓ | RA | To be published in September 2020 | | |
| | Staff know where utility isolation points and firefighting equipment are. | ✓ | RA | Fire risk plan | | |
| | Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building. | ✓ | RA | None needed as of 13.7.20 | | |
| | A risk assessment review has been undertaken to take account of the new situation relating to the change in the nature of the provision being made and the provisions of COVID-19 Government guidance so far as is reasonably practicable. | ✓ | RA | To be shared with staff July 2020 | | |
| | Staying COVID-19 Secure notice is displayed for (non-teaching/childcare work areas e.g. office) to show staff that the school has complied with managing the risk of coronavirus (COVID-19) where possible. Click on the link to download the Staying COVID-19 Secure notice https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice | ✓ | RA | ➢ Displayed in staff room from 1.9.20 | | |

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| Lack of hygiene provision and effective cleaning | Additional cleaning schedule is agreed and implemented with site staff/cleaners/cleaning contractors, which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school. | ✓ | RA | ➢ Extra hour every afternoon | | |
| | Working hours for cleaning staff are increased in agreement with staff. | ✓ | RA | | | |
| | Site staff/cleaners follow (existing) cleaning procedures and risk assessments with special attention given to frequently touched surfaces (contact points) e.g. light switches, handrails, door handles, toilets etc. | ✓ | IC | | | |
| | Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture. | ✓ | IC | | | |
| | To facilitate cleaning, unnecessary items are stored safely, including those stored in the classroom. | ✓ | AS | | | |
| | All areas used for eating are thoroughly cleaned at the end of each sitting/break, including chairs, door handles, and payment devices. | ✓ | Midd ays | | | |
| | Outdoor playground equipment is cleaned between different groups 'bubbles' and also for resources used inside and outside by wraparound care providers (further information available in the Trim Trail and use of outdoor play equipment section of this risk assessment). | ✓ | AS | Premier sport to maintain their equipment<br>Playground zoned | | |
| | Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception/delivery drop off areas for staff and visitors to use. | ✓ | C M | To be ordered as required | | |
| | The toilets are cleaned frequently to take account for the number of pupils accessing the facilities. | ✓ | RA | Extra cleaner employed in the afternoon<br>IC to monitor – RA to provide sheet. | | |
| | To evidence the cleaning routine a tick sheet is signed and dated by the person carrying out the cleaning for each area. | ✓ | IC | ➢ Afternoon cleaner to monitor | | |
| | Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply. | ✓ | IC | | | |

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| *(Continued)*<br><br>Lack of hygiene provision during deliveries | Vending machines are taken out of use for the foreseeable future as continual hygiene cannot be maintained. | Na | | ➢ Purchased service from DCC | | |
| | The school/setting would pursue;<br>• replacement/cover site staff if the duties are contracted in<br>• sharing site staff support from another school/setting<br>• external cleaning services<br>• temporary workers if alternative arrangements cannot be made. | ✓ | CM | | | |
| | If identified areas cannot be cleaned, the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds. | ✓ | IC | | | |
| | When placing orders for delivery, the company is informed of the school's protocol for accepting deliveries. | ✓ | AT | | | |
| | Deliveries are kept to a minimum where possible. | ✓ | AT | | | |
| | Contact between staff and delivery staff/drivers is minimised through temporary drop off and pick up zones. | ✓ | AT | | | |
| | Staff do not let delivery staff/drivers come into the school building unless it is essential for the delivery or for them to use a toilet whereby, they use hand sanitiser before entering the building. | ✓ | AT | | | |
| | While packaging is not known to present a specific risk, delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling | ✓ | AT | | | |
| | Staff will wash/sanitise (alcohol hand gel 60% minimum) their hands immediately if they sign for any deliveries. | ✓ | AS | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| Planning shortcomings | The school 'CORONAVIRUS (COVID-19) – Schools Full Opening risk assessment' is reviewed regularly & when there are significant changes. | ✓ | RA | ➢ Regular reports to COG and governing body | | |
| | Governors are clear on their role in providing support to Headteachers/ leaders in the current situation and the full opening of the school. | ✓ | RA | | | |
| | Headteachers/leaders are clear on what Governors need to know and how frequently they receive information. | ✓ | COG | | | |
| | Governors are satisfied that health and safety arrangements for COVID-19 are in place and in line with DfE guidelines. | ✓ | RA | | | |
| | Communication between Headteachers and Governors is clear and understood and virtual governing body meetings are undertaken. | ✓ | RA | | | |
| | Head Teacher/Manager ensures daily checks are made with Derbyshire County Council Health and Safety S4S Resources page and Government updates (including H&S COVID-19 FAQ's). | ✓ | DCC | Risk A V3 presented to unions by DCC | | |
| | Union representatives are consulted on full opening plans. | ✓ | AT | | | |
| | A record (including contact details) is kept of all visitors for 21 days. | ✓ | AS | | | |
| | In addition to the Government guidance and Derbyshire County Council risk assessments, the school/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. | ✓ | SLT | | | |
| | When risk assessments are reviewed and updated, these are shared with employees, particularly relating to Coronavirus infection and the possibility that PPE may be required. | ✓ | AS | Staff secure area of web site | | |
| | All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager. | ✓ | CC | | | |
| | The school/setting communicates appropriately with their most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided. | ✓ | RA | | | |

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| *(Continued)*<br><br>Planning shortcomings | Contingency planning with Local Authority is in place and additional resource identified. | ✓ | CC | ➢ | | |
| | Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. | ✓ | SLT | | | |
| | All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions | ✓ | SLT & AS | | | |
| | Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision and multi-agency arrangements are in place to support early help. | ✓ | MC & CC | | | |
| | The approach and expectations around school uniform has been determined and communicated with parents. | ✓ | RA | Web site during wb 13.7.20 | | |
| | Changes to the school day/timetables have been shared with parents. | ✓ | RA | | | |
| | The approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff (This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure). | ✓ | AS | Transition pages<br>September 2020 routines in classrooms | | |
| | Available large spaces and appropriate timetabling is identified e.g. dining areas, halls, studios, particularly in outdoor areas. | ✓ | MC | | | |
| | Arrangements are in place for before/after school clubs for them to implement the necessary protective measures. | ✓ | RA | ➢ Ongoing during WB 13.7.20<br>➢ Premier sports addressing their provision | | |
| | Arrangements are in place to use of alternative sites in co-operation with the responsible organisation/body. | Na | | ➢ Books at Breakfast can continue in open plan area. | | |
| | Re-orientation support for school leavers is developed. | na | | | | |
| | Online/website support for families and young people around transition is available. | ✓ | AT | | | |

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| *(Continued)*<br><br>Planning shortcomings | Plans are in place for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:<br>• Early Years to Primary<br>• Primary to Secondary<br>• Vulnerable children<br>• Children with SEND<br>• Physical and sensory needs, including adaptations, equipment etc (lead in times)<br>• Post 16<br>• School Leavers | ✓ | MC | All staff to remain alert | | |
| | Ongoing communications (posters, emails, inductions, briefing, toolbox talks) are available/ provided to all staff and pupils, which includes:<br>• Risks and symptoms of COVID-19<br>• Advice regarding self-isolation of those showing signs or symptoms<br>• Social distancing measures<br>• Changes to timetable<br>• Emergency procedures (i.e. first aid, fire)<br>• Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)<br>• Recommendations on transport to and from school including encouraging pupils to walk or cycle to school where possible<br>• Education resources such as e-bug and PHE<br>• Expectations when in school and at home | ✓ | RA | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| *(Continued)*<br><br>Planning shortcomings | The impact of COVID-19 on families and whether any additional support may be required is considered concerning financial, increased free school meals eligibility, referrals to social care and other support and pupil premium grant / vulnerable groups. | ✓ | MC & MC | | | |
| | The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents. | ✓ | MC | | | |
| | Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. See Appendix 1 (A3 flowchart). | ✓ | RA | To be shared in September on 1.9.20 | | |
| | The school maintains an up-to-date list (including contact information) for each member of staff, student and group/bubble to quickly identify all contacts and groups to which an individual belongs. These groups may include:<br>• Teaching staff, rotary staff, supply staff, site staff, fixed teams, classmates, and others that provide additional in-school supports.<br>• Pupils on the same bus route, the assigned driver and bus monitors.<br>• Pupils attending before and after school programs | ✓ | AS | RAveris maintains list of supply teachers and locations<br>CCooper maintains TLA timetable<br>Class teachers maintain class timetables, seating plans and intervention group timetables<br>Admin team maintain visitor book with visitor contact details | | |
| | As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. | ✓ | RA | Poster displayed around school<br>Website updated with information for parents<br>Staff meeting and briefings | | |
| | Parents are required to follow any relevant school risk assessments, rules, current Coronavirus (COVID-19) Government guidance and meet hygiene expectations, which should also be communicated in the home environment. | ✓ | RA | | | |
| | Information is sent to EYFS children to consider the types of clothes they send their child to school in e.g. elasticated waste trousers, skirts, Velcro shoes /trainers (any clothing that does not require adult assistance/supervision). | ✓ | RA | Website and letters home | | |

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| *(Continued)*<br><br>Planning shortcomings | The school has sufficient provision to administer medication, first aid and provide intimate care, operating to the latest additional guidance<br><br>• PPE requirements for staff<br>• PPE in Schools Quick Guide for Coronavirus (COVID-19). | ✓ | MC | | | |
| | The school understands the NHS Test and Trace process and how to contact our local Public Health England health protection team. The schools have informed staff members and parents/carers the importance to engage with the NHS Test and Trace process to;<br>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace<br>• 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). | ✓ | RA | | | |
| | PPE requirements are understood, and appropriate supplies are in place including long term approach to obtaining adequate PPE supplies. | ✓ | RA | Risk Ass completed in May 2020<br>➢ | | |
| School safeguarding policy and procedures are not in place due to COVID-19 | Consideration has been given to any children and young people who may need support with their return to school and consultation has been undertaken with the family and other agencies involved. | ✓ | MC | | | |
| | Safeguarding remains highest priority and policy is updated to reflect changes. | ✓ | MC | | | |
| | All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school. | ✓ | MC | Staff meeting 2.9.20 | | |
| | Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable children and young people to return to school. | ✓ | MC | | | |

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| *(Continued)*<br><br>School safeguarding policy and procedures are not in place due to COVID-19 | Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission. | ✓ | AS | ➢ | | |
| | All Designated Safeguarding Leads have access to advice from the Local Authority and multi-agency teams. | ✓ | MC & RA | | | |
| | The school considers dynamically any day to day changes to the health and safety arrangements including changes to evacuation procedures (depending on the use of classrooms), entry and exit points and Critical Incident and Lockdown procedures whilst factoring in social distancing requirements. | ✓ | SL T | | | |
| Staffing arrangements unprepared | Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff, first aiders, fire wardens.<br><br>Including at least one of the following:<br>• First aider (trained at the level for the relevant age group and associated risks of the school)<br>• Designated Safeguarding Lead (DSL)<br>• SENCO<br>• Caretaker/Cleaner, site support staff<br>• Office staff member | ✓ | RA | To be assessed on a day to day basis if staff aren't available. | | |
| | Designated safeguarding leads are provided with more time where possible in the first weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to social care and other agencies. | ✓ | MC | | | |
| | Designated Safeguarding Leads capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils. | ✓ | AS | | | |

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| *(Continued)*<br><br>Staffing arrangements unprepared | Individual risk assessments are in place following the Derbyshire County Council 'Guidance for Schools Individual Risk Assessment for Staff Categorised as at Higher Risk from COVID-19'. | ✓ | RA & CM | | | |
| | Plans to respond to increased sickness levels are in place with cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts. | ✓ | RA | Celsian aware of this | | |
| | Consideration has been given for staff to wear appropriate clothing who undertake personal care with pupils as they may need to change and wash them more regularly. | ✓ | AS | See staff handbook and gov guidance | | |
| | Approaches for meetings and staff training is in place. | ✓ | SLT | | | |
| | Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision has been agreed and communicated. | ✓ | SLT | Ongoing | | |
| | Consideration has been given to the options for redeployment of staff to support the effective working of the school. | ✓ | RA | | | |
| | For any redeployment taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with. | ✓ | RA | | | |
| | Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. | ✓ | MC & CC | | | |
| | Arrangements for accessing testing, if and when necessary, are in place and staff are clear on returning to work guidance (the Government are planning to issue test kits to schools in Autumn). | ✓ | RA | | | |
| | The approach for inducting new starters has been reviewed and updated in line with current situation. | ✓ | Ra | | | |
| | Return to school procedures are clear for all staff and arrangements to return any furloughed staff are in place. | ✓ | RA | | | |

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| *(Continued)*<br><br>Staffing arrangements unprepared | The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff. | ✓ | RA | | | |
| | Staff receive regular briefings on day to day school matters. | ✓ | RA | | | |
| | Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders. | ✓ | SLT | Staff secure zone on website | | |
| | Flexible working arrangements needed to support any changes to usual working patterns are agreed. | ✓ | RA | | | |
| | Staff workload expectations are clearly communicated | ✓ | RA | | | |
| | Staff training required to implement any changes that the school plans to make, either delivered remotely or in school is scheduled. | ✓ | RA | To be communicated in training during the autumn term. | | |
| | Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved. | ✓ | RA | | | |
| | Arrangements are in place for any visitors/ contractors on site, with protocols and expectations shared. | ✓ | CM | | | |
| | Arrangements are in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders with protocols and expectations shared. | ✓ | RA | RH working with sport staff<br>RG working with music staff | | |
| | All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible. | ✓ | SLT | | | |
| | Staffing allocations to groups have been determined, minimising contact with multiple groups as much as possible. | ✓ | MC | Timetables of all staff considered and staff advised accordingly. | | |
| | Consideration of available testing for school staff is updated according to latest government advice: Test and Trace. | ✓ | RA | | | |

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| Classroom arrangements not organised | Classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues have been considered and good ventilation implemented where possible. | ✓ | SLT | ➢ **Note;** studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment) e.g.<br><br>➢ plastic up to 72 hours<br>➢ stainless steel up to 48<br>➢ cardboard 24 hours<br>➢ copper 4 hours.<br>Staggered start and end times of day in place<br><br>Spray and cloths available around school for staff to wipe surfaces | | |
| | Classrooms have been re/arranged to allow as much space between individuals as practical. | ✓ | AS | | | |
| | Appropriate resources are available within all classrooms e.g. IT, age specific resources. sharing of equipment is limited to the bubble. | ✓ | AS | | | |
| | All furniture not in use has been removed from classrooms and teaching spaces with safe storage arranged for unused furniture. | ✓ | AS | | | |
| | Shared materials and surfaces are cleaned and disinfected more frequently. | ✓ | AS | | | |
| | Where shared materials are not cleaned between groups/bubbles they are left unused and out of reach for a period of 48 hours (72 hours for plastics). | ✓ | AS | | | |
| | Non-essential equipment or resources, which are not easily washable or wipeable have been be removed. This may include items such as soft furnishings, soft toys, cushions and beanbags in classrooms dependent on how effective they can be cleaned. | ✓ | AS | | | |
| | Furniture has been arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate. | ✓ | SLT | | | |
| | Classroom/area arrangements are reviewed regularly. | ✓ | MC | | | |
| Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance | New timetables arrangements are agreed and confirmed for each year group to allow for reduced interaction between year groups whilst considering the need to move between basic class spaces. | ✓ | RA | ➢ | | |
| | Consideration of staffing changes to cover absence has been undertaken. | ✓ | RA | | | |
| | Arrangements in place to support pupils when not at school with remote learning at home. | ✓ | SLT | | | |

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| Precautionary transmission measures not being followed in school | Staff, pupils and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia). | ✓ | RA | ➢ **Note;** parents, carers, schools and settings do not need to take staff, pupil or children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus<br>Staff are able to go home during the school day for a lunch break or if needed staff can leave for work related reasons, for example to bank money.<br>➢ **Note;** hand washing in cold water - *Hand washing in hot water does not significantly affect the killing of germs, it's the washing of hands thoroughly with soap that does. That said, the problem with washing hands in cold water, may lead to adults/pupils/children/visitors not washing their hands thoroughly. If you find that is the case, you may want to introduce hand sanitiser as a short term measure.* | | |
| | All persons should remain on site once they have entered the school premises unless they have a valid reason to leave, which has been authorised by a member of the senior management team whilst considering the risk of cross infection to others. | ✓ | SLT | | | |
| | Where safeguarding and security is not adversely affected, all<br>• internal doors that are not designated fire doors<br>• fire doors with automatic closers<br>• doors that do not need to be kept closed for security reasons<br>are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates | ✓ | AS | | | |
| | Staff will follow the Derbyshire County Council 'PPE requirements for staff' guidance where required. **Note;** most staff in education 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. | ✓ | AS | | | |
| | Hand sanitiser (alcohol hand gel 60% minimum) is available for use at multiple use touch screen sign in, touch screen payment and fingerprint ID contact points. | ✓ | CM | | | |
| | Staff and pupils do not wear face masks or face coverings in schools unless it is authorised by the Headteacher and identified as a requirement of a risk assessment. | ✓ | AS | | | |
| | Electronic/touch screen "signing in" systems are cleaned/wiped down regularly. | Na | | | | |
| | Visitors are informed/asked to use their own pen to sign in at reception (no school pens are kept with the sign in book/register). | ✓ | AT | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| *(Continued)*<br><br>Precautionary transmission measures not being followed in school | The school uses a cashless system to limit cash handling. | x | | ➢ **Note:** When it comes to ventilation and heating, the school will take a pragmatic approach to **AVOID STAGNANT AIR** that may include:<br>• Areas are ventilated at the start and close of day.<br>• Adequate ventilation and the use of internal fans and open doors *(not fire doors unless they are designed to be open)* to move air will reduce stagnant air and the risk of transmission in occupied spaces. HSE - Air conditioning and ventilation.<br>• Many windows and external doors as possible are partially opened narrowly, rather than opening one or a limited number very wide *(opening more windows and external doors narrowly will allow fresh air in but reduce drafts)*.<br>• Windows/doors are closed in unoccupied rooms i.e. breaks and lunch breaks.<br>• Staff and pupils are dressed appropriately i.e. attire/uniform flexibility, warm clothes/layers.<br>• Heating systems adjusted to increase temperature.<br>• Appropriate temporary heating equipment is used, and power capacity overloading managed. | | |
| | All staff, pupils and visitors will wash/sanitise (alcohol hand gel 60% minimum) their hands more often than usual, including before and after eating and before and after using shared equipment. | ✓ | AS | | | |
| | The school endeavours to keep equipment sharing to a minimum. | ✓ | AS | | | |
| | Hand sanitiser/sanitizing wipes station is next to the office's shared work equipment e.g. printers, fax machine, copier etc, so staff can clean their hands after each use. | ✓ | CM | | | |
| | Handwashing techniques are explained to all pupils and the supervision of pupil's washing hands correctly is periodically undertaken by staff. | ✓ | AS | | | |
| | All pupils are asked and reminded to wash their hands;<br>• before leaving home and on arrival at school<br>• after using the toilet and after breaks and sporting activities<br>• when they change rooms<br>• before food preparation and eating any food, including snacks<br>• before leaving school. | ✓ | AS | | | |
| | The school has enough hand washing and/or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly. | ✓ | CM | | | |
| | Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils;<br>• cover your cough or sneeze with a tissue<br>• if you don't have any tissues available, then cough and sneeze into the crook of your elbow<br>• throw the tissue in a bin<br>• avoid touching your eyes, nose and mouth with unwashed hands. | ✓ | AS | | | |
| | Hand washing facilities identified for each learning zone. | ✓ | RA | | | |
| | External doors and windows are opened **and appropriately secured** to allow additional ventilation, where possible (including offices). | ✓ | AS | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| *(Continued)*<br><br>Precautionary transmission measures not being followed in school | The amount of shared resources that are taken home and the exchange of take-home resources between children, young people and staff are limited. | ✓ | RA | Teaching and learning policy<br><br>Teaching and learning policy<br><br>Teaching and learning policy<br><br>Teaching and learning policy<br><br>AS to let IC know if cleaning materials need replenishing with at least 5 working days' notice.<br><br>➢ Done in May 2020<br><br>➢ **Note;** good hand hygiene helps stop the spread of COVID-19. Washing with soap and water is the best way to get rid of germs and using an alcohol-based sanitiser should be your second choice, because the benefit of soap is that mechanical friction from scrubbing produces a foam that can cover a large surface area and gets into every nook and cranny of your skin and also removes debris. | | |
| | Equipment and resources per child are provided for to prevent the sharing of stationery and other equipment where possible. | ✓ | RA | | | |
| | Any shared classroom materials and surfaces are cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups). | ✓ | RA | | | |
| | Practical lessons can proceed if equipment is cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between groups. | ✓ | RA | | | |
| | The centralised ventilation system that removes and circulates air to different rooms is turned off. In these situations, advice is also sought from the schools facilities management/Property Services. | na | | | | |
| | Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching. | ✓ | AS | | | |
| | Sufficient training is given to Teachers, if cleaning materials are to be placed in classrooms, including safe use and secure safe storage of products. | ✓ | AS | | | |
| | Bin liners are used in all bins and emptied daily. | ✓ | Cleaners | | | |
| | Enhanced cleaning and disinfecting guidance are available to staff for use if required. | ✓ | AS | | | |
| | Adequate cleaning supplies are in place including longer-term arrangement for continual supply. | ✓ | IC | | | |
| | PPE in Schools Quick Guide for Coronavirus (COVID-19) has been shared with all relevant staff. | ✓ | MC | | | |
| | PPE requirements are understood and appropriate supplies are in place. | ✓ | AS | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| Social distancing failure | The schools will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. Applying an overarching principle to reduce the number of contacts between children and staff. This will always be dependent on;<br>• *children's ability to social distance*<br>• *the lay out and facilities of the school*<br>• *the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)* | ✓ | AS | ➢ **REMEMBER;** it is important that the smaller you can get the groups 'bubbles' whilst delivering a broad and balanced curriculum, the more effective your management of cross infection will be, and this will prove evident in the event of a confirmed COVID-19 case. | | |
| | Year group sized 'bubbles' are implemented where class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school. | ✓ | SL T | Children to use specific toilets during the day and no other toilets. | | |
| | After the school has assessed the manageable group 'bubble' sizes that suit the schools particular circumstances, they are kept apart from other groups where possible and older children are encouraged to keep their distance within groups. | ✓ | AS | Teaching and learning policy gives advice on setting up classrooms<br><br>**Note;** The Government's guidance recognises that maintaining distance or forming bubbles could be particularly difficult in special settings, particularly given the need for staff to administer care support and provide therapies to the children and young people attending. However, the average number of pupils or students attending a special school or special post-16 institutions is much lower than the average number in a mainstream school, and this in itself, will help to limit the number of contacts for any individual. | | |
| | Smaller groups the size of a full class is implemented where it can be achieved, as this helps to reduce the number of people who could be asked to isolate should someone in group become ill with Coronavirus COVID-19. | ✓ | SL T | | | |
| | Steps to limit interaction, sharing of rooms and social spaces between groups is undertaken as much as possible to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate in the event of a confirmed COVID-19 case. | ✓ | SL T | | | |
| | The school is organised into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces. | ✓ | SL T | | | |
| | All teachers and other staff who operate across different classes and year groups in order to facilitate the delivery of the school timetable will ideally try and keep a 2 metre distance from pupils and other staff as much as they can. | ✓ | AS | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| *(Continued)*<br><br>Social distancing failure | All essential face to face staff (adult) meetings are organised to maintain social distancing of 2m, or 1m with risk mitigation where 2m is not viable in well ventilated areas. | ✓ | AS | | | |
| | Teaching assistants are deployed to lead groups or cover lessons, under the direction and supervision of a qualified teacher (any redeployments is not at the expense of supporting pupils with SEND). | ✓ | M C | HLTA's will lead classes. TLA level 7 are not timetabled to do this but may be asked if required | | |
| | Supply teachers, peripatetic teachers, SEND specialists and/or other temporary staff who move between schools should minimise contact where possible and maintain as much distance as possible from others. | ✓ | AS | Y4 staff to work with music teachers. | | |
| | Clear messaging to pupils on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. | ✓ | AS | ➢ **Note;** although siblings may also be in different groups, endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits. | | |
| | Pupils/children who would normally be in their class groups for the majority of the classroom time, can mix into wider groups for the provision of specialist teaching, wraparound care and transport. | ✓ | AS | EYFS bubble will be created in buildings E and F. | | |
| | The EYFS environment is re-organised to meet requirements of social distancing including groups who do not mix with other children or other small groups. | ✓ | AS | | | |
| | Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice that unlike older children and adults, early years and primary age children cannot be expected to remain socially distanced apart from each other and staff always. | ✓ | AS | Teaching and learning policy | | |
| | Resources are arranged to be used by small groups to limit the risk of cross contamination with unnecessary sharing avoided. | ✓ | AS | | | |
| | If EYFS staff are required to change young children's nappies the correct PPE is worn when carrying out such intimate care (see PPE guidance). | ✓ | AS | PPE risk assessment are in place for staff.<br>Staff using PPE need to ensure that office are aware when new orders need to be placed, allowing at least 5 working days. | | |

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| *(Continued)*<br><br>Social distancing failure | As much as possible, pupils and staff social distance and are spaced apart and the following strategies are considered;<br>• The use of staff rooms and offices are staggered to limit occupancy<br>• Staff model social distancing consistently<br>• Staggered school drop off/pick up times and locations (if possible) without reducing teaching time<br>• Staggered or limited amounts of moving around the school/corridors<br>• Classroom design to support social distancing/hygiene measures<br>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches<br>• Circulation plans have been reviewed and amended<br>• Circulation routes are clearly marked with appropriate signage<br>• One-way systems are in operation where feasible<br>• Corridors are divided where feasible<br>• Appropriate supervision levels are in place<br>• Large gatherings such as assemblies or collective worship with more than one group bubble are avoided.<br>• Avoiding unnecessary gatherings<br>• Social distancing floor markers are used where queues cannot be eliminated and pupils entering/leaving the classroom follow a "one person at a time" rule<br>• The movement of pupils around the school is minimised<br>• Outdoor space is encouraged (weather dependent)<br>• Maximum occupancy of lifts to 2 persons where social distancing with mitigation can be achieved (side-by-side or facing away from each other) unless emergency or medical requirements necessitate more than 2 is in place with all staff and pupils informed. | ✓ | AS | ➢ The approaches of separating groups and maintaining distance are not 'all-or-nothing' options and every measure taken will still bring benefits even if implemented partially.<br><br>➢ | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| *(Continued)*<br><br>Social distancing failure | Lesson change overs are staggered to avoid overcrowding | ✓ | SLT | Extra cleaner on site at end of lunch time.<br><br>Staggered start at and finish times and start of lunchtimes.<br><br>This Risk Ass and policy addendums to be reviewed at least every 4 weeks at SLT meetings.<br><br>Teachers with external doors into classrooms to use these as primary entry and exit point.<br>Glass window on entrance office to remain closed when supporting visitors.<br><br>Visitors to be made aware of this on arrival<br><br>➢ **Note;** Schools are not expected to create NHS QR code posters for their entrance or their classrooms as they have registers. The school may use QR code posters if hosting an event with external guests on the premises, or if the premises are let out during evenings, weekends or holidays to external providers. https://www.gov.uk/create-coronavirus-qr-poster | | |
| | Where possible, pupils stay in classrooms and staff move around | ✓ | SLT | | | |
| | Break times and lunch times are structured and closely supervised | ✓ | SLT | | | |
| | Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points. | ✓ | SLT | | | |
| | Movement of pupils around the school is minimised and staggered to reduce large groups of pupils/staff gathering as much as possible (brief, transitory contact, such as passing in a corridor, is low risk). | ✓ | SLT | | | |
| | Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. | ✓ | AS | | | |
| | Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. | ✓ | SLT | | | |
| | Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for. | ✓ | AS | | | |
| | Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes | ✓ | AS | | | |
| | School entrance reception desk/point has a screen or a physical barrier that creates a 2-metre gap between the visitor and member of staff. | ✓ | AT | | | |
| | Visitors are reminded to keep a 2-metre gap between other visitors (use of social distancing floor markers are ideal in these areas). | ✓ | AT | | | |
| | To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries. | ✓ | AS | | | |

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| Staff rooms and offices do not allow appropriate social distancing | Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing (2m, or 1m with risk mitigation where 2m is not viable). | ✓ | SLT | ➢ | | |
| | Staff workstations are assigned to an individual and not shared to allow them to maintain social distancing wherever possible. If they need to be shared, they are shared by the smallest possible number of people. | ✓ | AS | | | |
| | Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work. | ✓ | AS | | | |
| | Staff should use a dishwasher if possible, to clean cups, cutlery, plates etc. Staff should wash their hands before emptying the dishwasher. Staff will be responsible for washing their own cups etc. if no dishwasher available. | ✓ | AS | | | |
| School unable to meet full provision for children and young people (CYP) with SEND | Approach to provision of the elements of the education health and care plan (EHCP) including health/therapies are in place. | ✓ | CC | Teachers to inform CC of any concerns.<br>CC to support staff in production of individual Risk Assessments.<br>➢<br>To support staff and pupils the Coronavirus (COVID-19) Pupil Specific (Send) Risk Assessment version 2, is available to download from DCC Health and Safety to use and put in place proportionate protective measures for pupils and staff for September 2020. | | |
| | Consideration is given to any CYP who may need support with their return to school which involves consultation with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing. | ✓ | CC | | | |
| | Individual pupil's EHCP are reviewed to consider what can reasonably be provided whilst in school. | ✓ | CC | | | |
| Vulnerable people | The DCC 'Individual Risk Assessment for Staff Categorised as at Higher Risk from COVID-19' is undertaken for those individuals who are identified by their GP to be clinically extremely vulnerable. | ✓ | SLT | ➢ The DCC Individual Risk Assessment for Staff can be found at the following link below https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/human-resources-advice-for-school-based-employees.aspx | | |
| | The school follows the 'Updated guidance on vulnerable staff in schools during 2nd National Lockdown' dated 09/11/2020. | ✓ | SLT | | | |
| | Staff who are pregnant are taken through the existing 'Expectant and Nursing Mothers' risk assessment, which is carried out in conjunction with the DCC individual risk assessment for staff categorised as at Higher Risk. | ✓ | SLT | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| Home visits to be undertaken by staff | Home visits are only undertaken if it is absolutely necessary. | ✓ | SLT | No home visits to take place without prior consultation with SLT. | | |
| | Staff will use their own vehicle to get to the visit and once they arrive, they will knock on the door and step back to maintain social distancing. | ✓ | AS | | | |
| | Staff will consider whether it is possible to have a conversation with parents and pupils via an open window. | ✓ | AS | | | |
| | Lone working risk assessments/procedures are adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with school. | ✓ | AS | | | |
| Pupils' behaviour on return to school does not comply with social distancing guidance | The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. | ✓ | SLT | Policy addendum shared on 1.9.20 | | |
| | All staff understand the new rules and routines, including the use of sanctions and rewards. | ✓ | AS | | | |
| | Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches;<br>• handwashing<br>• social distancing<br>• good hygiene to limit cross infection<br>• code of conduct to be signed by students and parents for repeat offenders<br>• Risks assessments around students who might struggle to follow expectations. | ✓ | AS | ➢ All staff able to report breaches of this risk assessment or any policy addendums to the SLT | | |
| | Staff, pupils and parents are regularly reminded of their responsibilities and behaviours on the School site. | ✓ | AS | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| Insufficient staff and pupil wellbeing | Cover arrangements for Headteachers/leaders are in place. | ✓ | SLT | ➢ MC to deputise for RA in his absence | | |
| | Staff are aware of how to access support for issues such as anxiety, mental health, resilience, behaviour, including bereavement, behaviour in addition to safeguarding in general. | ✓ | AS | | | |
| | Staff have access to a range of support services and feel well prepared to support pupils with issues that are impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home. | ✓ | AS | | | |
| | Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss and require time to express their feelings. | ✓ | AS | | | |
| | Some pupils with SEND are provided with specific help and preparation for the changes to routines and teachers and special educational needs coordinators will have plans to meet these needs, for example using social stories. | ✓ | CC | ➢ **Note;** some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This would be considered through a risk assessment process in order to support these pupils and the staff working with them and is not a reason to deny these pupils face to face education. | | |
| | Pastoral and extra-curricular activities provision is available to all pupils designed to:<br>• support the rebuilding of friendships and social engagement<br>• address and equip pupils to respond to issues linked to coronavirus<br>• support pupils with approaches to improve their physical and mental wellbeing (including accessing the Educational Psychology Service) | ✓ | CC | | | |
| | The approach to promoting and supporting attendance for all pupils has been established, including those who may be anxious. | ✓ | SLT | Attendance policy has an addendum | | |
| | Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per Government guidance. | ✓ | AS | | | |

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| The start and end of the school day create risks of breaching social distancing guidelines | Start and departure times are staggered. | ✓ | SLT | Shared with staff and community | | |
| | The number of entrances and exits to be used is maximised; where possible each year group to enter through its own access point. | ✓ | AS | One way system in place. Staff to ensure they are aware of rotas. | | |
| | Different entrances/exits are identified and used for different groups. | ✓ | SLT | | | |
| | Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. | ✓ | SLT | | | |
| | When staff, pupils or visitors arrive at school wearing face coverings, they should be removed and disposed of in a covered bin (if enough space wheelie bin near the entrance) or if the face coverings are reusable they are placed in a sealed plastic bag to be taken home. After removing the face covering, individuals must wash their hand immediately. This process is communicated to all staff, pupils and parents. | ✓ | AS | Visitors that aren't working with children will be encouraged to wear face masks on site at St. John's following DfE guidance on 28.8.20.<br>Visitors that are working with children will not wear a face covering. | | |
| | A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised. | ✓ | SLT | | | |
| | Floor markings are visible where it is necessary to manage any queuing. | ✓ | SLT | Arrangements for parents are clear on website. | | |
| | Attendance patterns have been optimised to ensure maximum safety. | ✓ | SLT | | | |
| | A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress. | ✓ | NG | NG to work with nursery parents and families. | | |
| | Parents should not enter the school buildings to drop off or collect children. | ✓ | SLT | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| Inadequate social distancing and cross infection risk during Catering Service delivery | lunchtimes are staggered to align with start and finish times. | ✓ | SLT | ➢ **Note;** in National or local lockdown alert level 'high' (tier 2) or 'very high' (tier 3) Derbyshire County Council Catering Service School Based Staff will wear face coverings in corridors and communal areas where social distancing is difficult to maintain unless the individual is exempt under Government guidance - Face coverings: when to wear one, exemptions, and how to make your own.<br><br>(The is to support all schools with contact mitigation and ensure that the DCC Catering Service has consistency across all their staff as it is mandatory for secondary school staff and a discretionary decision by the Headteacher for primary and below school staff during national or local lockdown alert level 'high' (tier 2) or 'very high' (tier 3). | | |
| | Lunchtime arrangements are discussed with the school Catering Team to promote a cohesive approach to the service. | ✓ | SLT | | | |
| | Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that pupils/children do not mix with pupils/children from other groups. | ✓ | SLT | | | |
| | Dining tables and associated furniture with high traffic touch points are cleaned using an appropriate cleaning product between groups/bubbles. | ✓ | AS | | | |
| | Throughout meal service times, appropriate social distancing rules in queues, seating and eating are followed. | ✓ | SLT | | | |
| | Staff, pupils and visitors are reminded to wash their hands prior to eating. | ✓ | AS | | | |
| | Groups are kept apart as much as possible and tables are cleaned between each group. Where this is not possible, pupils will have their lunch in their classrooms based on co-operation with and following all school/catering supplier/kitchen risk assessments. | ✓ | CM | | | |
| | Trays/crockery/utensils are handed to the pupils individually by a member of staff wearing appropriate PPE gloves to minimise cross infection. | ✓ | CTe | Children to return plates to the designated point. CM to rota the midday staff. | | |
| | Pupils do not carry plates/trays of food/drinks up or down stairs. | ✓ | SLT | | | |
| | Trays/crockery/utensils are returned to a designated point by the individual pupils/staff where possible. | ✓ | CM | | | |

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| Unmanaged toilet arrangements *Queues for toilets and handwashing risk non-compliance with social distancing measures* | Toilets are allocated to specific groups 'bubbles' where possible to assist with reducing the mixing of groups. | ✓ | SLT | ➢ hand dryers do not contribute to the spread of coronavirus. Both paper towels and warm air hand dryers offer a hygienic way to dry hands.<br>➢ | | |
| | Queuing zones for toilets and hand washing have been established and are monitored. | ✓ | SLT | | | |
| | Floor markings are in place to promote social distancing. | ✓ | SLT | | | |
| | The number of children using the toilet at any one time is limited where possible and different groups using the same facilities at the same time are avoided where possible. | ✓ | AS | | | |
| | Staff will follow social distancing when using toilet areas. | ✓ | AS | | | |
| | Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. | ✓ | AS | | | |
| Contractors / Essential Repair Work | Only contractors carrying out essential work are allowed on the school site. | ✓ | SLT | On arrival contractors to be informed of work patterns by AT. | | |
| | Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared. | ✓ | SLT | | | |
| | Contractors are to adhere to hygiene and social distancing rules. | ✓ | AT | | | |
| | All contractors are to wash their hands/use hand sanitiser upon entering the site. | ✓ | AT | | | |
| | Site briefing carried out explaining health & safety, social distancing rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas. | ✓ | AT | | | |
| | The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned where required. | ✓ | AT | | | |
| | Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. | ✓ | AT | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| *(Continued)*<br>Contractors / Essential Repair Work | Contractors will be responsible for removing (where required) all rubbish they have created and to clean their area of work prior to leaving. | ✓ | AT | ➢ | | |
| | All contractor details are logged for emergency eventualities and Track & Trace purposes. | ✓ | AT | | | |
| Driving to and from work | If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can. | ✓ | AS | ➢ | | |
| | Staff should wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. **REMEMBER** if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle). | ✓ | AS | | | |
| Transport failings | The school will follow DCC School Transport guidance and information derbyshire.gov.uk/septschooltransport. | Na | | ➢ The School Transport Sections web page includes:<br>• Home to School Transport,<br>• Home to School Transport for Pupils with Special Educational Needs & Disabilities (SEND)<br>• and other associated documents. | | |
| | Arrangements are in place with transport providers to support any staggered start/end times along with school staff to support boarding and disembarking where possible. | Na | | | | |
| | Checks are made with the school's arranged transport provider(s) to ascertain that they are following Government Coronavirus (COVID-19): safer transport guidance for operators? | Na | | | | |
| | Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. | Na | | | | |
| | Parents should ensure their children over 11 wear face coverings while travelling on public or school buses unless they are exempt and provide them with hand sanitiser to use upon boarding and/or disembarking. | ✓ | AS | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| *(Continued)*<br>Transport failings | Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. | ✓ | SLT | ➢ | | |
| | Support is in place for children and young people who have no alternative, to access public transport safely, adhering to social distancing protocols where possible. | ✓ | SLT | | | |
| Curriculum/ learning environment | Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? | ✓ | SLT | ➢ | | |
| | Each activity is risk assessed and should not be run unless the risks can be mitigated<br>• Music<br>• PE – including no contact sport<br>• Practical science lessons<br>• All other Curriculum Departments | ✓ | AS | | | |
| | The following points (not exhaustive) is used to reduce the risk when pupils are playing instruments or singing in small groups such as in music lessons;<br>• physical distancing<br>• playing outside wherever possible,<br>• limiting group sizes to no more than 15<br>• positioning pupils back-to-back or side-to-side<br>• avoid sharing instruments<br>• ensuring good ventilation | ✓ | RG | | | |
| | Singing, wind and brass playing in larger groups such as school choirs, or school assemblies is not undertaken. | ✓ | AS | Children can 'sing' to help with their learning – for example learning months of the year – when in their bubbles | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| *(Continued)*<br><br>Curriculum/ learning environment<br><br>Physical education | School staff will consider the following points (not exhaustive) to reduce the risk for pupils undertaking physical education;<br>• pupils kept in consistent groups<br>• sports equipment thoroughly cleaned between each use by different groups<br>• contact sports avoided (for example rugby/football/netball/basketball/hockey)<br>• outdoor sports prioritised where possible<br>• using indoor spaces maximising distancing between pupils<br>• scrupulous attention to cleaning and hygiene<br>• ensure enough tissues available for good respiratory hygiene | ✓ | AS | RH has produced a use of resources summary to ensure that resources are used by individual year group bubbles. | | |
| | Changing areas (if used) are cleaned after every lesson (wiping surfaces). | ✓ | AS | Staff to notify the Admin team if cleaning resources need re-ordering giving | | |
| | There is sufficient standard cleaning equipment is available and those undertaking the cleaning task are competent to do so. | ✓ | AS | | | |
| | The school will work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. | ✓ | SLT | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| Contingency planning for local Coronavirus COVID-19 outbreak | Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school has the capacity to offer immediate remote education. | ✓ | SLT | RA and CT are working with google classrooms providers.<br>Training in November 2020 for teachers<br><br>The SLT can not guarantee that every pupil has access to hardware at home.<br><br>RAveris is aware of laptops for children at home scheme funded by the government. | | |
| | In developing contingency plans the school has considered:<br>• All students have access to appropriate technology.<br>• Using a curriculum sequence that allows access to high-quality online and offline resources and teaching videos linked to the school's curriculum expectations<br>• Giving access to high quality remote education resources<br>• Selecting online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use<br>• Providing printed resources for pupils who so not have suitable online access<br>• Recognising that younger pupils and pupils with send may not be able to access remote education without adult support. | ✓ | SLT | | | |
| | When teaching pupils remotely, the school will:<br>• Set assignments for meaningful and ambitious work each day in a number of different subjects<br>• Teach a planned and well-sequenced curriculum<br>• Provide frequent, clear explanations of new content, delivered by a teacher in school or through high quality resource or videos.<br>• Set a clear expectation on how regularly teachers will check work<br>• Enable teacher to adjust pace or difficulty of what is being taught in response to questions or assessments<br>• Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers. | ✓ | AS | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site | If a child, pupil, visitor or staff member develops symptoms of coronavirus (COVID-19), they will be sent home to self-isolate for at least 10 days from when the symptoms started and informed to book a test. | ✓ | AT | ➢ 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.<br>A5 to be used to isolate a child with symptoms. The door to outside is to be opened. Adult to sit outside the area remaining 2m away. Access toilet outside A3 to be used by child if needed.<br>All areas to be cleaned by adult with cleaning station resources once child leaves school.<br>➢ **Note;** The DfE has published guidance confirming that from 26 August, all schools and FE providers will receive an initial supply of 10 **home test kits**.<br>Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.<br>CM to share locations of PPE. Staff that use PPE are to ensure that they have at least 5 working days supply. CM to be notified of any orders that need placing at least 5 working days prior to stocks running out. | | |
| | Pupils with symptoms of coronavirus (COVID-19) will be taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs. | ✓ | AS | | | |
| | To limit disruption a separate toilet is used by the pupil if required (as this would require enhanced cleaning before being used by anyone else). | ✓ | AS | | | |
| | PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C). | ✓ | AS | | | |
| | Staff are aware of the locations for PPE. | ✓ | CM | | | |
| | Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test). | ✓ | AS | | | |
| | Parents informed of their child developments and asked to collect immediately (staff are also informed). | ✓ | AT and MC | | | |
| | In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk. | ✓ | AS | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| *(Continued)*<br><br>Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site | The school will inform the relevant staff/parents to follow the Stay at home guidance. | ✓ | SLT | Information is published on the school website. | | |
| | Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school). | ✓ | AT | Admin team to provide face mask when visitor leaves the site/. | | |
| | Staff and Headteacher/Manager/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes. | ✓ | SLT | | | |
| | Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19). | ✓ | SLT | ➢ SLT to inform IC of any areas that need enhanced cleaning. | | |
| | If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. | ✓ | AS | | | |
| Confirmed staff or pupil Covid-19 case | If someone tests positive, they will 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)*. | ✓ | SLT | ➢ **Note;** schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation<br><br>➢ The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. | | |
| | 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. Other members of their household should continue self-isolating for the full 14 days. | ✓ | SLT | | | |
| | Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required immediately, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'. | ✓ | SLT | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| *(Continued)*<br><br>Confirmed staff or pupil Covid-19 case | Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal. | ✓ | SLT | SLT to inform IC of areas when confirmed case has been. | | |
| | Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19). | ✓ | SLT | | | |
| | Sufficient and suitable equipment is available for the required clean. | ✓ | SLT | All staff using cleaning equipment need to inform the office when stocks run below 5 working days. | | |
| | When the school becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19), contact is made with the local health protection team *(this team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school)* – as identified by NHS Test and Trace. | ✓ | SLT | | | |
| | The health protection team will work with schools in the above situation to guide them through the actions they need to take. Based on the advice from the health protection team, 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. Close contact means:<br>• 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 face conversation, or unprotected physical contact (skin-to-skin)<br>• 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 | ✓ | SLT | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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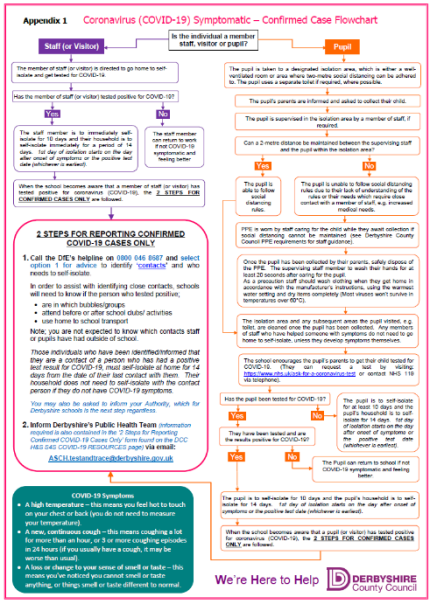
| *(Continued)*<br><br>Confirmed staff or pupil Covid-19 case | To support the Test and Trace process a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups is recorded. **Note;** *You do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome*. | ✓ | SLT | ➢<br>School timetable has records of all staff movements and locations. Any changes to this need to reported to the SLT by the member of staff. | | |
| | If there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school will continue to work with their local health protection team who will be able to advise if additional action is required in the event of an outbreak. | ✓ | SLT | | | |
| | A flowchart is available at the end of this document as APPENDIX 1 for dealing with Coronavirus (COVID-19) suspected and confirmed cases.<br><br>  <br><br><br>**Note;** In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. | ✓ | SLT | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| National / local lockdown alert level 'high' (tier 2) or 'very high' (tier 3) | Staff have been fully briefed on the action planning for local lockdown or outbreak. | ✓ | SLT | ➢ **Note;** In primary schools and education settings teaching year 6 and below during National or local lockdown alert level 'high' (tier 2) or 'very high' (tier 3), it is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (e.g. when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.<br><br>➢ **Outside of where national/local restrictions (lockdown) apply,** schools have the discretion to recommend the use of face coverings for staff, visitors and pupils in Y7 and above within indoor communal areas where social distancing cannot be safely managed. | | |
| | In National or local lockdown alert level 'high' (tier 2) or 'very high' (tier 3) all staff and pupils in Y7 and above will wear face coverings in corridors and communal areas where social distancing is difficult to maintain unless exempt. | x | | | | |
| | When face coverings are not in use, they are kept with the individual in a sealed bag e.g. freezer type. | x | | | | |
| | The school and staff understand that some individuals are exempt from wearing face coverings e.g. those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. | ✓ | AS | | | |
| | Face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings | x | | | | |
| | The school has a small provision of face covering which are available in the event of a pupils/staff not having one on them. These are issued in resealable plastic (freezer type) bags for hygiene and storage when face covering is not required to be worn. | ✓ | CM | | | |
| Offsite Visits breach Coronavirus (COVID-19) restrictions | It is noted that Autumn term trips can commence, however they must be non-overnight trips only. The Derbyshire County Council Schools Visit Service have written a COVID-19 Risk Assessment, which is available on Evolve, this will be completed for each trip in addition to the All Visits Risk Assessment. | ✓ | RA | ➢ Shared with staff on 1.9.20 | | |
| | All Forest School activities will be risk assessed accordingly and follow the Derbyshire School Visits Approval and Monitoring Service (EVOLVE) procedures. | x | | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| Out of school provision inadequate | Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day. Children are grouped with the same children each time wherever possible (in groups of 15 children max) and at least one staff member, depending on the type of provision or size of the group. | ✓ | AS | ➢ During national lockdown, out of school provision should only be available if all 4 points can be achieved:<br><br>1. If it is safe to do so e.g. if existing school day bubbles remain consistent.<br>2. The school follow the 'Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak' guidance.<br>3. Parents follow the Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak guidance.<br>4. Out of school provision is for those parents to enable them going to work, finding work, undertaking training or education. | | |
| | The school follows Government guidance for out of school provision. | ✓ | SLT | | | |
| | Up-to-date records of the children attending are kept for at least 21 days, including the schools or early years setting that they attend and the specific groups and members of staff they have been assigned to within our setting in order to review groups where required. | ✓ | AT MC | | | |
| | All hygiene and social distancing measures featured throughout this risk assessment are incorporated where applicable to ensure protective measures are in place e.g.<br>• Each table will have their own basic resources (such as pens and paper for drawing), which will be kept on their tables.<br>• Other activities will be rotated daily between groups, allowing for cleaning of this equipment.<br>• Children will be served their breakfast at their table, to prevent them moving around the area if it is shared by other groups/bubbles.<br>• Children will wash their hands/use sanitiser on entry to the out of school provision area and when they leave to go to class.<br>• Tables and associated furniture with high traffic touch points are cleaned using an appropriate cleaning product after each session.<br>• Cutlery and crockery will be cleaned effectively.<br>• Staff will follow all hygiene requirements when preparing and serving food. | ✓ | AS | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| Trim Trail and use of outdoor play equipment hygiene shortcomings | Cleaning is focused on high traffic touch points between different groups 'bubbles' e.g.<br><br>• entry and exit points such as gates<br>• enclosed crawl through 'tunnels' or tube slides<br>• climbing frames<br>• slides<br>• play towers<br>• play huts<br>• crawl tunnels<br>• exercise bars<br>• gym equipment<br>• benches<br>• picnic tables | ✓ | AS | ➢ **Note;** studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment) e.g.<br><br>➢ plastic up to 72 hours<br>➢ stainless steel up to 48<br>➢ cardboard 24 hours<br>➢ copper 4 hours. | | |
| | Cleaning products are used that are effective and can be used in a way that does not expose pupils to additional risk e.g. only using certain chemicals when children are not around or ensuring that the product used does not affect the surface of the equipment's intended use e.g. it does not leave a slippy residue for climbing points that could lead to loss of grip/traction. | ✓ | IC | | | |
| | Equipment is limited to a defined group/bubble when in use and it is cleaned before being used by the next group/bubble. | ✓ | AS | | | |
| | Instructions for the products they use are followed by staff including for example leaving chemicals applied for a period of time before wiping them off. | ✓ | AS | Spray and cleaning stations are located around the school and in every classroom for staff to use. | | |
| | Social distancing is maintained where possible and pupils wash their hands after using the equipment at the end of the activity/session/playtime. | ✓ | AS | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| Site staff vulnerable to Covid-19 | Site staff follow social distancing measures wherever possible (2m, or 1m with risk mitigation where 2m is not viable). | ✓ | AS | ➢ RA shard at staff meeting on 1.9.20 and on 9.9.20.<br>Teaching and learning policy addendum | | |
| | When it is not practicable to comply with the 2metre social distancing guidelines the following is used:<br>• Back to back or side to side working (rather than face to face) whenever possible.<br>• Keeping the activity time involved as short as possible is carried out.<br>• Increasing the frequency of hand washing and surface cleaning.<br>• Using screens or barriers to separate people from each other.<br>• Reducing the number of people each person has contact with by using "fixed teams or partnering" where staff have to work in close proximity (so each person works with only a few others).<br>• Limit the amount of different equipment or surfaces that people need to touch. | ✓ | AS | | | |
| | Where PPE is worn, employees will appropriately use, apply and dispose of all PPE. Employees must wash their hands before putting on and removing PPE. | ✓ | AS | | | |
| | Where tools are loaned, hand hygiene measures are be adhered to before and after using the loaned tools. | ✓ | AS | | | |
| | Antibacterial wipes are available to wipe down any shared tools/equipment. | ✓ | IC | Cleaners have their own equipment. Teachers, TLA's and admin staff to use spray and cleaning stations if equipment is shared.<br>Antibacterial wipes are available from the office. | | |
| | As it may not be possible to clean all touch points on work equipment regularly, staff should adopt good hand hygiene before and after using the equipment. | ✓ | AS | | | |
| | Staff sit socially distanced during breaks to eat/drink. | ✓ | AS | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| Use of work vehicles cross infection hygiene failings | Vehicles are cleaned regularly, and in between different users. | X | | ➢ | | |
| | Cleaning products used that are effective are appropriate to the vehicle and contact points being cleaned. | X | | | | |
| | All cleaning carried out is focused on high traffic touch points e.g.<br>• handles (inside and out)<br>• steering wheel and starter button<br>• centre touchscreen and stereo<br>• handbrake and gearstick<br>• keys and key fob<br>• indicators and wiper stalks<br>• windows, mirrors and mirror switches, seat adjusters any other controls | X | | | | |

| What are the hazards? | Generic Control Measures | ✓ X N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
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| | References<br>RA – Roger Averis<br>MC – Mieke Carvell<br>KA – Kathryn Astell<br>CC – Claire Cooper<br>CM – Claire Millington<br>SLT = Senior Leadership team<br>IC – Ian Collinge<br>RH – Rob Hallam<br>RG – Rebecca Garbutt<br>CT – Charlotte Thompson<br>AT – Administration team<br>AS – All staff<br>CTe – Catering Team | | | ➢ | | |

**Appendix 1**

# Coronavirus (COVID-19) Symptomatic – Confirmed Case Flowchart

**Is the individual a member staff, visitor or pupil?**

## Staff (or Visitor)

The member of staff (or visitor) is directed to go home to self-isolate and get tested for COVID-19.

Has the member of staff (or visitor) tested positive for COVID-19?

**Yes**

The staff member is to immediately self-isolate for 10 days and their household is to self-isolate immediately for a period of 14 days. *1st day of isolation starts on the day after onset of symptoms or the positive test date (whichever is earliest).*

**No**

The staff member can return to work if not COVID-19 symptomatic and feeling better

When the school becomes aware that a member of staff (or visitor) has tested positive for coronavirus (COVID-19), the **2 STEPS FOR CONFIRMED CASES ONLY** are followed.

### 2 STEPS FOR REPORTING CONFIRMED COVID-19 CASES ONLY

1. **Call the DfE's helpline on 0800 046 8687 and select option 1 for advice** to identify **'contacts'** and who needs to self-isolate.

   In order to assist with identifying close contacts, schools will need to know if the person who tested positive;

   - are in which bubbles/groups
   - attend before or after school clubs/ activities
   - use home to school transport

   Note; you are not expected to know which contacts staff or pupils have had outside of school.

   *Those individuals who have been identified/informed that they are a contact of a person who has had a positive test result for COVID-19, must self-isolate at home for 14 days from the date of their last contact with them. Their household does not need to self-isolate with the contact person if they do not have COVID-19 symptoms.*

   *You may also be asked to inform your Authority, which for Derbyshire schools is the next step regardless.*

2. **Inform Derbyshire's Public Health Team** *(information required is also contained in the '2 Steps for Reporting Confirmed COVID-19 Cases Only' form found on the DCC H&S S4S COVID-19 RESOURCES page)* **via email:**

## Pupil

The pupil is taken to a designated isolation area, which is either a well-ventilated room or area where two-metre social distancing can be adhered to. The pupil uses a separate toilet if required, where possible.

The pupil's parents are informed and asked to collect their child.

The pupil is supervised in the isolation area by a member of staff, if required.

Can a 2-metre distance be maintained between the supervising staff and the pupil within the isolation area?

**Yes**

The pupil is able to follow social distancing rules.

**No**

The pupil is unable to follow social distancing rules due to their lack of understanding of the rules or their needs which require close contact with a member of staff, e.g. increased medical needs.

PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance).

Once the pupil has been collected by their parents, safely dispose of the PPE. The supervising staff member to wash their hands for at least 20 seconds after caring for the pupil.
As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C).

The isolation area and any subsequent areas the pupil visited, e.g. toilet, are cleaned once the pupil has been collected. Any members of staff who have helped someone with symptoms do not need to go home to self-isolate, unless they develop symptoms themselves.

The school encourages the pupil's parents to get their child tested for COVID-19. (They can request a test by visiting: https://www.nhs.uk/ask-for-a-coronavirus-test or contact NHS 119 via telephone).

Has the pupil been tested for COVID-19?

**Yes**

They have been tested and are the results positive for COVID-19?

**Yes**

The pupil is to self-isolate for 10 days and the pupil's household is to self-isolate for 14 days. *1st day of isolation starts on the day after onset of symptoms or the positive test date (whichever is earliest).*

When the school becomes aware that a pupil (or visitor) has tested positive for coronavirus (COVID-19), the **2 STEPS FOR CONFIRMED CASES ONLY** are followed.

**No**

The Pupil can return to school if not COVID-19 symptomatic and feeling better.

**No**

The pupil is to self-isolate for at least 10 days and the pupil's household is to self-isolate for 14 days. *1st day of isolation starts on the day after onset of symptoms or the positive test date (whichever is earliest).*

### COVID-19 Symptoms

- 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

We're Here to Help

DERBYSHIRE County Council