

Spring Term 2021-Whole School return 8th March 2021 - Infection Control COVID-19 General Risk Assessment Form

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

Name and Address of the School - Bishop Barrington School, Woodhouse Lane, Bishop Auckland, County Durham. DL2 2FL		
Additional Controls considered on – 4 th March 2021	Name of Person reviewing the Additional Controls Nathan Powell	Date of assessment – 4 th March 2021
	Date of review-March 2021.	

Update-Changes made to the systems of controls.

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.

- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.
- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.
- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

[Added-The school are following Schools coronavirus \(COVID-19\) operational guidance](#)

[Added-](#) An infected person can pass on the virus through talking, breathing, coughing, or sneezing even if they do not have any symptoms.

Hazards/Issues	Risk Rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
1. Staff and Pupils and the wider school community					
NHS COVID-19 Vaccination	H	<p>-COVID-19 vaccination programme has commenced in the local community.</p> <p>-Priority groups have been identified and the community that the school is part of are being vaccinated.</p> <p>-Staff and pupils that have been identified as CEV/CV have been included in the priority groups identified.</p>		L	
Asymptomatic Testing-Lateral Flow Device (LFD) Testing in School/ Home testing	H	<p>-Current guidance followed-Rapid testing remains a vital part of the plan to suppress the virus. Schools are following the guidance set out for their settings:</p> <ul style="list-style-type: none"> • Primary schools, school-based nurseries and maintained nursery schools • Secondary schools and colleges • Specialist settings <p>-Secondary school pupils asked to take their:</p> <p>-first 3 tests at their place of study under the supervision of a trained operator</p>	<p>-LFD testing should start when students return but opening the full school can be a phased return to manage the number of students passing through the test site.</p> <p>-Schools can request pupils attend the school site just to undertake an LFD test.</p> <p>-Where need identified, continue to offer pupils in school LFD testing.</p> <p>-Registers to be maintained to ensure that staff and pupils who have given consent are</p>	L	Head teacher

	<ul style="list-style-type: none"> -fourth test themselves using a home test kit. -Pupils will then continue taking twice-weekly tests using a home test kit provided by the school. -Pupils report their result to NHS Test and Trace as soon as the test is completed, either online or by telephone, as set out in the home test kit instructions. -X number of pupils are participating in the LFD testing process. -X number of staff are participating in the LFD testing process. -Primary age pupils will not be tested with LFDs. -Participation in the LFD testing programme is voluntary for staff and pupils in secondary and special schools. - Pupils not undergoing testing should attend school in line with your phased return arrangements. -Staff not participating in the LFD testing programme can return to work. -Specific LFD Testing risk 	<ul style="list-style-type: none"> participating in the testing programme, taking sickness absence into consideration. -Parents/Carers to be contacted and made aware that Rapid lateral flow testing is now available to households and bubbles of school pupils and staff. -Parent/Carers to be advised to inform the school if their child has tested positive for COVID-19 in the last 90 days. It is not advised that they take part in the LFD testing programme until the 90-day period has lapsed. -Pupils/Staff with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection. -Those pupils participating in the LFD testing programme can return to face-to-face education following their first negative test result. -Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and 		
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		<p>assessment in place for both home testing and in school testing.</p> <ul style="list-style-type: none"> -The LFD testing programme does not replace the current testing policy for those with symptoms. -Anyone with COVID-19 symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately in line with current guidance. -Staff, Parents/Carers are aware that those presenting COVID-19 symptoms are to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus. -The School is retaining minimal testing capacity on site so they can offer testing to pupils who are unable or unwilling to test themselves at home. -Pupils and staff can opt in and out of the LFD testing programme at any time. 	Trace or Public Health professionals (for example as a close contact).		
COVID-19 Outbreak		<ul style="list-style-type: none"> - 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, may indicate an outbreak. 	<ul style="list-style-type: none"> -Trends identified and where need identified reported to DCC Public Health Team via COVID-19 Education settings reporting tool 		

2.Maintaining hand and respiratory hygiene on the school site					
Maintaining the system of controls put in place in the Autumn Term for the full school opening.	H	<p>- Pupils, staff, and other adults are aware they must not come into the school if:</p> <p>-They have one or more coronavirus (COVID-19 symptoms) a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms.</p> <p>-They are required to <u>quarantine having recently visited countries outside the Common Travel Area</u></p> <p>-They have had a positive test they must immediately cease to attend and not attend for at least 10 days from the day after:</p> <p>-The start of their symptoms</p> <p>-The test date, if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</p> <p>-The school identifies close contacts and they are informed to self-isolate for 10-days.</p>	<p>-Consideration be given to taking the morning of the 8th March to remind staff and pupils of the systems of control that are in place to ensure the safety of the whole school;</p> <p>-Staff members to be issued with the updated 12 points of System of Control which make up the systems of control within the school environment.</p> <p>-Washing their hands regularly /where hand washing is not always available the application of hands sanitiser-</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from break periods • when they change rooms • before and after eating <p>-Refresh staff and pupils of the principles of catch it, bin it, kill it.</p> <p>-Ensure that staff and pupils adhere to seating plans that have been put in place for year</p>	L	

		<p>-Separate risk assessment in place for Staff and Pupil LFD testing school and home testing.</p>	<p>group bubbles/class bubbles.</p> <p>-Pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, individual risk assessments to be reviewed on their return to school.</p> <p>-Reiterate to pupils to follow, where possible Hands-Face-Space:</p> <p>-HANDS - Wash your hands regularly and for 20 seconds.</p> <p>-FACE - Wear a face covering in indoor settings where social distancing may be difficult, and where you will encounter people you do not normally meet.</p> <p>-SPACE -Year groups have been placed in class bubbles and seating plans put in place so that close contacts can be identified throughout the school day.</p> <p>-Pupils and staff to be reminded that where possible stay 2 metres apart from people you do not live with, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors) especially when travelling to</p>		
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			<p>and from the school site and moving about the school building.</p> <ul style="list-style-type: none"> -Review the cleaning schedules put in place in classrooms and around the school site and resources that are used in subject areas. --Supporting pupils at school with medical conditions guidance followed. 		
Ventilation	H		<p>All staff are to be reminded that;</p> <ul style="list-style-type: none"> -Buildings to be well ventilated prior to and following the school day. -Classrooms, offices, and corridor areas etc. are to be well ventilated prior to the start of the school day, during lesson periods and when the classroom is unoccupied. -Windows to be opened just enough to provide constant background ventilation. -Where available high-level windows opened in preference to low level windows to reduce draughts. -Windows are opened fully 	L	All Staff

			<p>during break and lunchtime periods to purge the air in the workspace.</p> <ul style="list-style-type: none"> -Internal doors opened to assist with creating a throughput of air. -Where need identified external doors opened where safe to do so. -Where need identified furniture re-arranged. -Mechanical ventilation systems used where available – they are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance systems adjusted to full fresh air. -Where fresh air is not available, then systems should be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply). -The HSE guidance for ventilation is followed. -Heating used to ensure comfort levels are maintained in 		
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			the school building.		
Cleaning resources/hand sanitiser	H	-Cleaning schedules in place for the whole school and resources located within the classroom.	-Full Stock check to be carried out on resources available/stock currently held. -Stocks to be replenished where need identified. -Ensure that hand, cleaning, and respiratory stations are located in each classroom/halls etc. and at strategic points around the school site. -Ensure that COSHH assessments are shared with staff who are using products on a daily basis.	L	Head teacher
Face Coverings	H	-Face coverings in schools guidance and Face coverings in education.(in years 7 and above) followed; -Primary -Face coverings worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering -Secondary - Face coverings worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors	-Review the schools Behaviour Policy to include the changes in the use of Face Coverings in Secondary schools. -Staff and pupils to be reminded; Safe wearing of face coverings requires the: • cleaning/sanitising of hands before and after touching – including to remove or put them on • safe storage in individual, sealable plastic bags between use. -Staff and pupils to be advised	L	Head teacher/Staff

		<p>and communal areas where social distancing cannot easily be maintained.</p> <ul style="list-style-type: none"> -Face coverings worn in classrooms or during activities unless social distancing can be maintained. -face covering not worn if it would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. -Face coverings do not need to be worn by pupils when outdoors on the premises. -Face coverings do not need to be worn by pupils when outdoors on the school site. -The use of Face Coverings in Education will be reviewed in Easter. 	<p>that where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <ul style="list-style-type: none"> -Consideration be given to staff being supplied with a small number of face coverings for their subject areas. -Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can be worn. - Staff to be advised that there is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). -Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public 		
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			<p>places.</p> <ul style="list-style-type: none"> -A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth. -Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. -Ensure that the school is holding sufficient stock levels of face coverings to support visitors/staff and pupils who may need to be supplied with a face covering. 		
3.Symptoms of COVID-19 in the school community					
Staff sickness absence	H	- Staff are aware of the procedure they are to follow if they are absent from work	-Trends identified and where need identified reported to DCC Public	L	Head teacher- On going

		<ul style="list-style-type: none"> - SLT monitor staff sickness absence and ensure that cover is provided where need identified. - Pupils are aware to report to a member of staff if they are feeling unwell during the school day. 	Health Team via COVID-19		
Isolating Staff/Pupils during the school day	H	<ul style="list-style-type: none"> - Staff and pupils are aware of the symptoms of COVID-19. - 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. - Where symptoms develop they will need to go home and isolate for 10 days and arrange for COVID 19 test. -Advise parent/carer/staff member that household members self-isolate until results come back - pupil/staff 10 days, household 10 days. - If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a secure room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if 	<ul style="list-style-type: none"> - Staff members to be assessed as to whether they are fit enough to drive them selves' home. If they are not fit to drive their next of kin are to be contacted. - If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test. - Staff are aware that they may be contacted by NHS Test and Trace. - Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser. - The area around the person with symptoms must be cleaned with normal household bleach after they have left the room to reduce the risk of passing the infection on to other people the guidance COVID-19: cleaning of non-healthcare settings guidance.is to be followed. - Waste is to be double bagged and stored securely for at least 72hrs 	M	<p>SLT-As required</p> <p>Staff-As required</p> <p>Staff/Pupils as required</p> <p>Staff-As required</p> <p>Staff-As required</p>

		<p>required. Windows are opened for ventilation.</p> <ul style="list-style-type: none"> - Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff. -Where supervision or comfort has to be provided PPE is to be worn <u>safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</u> guidance. - Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible. - Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else. - Staff who have helped a Pupil/Staff member presenting COVID-19 symptom and any pupils who have been in close contact with them DO NOT need to go home to self-isolate 	<p>away from normal waste.</p> <ul style="list-style-type: none"> - Remote education to be made available to pupils not attending the school. 		
<p>Pupil/Staff member with symptoms testing negative for COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> - Head teachers to follow the guidance detailed in Head teachers follow the <u>DCC guidance detailed in Child/staff develops symptoms in school/setting</u> - Negative: Child/staff may return if the <u>NHS criteria</u> has been met - Household can stop self-isolating follow <u>NHS guidance on your test result</u> 	<ul style="list-style-type: none"> -The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test. - - Headteachers are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail. Communication links need to be monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported. 	<p>L</p>	<p>Head teacher- On going</p>

4.Managing a staff member/ pupil positive case

<p>LFD/COVID-19 Positive result</p>	<p>H</p>	<p>- Public Health have advised that an LFD positive test is acted upon in the same way as a Covid positive case as the purpose is to break the chain of transmission as soon as possible. Although there is a possibility of a confirmatory PCR coming back negative, it is more likely to confirm the positive status.</p> <p>-Head teachers report the confirmed case to the COVID-19 Education settings reporting tool.</p> <p>-Close contacts are defined as;</p> <p>-Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</p> <p>-Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:</p> <p>Face-to-face contact including being coughed on or having a face-to-face conversation within one</p>	<p>-Where a staff member/pupil's LFD test is positive they are to self-isolate and arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was a home test. If a confirmatory PCR comes back as negative and staff member/pupil have no symptoms, then they can stop isolating. The school identifies close contacts of the staff member/pupil to self-isolate based on a positive LFD. If a confirmatory PCR comes back as negative and close contacts have no symptoms, then they can stop isolating.</p> <p>-Those with a negative LFD test result can continue to attend school if they are free from symptoms.</p> <p>-In school testing: Where a pupil LFD test is positive they are to self-isolate and close contacts identified and instructed to self-isolate.</p> <p>-The pupil is isolated and their parents/carers contacted and the</p>	<p>L</p>	
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		<p>metre.</p> <p>Been within one metre for one minute or longer without face-to-face contact.</p> <p>Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</p> <p>Travelled in the same vehicle or a plane.</p>	<p>pupil isolates for 10 days.</p> <p>-Parent/Carers to be made aware, where need identified: They could be fined if you do not self-isolate following a notification by NHS Test and Trace.</p> <p>-Advise Parents/Carers and Staff they may be entitled to a one-off payment of £500 through the NHS Test and Trace Support Payment scheme if they are required to stay at home and self-isolate.</p>		
<p>Managing a Positive case of COVID-19- Ensuring all staff and pupils are safe.</p>	H	<p>-Head teachers report the confirmed case to the COVID-19 Education settings reporting tool.</p>	<ul style="list-style-type: none"> - Headteachers are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail. - Communication links need to be monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported. - Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. 		<p>Head teacher</p>

5. Staff and Pupils accessing vehicles to travel to and from the school.					
Transport on and off the school site.	H		<ul style="list-style-type: none"> -Fresh air (from outside the vehicle) through ventilation, is to be maximised, particularly through opening windows and ceiling vents. -Consider installing sneeze guards in school owned minibuses. 	L	
6. Staff/Pupil, family member who maybe at increased risk					
Pupils who are Clinically Extremely Vulnerable or Clinically Vulnerable	H	<ul style="list-style-type: none"> -Copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is held by the school. -The DHSC guidance for the CEV is not compulsory, although pupils, students and parents are strongly advised to follow the guidance in order to help stay safe. -Pupils and students who live with someone who is CEV, but who are not clinically extremely vulnerable themselves, should still attend school or college. 	<ul style="list-style-type: none"> -Review pupil individual risk assessments in place to manage identified pupils under lying health conditions. -Review the First Aid Risk Assessment to ensure all pupils medical needs are met. 	L	
Staff who are	H	-CEV individuals (over 18) have	-CEV staff to be advised to	L	

Clinically Extremely Vulnerable		<p>been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.</p> <ul style="list-style-type: none"> - CEV staff are advised not to attend the workplace. -If CEV staff wish to return to school before the 31/3/2021 they are to inform the Head teacher. -LFD home testing available to all staff and pupils <p>-Who's at higher risk from coronavirus guidance followed.</p>	<p>speak with their GP/Consultant about a return to work.</p> <ul style="list-style-type: none"> -Where CEV staff return to work before the 31/03/2021 individual risk assessments to be put in place for CEV staff. 		
Staff who are Clinically Vulnerable	H	<ul style="list-style-type: none"> -LFD home testing available to all staff and pupils. -CV staff risk assessments in place. <p>-Who's at higher risk from coronavirus guidance followed.</p>	<ul style="list-style-type: none"> -Review the risk assessments put in place for CV staff in the Autumn term. -CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission and the social distancing guidance. -Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. 	L	

7.New and Expectant mums in the school community

Pregnant staff	H	<ul style="list-style-type: none"> -Guidance in place-Coronavirus (COVID-19): advice for pregnant employees. -Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding -HSE -Where need identified New and Expectant Mum risk assessments completed. -Who's at higher risk from coronavirus guidance followed. 	<ul style="list-style-type: none"> -Pregnant staff are defined as Clinically Vulnerable, in some cases they may be defined as Clinically Extremely Vulnerable -Review the New and Expectant Mum risk assessment that was put in place when they returned to school in the Autumn Term. -Risk Assessments should be reviewed in line with the HSE guidance for pregnant staff and Coronavirus (COVID-19): advice for pregnant employees. -Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding is to be shared with pregnant staff. 	L	
Pregnant pupils	H	<ul style="list-style-type: none"> -Guidance in place-Coronavirus (COVID-19): advice for pregnant employees. -Who's at higher risk from coronavirus guidance followed. -Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding Royal College of Gynaecologists 	<ul style="list-style-type: none"> -Risk assessment to be put in place. -School nurse to be contacted for support. -New and Expectant mums to raise their concerns with their midwife/GP. 	L	
8.Access to the school site and building					
Transmission of COVID-19 to	M	- Access to the school site is controlled, several entrance gates and entrance	- Pupils, Parents/Carers to be continually reminded via school	M	Staff/Head teacher-On

Pupils/Staff		<p>doors are used to allow Pupils and Parents/Carers to flow onto/off the school site/building</p> <ul style="list-style-type: none"> - Separate Entrance doors for each year group clearly identified. - Pupils advised to maintain social distancing when entering the school site. - Where possible the end of the school day to be staggered to prevent gatherings outside of the school site. - Parents not permitted to enter the school building unless need is essential. - Pupils are met each day at the identified entrances for their year group class by a staff member. - Floor markings in place where need identified in external areas. - Pupils wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the school day. Pupils that need support to wash their hands are supported by a member of staff. - Staff wash their hands at the start of the school day. - Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to a separate room and next of kin/parents/carers contacted. <p>-Areas around the school site monitored by the school staff at the start and end of the school day to ensure that pupils do not group together in limited spaces.</p>	<p>communication links to maintain social distancing when entering the school site.</p> <ul style="list-style-type: none"> - Staggered start times to be considered where possible introduced for Year Groups and times communicated to parents via school comms. - Staggered start times to be considered where sufficient entrance doors are not available to deal with the number of pupils or vulnerable pupils accessing the school. Start times communicated to parents via school communication links and updates provided where need identified. - Parents/Carers advised to leave the school site immediately once their child has entered the building. - School entrances and site secured at the start of the school day. - Staff, Pupils, Parents/Carers will be informed to only bring essential items not needed for that day. - Staff to utilise the information available from eBug website. <p><u>Coronavirus (COVID 19) guidance for educational settings poster</u></p> <p>-Parents/Carers reminded that pupils are to maintain social distancing when travelling to and from the school site.</p>		Going
9.Non-school staff working in the building					
Pupils with EHCP's	H	-Face covering guidance followed.	-Therapists and external support	L	

supported by external agencies		<p>-Face coverings in schools guidance and Face coverings in education.(in years 7 and above</p>	<p>staff to be advised that they will need to wear face coverings when on the school site where 2 metre social distancing cannot be maintained.</p> <p>-All therapies and external support that would normally be in place for children and young people with EHC plans to be provided.</p> <p>-The reviewed Full School COVID-19 risk assessment to be shared with agencies working within the school.</p>		
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10.Maintaining infection control /hygiene standards during the school day.

<p>COVID-19 spreading from person to person within the school building</p>	<p>H</p>	<ul style="list-style-type: none"> - Guidance followed for the cleaning of non health care settings. - Cleaning schedule in place during the school day and at the end of the school day. - Hand washing facilities / hand sanitiser be made available to staff and pupils. - Handwashing <u>posters</u> located in toilet areas. - Pupils and Staff follow the ‘Catch it, Bin it, Kill it’, guidance and avoid touching their faces, noses etc. practice followed whilst at school. - Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. - Pupils taught to cough and sneeze into their elbow and away from the direction of 	<ul style="list-style-type: none"> - Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified. - Staff to take responsibility for their own personal hygiene throughout the school day. - Waste bins to be emptied throughout the school day and placed in the external bin store. - The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc. - All bins emptied at the end of each school day and placed in the external bin store. 	<p>M</p>	<p>Head teacher- On going</p>
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	<p>other pupils and staff.</p> <ul style="list-style-type: none"> - Staff and Pupils are directed to wash / sanitise their hands before and after eating and following coughing and sneezing and where additional need identified. - Pupils and Staff ensure that they thoroughly dry their hands. - Infection Control Risk assessment in place to manage other biological hazards within the school community. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils. - Staff socially distance themselves from one another. - Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis. - Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff. - Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins. - Staff and pupils wash their hands/apply hand sanitiser at the end of the school 			
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		<p>day.</p> <ul style="list-style-type: none"> - Windows and doors are opened to allow natural ventilation during the school day 			
<p>Maintaining infection control in the Classrooms and during break periods</p>	<p>H</p>	<ul style="list-style-type: none"> - All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. - Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms. - Where staff members are teaching in different classrooms around the school site hand sanitiser stations located in each classroom. Cleaning products available to staff members to clean staff workstations. - Staff maintain social distancing with other staff members - Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing. - Windows and doors are opened to allow natural ventilation during the school day. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Where classrooms and halls are occupied doors can be propped open to allow natural ventilation. - Where classrooms/halls are unoccupied doors are to be closed. - Waste bins located in classroom/hall areas and emptied at the end of the 	<ul style="list-style-type: none"> - Staff to be provided with sufficient time between class lessons to allow handwashing/hand sanitising to take place. - Pupils use own individual stationary resources. <ul style="list-style-type: none"> - Pupils reminded that pupils bring in filled water bottles each day. 	<p>M</p>	<p>Head teacher</p>
					<p>Staff-On Going</p>
					<p>Head teacher</p>
					<p>Staff</p>

		<p>school day.</p> <ul style="list-style-type: none"> - Where pupils require support from a Staff member or TA support to be given side on and not face to face. - Hand sanitizer stations located around the building where need identified. 			
11.Pupils and Staff working in identified bubbles/groups					
Maintaining Year Group bubbles to reduce transmission of COVID-19	H	<ul style="list-style-type: none"> - Staff move to classrooms to reduce whole school movement around the building. - Staff workstations are positioned at the front of the classroom, socially distanced from pupils. - Where possible desks placed in rows facing the front of the classroom. - Pupils kept in consistent groups/bubbles. - SLT will continue to walk around the school, particularly at times when transitions are at a minimum. - Classrooms have a demarcation area on the floor where no pupil, furniture or equipment will be placed, enabling leaders to enter the classroom, speak to pupils observe learning and generally be present around the school - Pupils taught in identified classrooms, lesson subject movement is limited throughout the school day. - Movement limited where possible to key times-Break times/Lunch times and specialist subject areas. - Cleaning schedules have been made 	<p>Secondary Schools to consider</p> <ul style="list-style-type: none"> - Stagger the start times for year groups to ease congestion at the start and end of the school day. <p>Secondary Schools to consider</p> <ul style="list-style-type: none"> - Teaching KS3 classes (or just Y7 and Y8 classes) in their tutor groups for all or most lessons and therefore keeping the KS3 bubbles class-sized, minimising mixing and contacts within the strict year-group bubble. Reducing movement around the school by doing most of the teaching of these groups in one room, or in a small number of rooms, with teachers moving to pupils. Pupils move between rooms only where specialist spaces are needed. - Where teaching pupils in their tutor groups is not possible consider 'zoning' the school classroom space, so that where possible, particular year group bubbles occupy certain rooms in the school for general teaching. - Consider reducing the general movement in the school, contacts 	L	Head teacher

		available to schools and are available on the <u>Extranet</u> .	<p>between different bubbles and the frequency with which one-year group follows another into a space.</p> <ul style="list-style-type: none"> - Consider adopting longer lessons, so that there are fewer transitions and fewer occasions on which one-year group follows another into a space. - Consider 'Zoning' social areas, so that where pupils from different year group bubbles are on break or lunch at the same time, they are kept separate from one another. 		
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12.Impact of pupils and staff moving about the building/school site

Moving about the building/school site- Covid-19 transmission	M	<ul style="list-style-type: none"> - Social distancing measures adhered to where possible by staff. - Signage in place reminding pupils to maintain social distancing. - One-way systems where possible put in place on stairways and corridors. - Pupils and staff advised to stick to the left-hand side of corridor areas. Consideration be given to placing directional signs around the school site. - Pupils supervised by Staff members when moving about the building. - Hand sanitizer dispensers located around the school site, including where need identified in classroom areas. - Use of hand sanitiser supervised by Staff members. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. 	<ul style="list-style-type: none"> - Movement about the building monitored throughout the school day. - Cleaning schedule in place for corridor areas doors etc. 	L	Head teacher- On Going

<p>Access to Welfare facilities for Staff and Pupils</p>	<p>M</p>	<ul style="list-style-type: none"> - Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). - <u>Windows are opened in the staff room when it is occupied by staff members.</u> - Position of furniture within staff room areas reviewed to ensure social distancing. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. 		<p>L</p>	<p>Premises Management- As required</p>
<p>Break and Lunch periods</p>	<p>H</p>	<ul style="list-style-type: none"> - Staggered break times and lunch times agreed for year groups. - Areas zoned off for use by specific year groups/bubbles. Where possible seating to be allocated to pupils to ensure bubbles can be tracked when in the dining hall. - When congregating in halls etc, doors and windows are opened to allow natural ventilation. - Spot cleaning carried out. - Surfaces are cleaned following each group/bubble use. - Cleaning schedule in place following the lunchtime period. -Where possible dining hall tables positioned to ensure bubbles of classes are separated by at least 2 meters. - Hand sanitiser stations / hand washing facilities in place. -Staff ensure that where possible they 		<p>L</p>	<p>Head teacher</p>

		maintain 2 metre social distancing when moving about the area.			
13.Pupil behaviour during the school day					
Pupils refusing to social distance/follow hand washing procedures	H	<ul style="list-style-type: none"> - Parents/Carers advised that all pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety. 	<ul style="list-style-type: none"> - Where defiant behaviours are anticipated review the schools Behaviour Policy. 	M	Head teacher-As required Staff-Where need identified
Pupil-Challenging behaviours displayed	M	<ul style="list-style-type: none"> - Pupils with challenging behaviours identified. - Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours. - Relevant staff are Team Teach Trained. - Where need identified Team Teach techniques are applied, including restraint. - General Infection Control risk assessment in place. 	<ul style="list-style-type: none"> - Where behaviours exhibited by pupils potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing when arriving at work each day and changing clothing before they leave work. Placing soiled clothing in a pillowcase and washing the clothing when they return home. Staff are advised to shower when they return home from work each day. - Where need identified face visors be made available to Staff. - Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team. - Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out. - Where restraint has had to be carried out review the pupil risk assessment in place. 	M	Staff-Where need identified. Staff-Immediate Head teacher-As required Staff/Pupils-As required

			<ul style="list-style-type: none"> - Continually review whether PPE is required when managing challenging behaviours. - Where need identified review the Behaviour Policy. - Review Team Teach training where need identified-Contact Team Teach trainer provider. 		
Pupils absconding from the school site	M	<ul style="list-style-type: none"> - Security checklist and Policy in place for the school. - Perimeter gates are secured at the start of the school day. - Fob access control around the building - Perimeter fencing inspected to ensure the site is secure. 		L	Head teacher
Pupils that have an EHCP that require staff support throughout the day	H	<ul style="list-style-type: none"> - Identified staff work with pupils. - Staff wash their hands before and after working with a pupil - A space is identified for the intervention to take place. - The intervention is provided at a distance where possible. - Following intervention / learning sessions Staff and Pupil wash their hands. - Member of staff as access to cleaning materials / wipes to clean the desk area and any equipment that needs to be used by another pupil. 	<ul style="list-style-type: none"> - Staff provide with hand sanitiser that can be kept about their person. - Staff wear facing covering during 1:1 support. In addition, face visors available for use where required. 	L	Head teacher
Pupils accessing alternative education provision	H	<p>The school has agreed the following control measures with the alternative provision.</p> <ul style="list-style-type: none"> - The school has issued a copy of their 	<ul style="list-style-type: none"> - The school is to request a copy of the COVID-19 risk assessment for the alternative provisions that Pupils attend. 	L	Head teacher

		<p>COVID-19 risk assessment where the Pupil attends both settings during the week.</p> <ul style="list-style-type: none"> - Any concerns with the identified Pupils health and wellbeing is to be communicated immediately via telephone by the school/alternative provision. - Sickness absence procedure in place for pupils. - Alternative provision is to make the school aware if the pupil does not attend the setting. 			
14.Residential educational settings – Not Applicable					
15.Supporting pupils during the school day					
Pupils not currently attending the school	L	<ul style="list-style-type: none"> - Parents/Carers invited into the school to discuss their concerns/anxieties. - Phased returns undertaken where needs identified. - Welfare checks carried out with pupils and parent/carers. - Relevant agencies informed. 	<ul style="list-style-type: none"> - Head teacher/SLT are aware of the needs of pupils not currently attending the school. - Remote education to be made available to pupils not attending the school. 	L	Head teacher
16.Subject area needs					
Maintaining the systems of control	H		<ul style="list-style-type: none"> -Subject areas to ensure that they review the risk assessments put in place within their subject areas in the Autumn Term ensuring that; - Hand, cleaning, and respiratory stations are located and easily accessible to staff and pupils in the classroom 	L	

			<ul style="list-style-type: none"> -Classrooms are well ventilated when occupied. -Windows and doors open when the classroom/hall area etc are unoccupied. -Enforcing hands-face-space within the classroom to ensure the safety of staff and pupils. -Cleaning regimes are in place for resources used and for the end of the lesson period when the class bubble is leaving the classroom. -Main Halls/Sports halls are to be well ventilated during occupation and following occupation. -Where schools are considering team sports, schools must only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. 		
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			-Competition between different schools should not take place.		
Educational Visits	H	-Educational visits are not advised at the present time. -Special Schools are following the guidance contained in- Additional operational guidance for special schools, special post-16 institutions and alternative provision		L	
17.School Community Activities					
School Assemblies/Worship-Large gatherings	H	- Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible.	- Consider Class-based assemblies led by members of the SLT via TEAMS.	L	Head teacher
18.Welfare facilities around the school site for Staff, Pupils and Visitors					
Use of Welfare facilities for Staff and Pupils	M	- Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). - Lunch time and breaktime rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room. - Windows are opened in the staff room when it is occupied by staff members. - Position of furniture within staff room areas reviewed to ensure social distancing. - Alternative space made available to staff for break periods.	- If zoning of the building is taking place consideration be given where possible allocating toilet facilities to specific year groups, staff and visitors. - Ensure that a robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned.	L	Premises Management-As required
19.Pupils with First Aid/Medication					

First Aid needs	H		<p>-Review of First Aid Risk Assessment.</p> <p>-Training to be reviewed. Where need identified, refresher training booked.</p> <p>-Review the First Aid Risk Assessment in line with the HSE guidance for First Aid</p>	L	
20.Mental Wellbeing					
Vulnerable pupils self-Isolating during the school term	H		<p>-Staff/Pupils have a legal obligation to self-isolate but may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>Where pupils who are self-isolating and are within the definition of vulnerable, a contact monitoring system is to be put in place.</p> <p>When a vulnerable pupil is required to self-isolate:</p> <ul style="list-style-type: none"> • Notify their social worker (if they have one) • Agree with the social worker the best way to maintain contact and offer support <p>Ensure you have procedures in place to:</p>	L	

			<ul style="list-style-type: none"> • Check if a vulnerable pupil can access remote education support • Support them to access it (as far as possible) • Regularly check if they are accessing remote education - Where staff members are having to self-isolate, agree set dates that their immediate manager/buddy will contact them to check on their wellbeing. 		
Staff Wellbeing	M	<ul style="list-style-type: none"> - Staff have been provided with <u>Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</u> - Staff have been provided with <u>COVID-19 mental health link</u> - <u>The Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing 	<ul style="list-style-type: none"> - Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school. - Where need identified staff are to be referred to the DCC Occupational Health Team- occhealth@durham.gov.uk - Staff to be reminded of the counselling services available to all DCC staff-<u>Health Assured</u> on 0800 716017. - Staff workload monitored by the SLT. - HR colleagues contacted for support where need identified. Staff to be made aware of; 	L	<p>Staff-On-going</p> <p>Head teacher-As required.</p> <p>SLT-As required</p>

			<ul style="list-style-type: none"> - MindEd - a free educational resource from Health Education England on children and young people's mental health - Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing. - Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff. 		
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21. Building Management

Overall review	H		<ul style="list-style-type: none"> -Ensure that signage relating to COVID-19 is in place and located at prominent points around the school site. -Where need identified signage to be replaced. -Clear information is to be displayed at the school entrance for all visitors to follow. -Ensure that all statutory testing is up to date. Review the building checklist completed for the start of the 	L	
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			Autumn Term. - Emerging from lockdown guidance to be followed. -Fire drill to be planned for the Spring Term.		
Catering facilities	M	<ul style="list-style-type: none"> - If external Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area. - Ventilation switched on whilst kitchen staff are in the kitchen. - Identified number of staff work in the main kitchen area to ensure social distancing. - Handwashing and hand sanitizer facilities readily available. - Serving counters provide a natural social distance from pupils. - When staff are serving, they stand side by side ensuring social distancing can be maintained. - Staff are rotated every 15 minutes when directly serving pupils. - Cleaning schedules have been made available to schools and are available on the Extranet. - Kitchen deliveries made directly to the kitchen area where possible. - None kitchen staff prohibited from entering the main kitchen area. - Kitchen staff only move about the building where need identified for serving 	<ul style="list-style-type: none"> - Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed. - Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff. 	L	<p>Premises Management-As required</p> <p>Head teacher-Immediate</p> <p>Head teacher</p>

		pupils.			
Deliveries to the school site	M	<ul style="list-style-type: none"> - Only essential items are ordered by the school. - Identified staff take responsibility for deliveries made to the school. - Staff members wash their hands before and after decanting orders and storing them away. - Kitchen deliveries are made directly to the kitchen area. - On decanting products, products are to be wiped down and stored away. - Packaging to be placed in the external bin store. 		L	
Emergency Situations	H	<ul style="list-style-type: none"> - There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis. - In the event of the fire alarm sounding Staff and Pupils are to evacuate the building via the nearest available fire exit. - Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks. - Re-entering the building is to be staggered. - Staff and pupils are to wash their hands /apply hand sanitizer when they're enter the building. <p>Fire Drills- The DCC Health & Safety Team are advising the following;</p> <ul style="list-style-type: none"> -At present suspend practice fire drill. -During a staff meeting complete a desktop fire drill exercise with staff, telling them about the FRA and emergency plan. Document that you have delivered this, as 	<ul style="list-style-type: none"> - School Building Checklist to be completed. - Where need identified Personal Emergency Evacuation Plans put in place/reviewed 	L	Premises Manager/ Caretaker SLT/Staff

		<p>this counts as training.</p> <ul style="list-style-type: none"> -Staff to familiarise the pupils with where the fire exits are and to walk their individual classes to their fire assembly point separately, whilst maintaining social distancing measures. 			
Main reception and entrance doors around the school.	H	<ul style="list-style-type: none"> - Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures - Clear signage in place prompting hand washing/use of hand sanitizer. - Hand sanitiser station in place. - Visitors apply hand sanitizer when they enter the school building. - Visitors sign in after they have applied hand sanitizer - Main reception area spot cleaned throughout the school day. - Waste bins emptied at the end of the school day. - Signage in place advising the use of facemasks - Test and trace information taken for visitors. 	<ul style="list-style-type: none"> - Visitors are to be advised not to attend the school if they are unwell. - Visitors well being monitored when attending the school. - Visitors to be advised that face coverings are not permitted within the school building. <p>Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life.</p> <ul style="list-style-type: none"> - Face to face meetings with parents are to be booked in advance so that meeting rooms can be set up to ensure social distancing. - Where electronic signing in screens are in use, the screen is to be cleaned after each use. 	L	Head teacher/Staff
Office areas	H	<ul style="list-style-type: none"> - The maximum occupancy of the office areas has been calculated to ensure social distancing. - Signage in place on office doors indicating the maximum occupancy number. - Where possible desks have been placed side by side 	<ul style="list-style-type: none"> - None office staff encouraged not access office areas unless essential. 	L	Caretaker/ Premise Manager-On Going.

		<ul style="list-style-type: none"> - View panels located in office doors utilised so that the number of staff located in office spaces can clearly be identified. - The doors of Offices in use can be wedged open when occupied. - Where available, windows are opened whilst the office area is in use. - Staff leave their desks as clear as possible so that it can be easily cleaned. - Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day. - Staff undertake other activities that allow them to leave the office area over the course of the school day. - Clear desk policy in place in each office area. - Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>. 			
External Lettings	M	<ul style="list-style-type: none"> - Access only permitted outside of school hours. 	<ul style="list-style-type: none"> - Meet virtually with community groups to discuss re accessing the building. - Community groups to provide the school with a copy of their COVID-19 risk assessment for the activities they wish to undertake in the school building. 	L	Head teacher
21. Build-up of pedestrian traffic/vehicle traffic around the school and its local community					
Close contact of adults and children on and outside the school site.	H	<ul style="list-style-type: none"> - Pupils reminded not to congregate outside the school gates or on the school site. - Social distancing measures are in place on the school site. - Parents/Carers are continually 	<ul style="list-style-type: none"> - Head teacher to remind Parents/Carers not congregate on the school site or around the school site. -Where concerns raised by the local community, appropriate action taken. 	L	Head teacher

		<p>reminded to safely park around the school site.</p> <ul style="list-style-type: none"> - Pupils movement onto and off the school site is supervised by staff. <p>-Re-opening of the rear entrance/exit to the school site so as to minimise congregation.</p>			
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Guidance	
	<u>Schools coronavirus (COVID-19) operational guidance</u>
	<u>Actions for schools during the coronavirus outbreak</u>
	<u>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</u>
	<u>Mass asymptomatic testing: schools and colleges.</u>
	<u>'Why, Who, What and When' Rapid Testing for Secondary Schools and Colleges in March 2021</u>
	<u>Mass asymptomatic testing in specialist settings.</u>
	<u>Who's at higher risk from coronavirus</u>
	<u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>
	<u>-Rapid lateral flow testing is now available to households and bubbles of school pupils and staff.</u>