

Summer Term 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.

This is a live and active document which must be shared with all staff and reviewed on a regular basis to ensure it meets the changing environment to control the spread of the virus.

Denotes an update since the Spring Term review/additional controls to be considered.

Name and Address of the School – St Andrew’s Primary School		
Head teacher- Nicola James	Name of Person Completing the Risk Assessment- Nicola James	
Current Number of Staff Employed Teaching: 8 + 1 x HT Support Staff: 13	Date of assessment – <u>April 2021</u>	Date risk assessment reviewed – July 2023
Current Number of Pupils on Roll- 143 Current number of pupils accessing alternative provision- 0	Year Group Bubble Sizes; Bubble 1 – Nursery, Rec and Year 1 (58) Bubble 2- Y2,3,4 (52) Bubble 3 – Y5,6 (33)	
Additional provision being provided during the Summer Term.		
Breakfast Club Operating: Yes	Number of pupils attending Breakfast Club: approx. 17 Year Group Bubbles maintained: Yes	
After school clubs/interventions: Yes		

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Number of pupils attending After school clubs/interventions: 54

Year Group Bubbles maintained: Yes

Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of staff members and Parent/Carers concerns.

Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.

The school have more than 50+ members and staff and to comply with the current [Schools Coronavirus \(COVID-19\) Operational Guidance](#) in the Summer Term 2021 and to ensure compliance with the [Health and Safety Executive \(HSE\)](#) a copy of this risk assessment has been placed on the school website.

Persons covered by this assessment – **The School Community and visitors attending the school to provide support etc.**

COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.

The virus is thought to spread mainly from person-to-person.

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

The order in which people are offered the COVID-19 vaccine is based on advice from the Joint Committee on Vaccination and Immunisation (JCVI).The vaccination programme for [priority groups](#) has begun in the UK.

[The COVID-19 Response - Spring 2021-Road Map has commenced in the UK.](#)

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

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The school are following the guidance [Schools coronavirus \(COVID-19\) operational guidance](#) and where applicable guidance for [Early Years](#), [Further Education Colleges](#) and [Special Schools](#).

From 8 March, people in England will see restrictions start to lift and the government's four-step roadmap offer a route back to a more normal life.

Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments, the school are adhering to the twelve systems of control.

- 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

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Further Action to be considered the Summer Term 2021.	Risk Rating H/M/L (after)	By Whom & When
1.Preventative measures in place to reduce the transmission of COVID-19 to 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> <p>-Staff who have volunteered to participate in the LFD testing programme and have received their vaccination have been advised to continue with the twice weekly.3/4 days apart testing programme.</p>		<p>-It is advisable that Staff members inform the Headteacher when they have received their vaccination for COVID-19.</p> <p>- While COVID-19 vaccines have been shown to reduce the likelihood of severe illness for those who have received them, we do not yet know for certain by how much they reduce the likelihood of a vaccinated person spreading COVID-19 to others.</p> <p>If vaccinated Staff or Pupils have symptoms of COVID-19 or have received a positive PCR test result, they should still self -isolate even if they have received one or more doses of COVID-19 vaccine. This will reduce the risk of spreading infection and help to protect other people.</p>		<p>Staff-On Going</p> <p>Headteacher/Staff</p>

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<p>Asymptomatic Testing- Lateral Flow Device (LFD) Testing in School/ Home testing</p>	<p>H</p>	<ul style="list-style-type: none"> - Participation in the LFD testing programme is voluntary for Staff and Pupils in Secondary and Special schools. - Pupils and Staff can opt in and out of the LFD testing programme at any time. -Home asymptomatic testing for Primary School Staff commenced w/c 19 January 2021. -Rapid testing remains a vital part of the plan to suppress the virus. Schools are following the guidance set out for their settings: <ul style="list-style-type: none"> -Primary schools, school-based nurseries and maintained nursery schools. -Testing for secondary schools and FE colleges. -SEND and specialist settings. -The Primary/Secondary school have followed guidance and utilized documents available on the schools and colleges document sharing platform. -Pupils returning to school after the 3rd lockdown and who volunteered to take part in the LFD testing, commenced the LFD testing programme on site (ATS) in February/March 2021. -Staff members began home testing w/c 19 January 2021. -A Home Testing LFD risk assessment is in place for staff. -For those Staff members who have given consented to participate in the asymptomatic testing programme 	<p>-Pupils/Staff with a positive LFD test result will need to self-isolate in line with the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>	<p>-The government have reinstated the requirement of confirmatory PCR test following a positive LFD test.</p> <p>-From Monday 29 March 2021, all Staff/Pupils who have a positive LFD test result will be required to take a follow up confirmatory PCR test whether the LFD test was assisted (test site) or self-reported (home testing). Positive cases should continue to self-isolate until the confirmatory PCR test results are received.</p> <p>-If the Staff member or Pupil had a LFD test <u>at home</u> and their follow-up PCR test result is negative, then they do not have to self-isolate.</p> <p>-If the Staff member or Pupil receives their negative PCR test result 2 days <u>after</u> the date of their initial LFD test, then the legal duty to self-isolate remains.</p> <p>-Identify Staff members and Pupils who have been absent from school since the start of the third lockdown on the 4th January 2021. Staff members and Pupils who are just returning to school</p>	<p>L</p>	<p>Headteacher</p>

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		<p>home testing kits are distributed as required by the school.</p> <ul style="list-style-type: none"> - Staff members who are carrying out home testing complete the tests twice a week, 3-4 days apart. Staff and Pupils have been advised to undertake a test on a Sunday/Monday morning prior to attending the school. . -Staff with a negative LFD test result can continue to attend the school unless they have been identified as a close contact of a positive Staff member or Pupil or they have been contacted by NHS Test and Trace. -Where positive LFD/PCR are reported to the school by Staff/ Parent/Carers, the school identifies close contacts of the positive case and they are advised to self-isolate. -There are 29 number of staff participating in the LFD testing process. -Primary age pupils are not included in the asymptomatic testing programme. -Specific LFD Testing risk assessment are in place for both Home testing (ATS). -Registers are maintained to identify and monitor Staff who have given consent to participating in the home testing programme, taking sickness absence into consideration. -All schools in County Durham receive COVID-19 Cue Cards via communication from the Head of DCC Education to use as guidance. 		<p>for the start of the Summer Term are to be advised that they are still able to participate in the LFD testing programme.</p> <ul style="list-style-type: none"> -Parent/Carers to be advised to inform the school if their child has tested positive for COVID-19 during the Easter Holiday period. It is not advised that they take part in the LFD testing programme until the 90-day period has lapsed. <p>Where a need to self-isolate is identified; Staff and Parent/Carers to be made aware of the Test and Trace Support Payments available an eligibility criteria is in place.</p> <ul style="list-style-type: none"> -Staff and Parent/Carers to be informed of the new process to follow if a LFD test is positive. -Parent and Carers to be advised how they can receive home LFD testing kits. LFD test kits are available from; -find a pharmacy where you can collect tests 		

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		<p>-The LFD testing programme does not replace the current testing policy for those with symptoms;</p> <p>-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.</p> <p>-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.</p> <p>-Pupils and Staff not participating in the LFD testing programme returned to school w/c 8th March 2021.</p>		<p>-find a local site to get tested at</p> <p>find a local site where you can collect tests</p>		
<p>COVID-19 Outbreak- Positive cases in the school community.</p>	<p>H</p>	<p>- The school have provided Staff, Parent and Carers with an e-mail address/contact details to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis.</p> <p>-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.</p> <p>-DCC Public Health Team meet on at least a weekly basis and track positive COVID-19 cases occurring around the county. Where need identified support is provided to schools.</p> <p>-Multi-agency meetings take place on a weekly basis with the Head of DCC Education etc. to discuss COVID-19 and Head teachers updated as</p>		<p>-Where LFD/PCR tests are reported to the school as positive, review the systems of control that you have in place.</p> <p>-Review the COVID-19 Whole School risk assessment.</p> <p>-Complete the School COVID 19 Reassurance Checklist.</p> <p>-Review risk assessments in place for Staff/Pupils who have underlying health conditions.</p> <p>-Remind Parents/Carers If they or a member of their household/support bubble have been told to self-isolate for 10 days by Test and Trace they must ensure</p>	<p>M</p>	<p>Headteacher</p>

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		<p>required.</p> <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 -Close contacts identified and isolation advise given to Parents/Carers. - Where a positive PCR/LFD test is received Staff, Parent/Carers are advised to follow the Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person. -Where cases are reported outside of school hours contact the DfE helpline on 0800 046 8687 selecting option 1. -Where need identified the DCC H&S Team attend the school to review systems of controls in place. 		<p>they;</p> <ul style="list-style-type: none"> -Do not go to work, school, or public places (including shops) -Do not use public transport or use taxis -Do not have visitors in their home (except people providing essential care) -Do not go out to exercise -Where a need to self-isolate is identified; Staff and Parent/Carers to be made aware of the Test and Trace Support Payments available an eligibility criteria is in place. 		
COVID-19 transmission within households	M	<ul style="list-style-type: none"> - The Headteacher has ensured that communication links are in place for parents/carers to contact the school outside of normal school hours so that appropriate action can be taken in the event of a positive LFD/PCR test being reported. - Registers are taken each day of pupils' present. - Staff follow the sickness absence procedures that are in place. - Staff arrive on site prior to the start of the school day and report to the identified member of the SLT. - Pupils are met each day at the identified entrance for their class by a 	<ul style="list-style-type: none"> - Parents/Carers continually advised to follow the school's procedures for sickness absence. - Where Pupils/Staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence. - Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have. 	<ul style="list-style-type: none"> -Parent/Carers to be advised to inform the school if their child has tested positive for COVID-19 during the Easter Holiday period. It is not advised that they take part in the LFD testing programme until the 90-day period has lapsed. - Remind Parents/Carers If they or a member of their household/support bubble have been told to self-isolate for 10 days by Test and Trace they must ensure they; 	L	Head teacher

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		<p>staff member. Staff maintain social distancing.</p> <ul style="list-style-type: none"> - Parents will not be permitted into the school building at the present time. - Sickness absence procedures in place for Staff and Pupils. - Pupils are kept in consistent bubbles/groups within their year groups, where possible during the school day. - Durham County Council (DCC) are working with partner agencies, trade unions and updating schools with relevant information. - Public Health England (PHE) have stated that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). - Staff are aware to report to their SLT if they present with symptoms of COVID-19/Test positive. - Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test unless they develop any new symptoms of COVID-19. - The school will follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process. - The school have advised staff and parents/carers that they will need to 	<ul style="list-style-type: none"> - Head teacher to continue to remind parents/carers via newsletters/home school communication links that where pupils or a member of their household displays symptoms of the coronavirus, they are to follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - Engage in the NHST Test and Trace procedure. <p>Head teacher to continue to remind staff if they or a member of their household displays symptoms of the coronavirus, they are to follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <ul style="list-style-type: none"> - Pupils or Staff member displaying symptoms will be advised to self-isolate and will not be permitted into school and advised to book an NHS Test - Members of the pupil/staff members household also need to self-isolate for 10 days and if they present with COVID-19 symptoms book an NHS Test. 	<ul style="list-style-type: none"> -Do not go to work, school, or public places (including shops) -Do not use public transport or use taxis -Do not have visitors in their home (except people providing essential care) -Do not go out to exercise 		

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		<p>be ready and willing to;</p> <ul style="list-style-type: none"> - <u>Book a test</u> if they are displaying symptoms. - Staff and pupils DO NOT come into the school if they have symptoms of COVID-19 and WILL BE sent home to self-isolate if they develop them in school. <p>The school are aware that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Carers if using a home testing kit</p> <ul style="list-style-type: none"> - 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) for 10 days. 				

2.Use of face coverings on the school site

Use of Face Coverings on the school site	M	<p>-Guidance for Face Coverings in Education followed;</p> <p>-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.</p> <p>-Where need identified face coverings can be worn in classrooms in primary</p>	<p>-Staff and pupils to be continually reminded;</p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning/sanitising of hands before and after touching – including to remove or put them on • safe storage in individual, sealable plastic bags between use. 	<p>-Review the signage in place at the main entrance to the building to ensure that all visitors to the school are to wear face coverings when in the building.</p> <p>-A supply of face coverings are to be readily available at the main entrance for visitors to the site.</p>	L	Head teacher
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		<p>schools by staff members.</p> <ul style="list-style-type: none"> -Handwashing /hand sanitiser procedures are in place if staff and pupils have to remove their face coverings whilst in the building. -Hand, cleaning, and respiratory stations located around the school site. 	<ul style="list-style-type: none"> -Staff and pupils to be advised 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. -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). 	<ul style="list-style-type: none"> -Subject to the roadmap process, as part of step 3, these precautionary measures will be no longer be recommended. This would be no earlier than 17 May and will be confirmed with one week's notice. 		

3.Maintaining hand and respiratory hygiene on the school site

Hand and respiratory hygiene across the school	H	<ul style="list-style-type: none"> -During the Spring Term pupils advised to follow, where possible Hands-Face-Space: -HANDS - Wash your hands regularly and for 20 seconds. -FACE - Wear a face covering in indoor 		<ul style="list-style-type: none"> During the Summer Term continue to advise Staff and Pupils to follow, where possible Hands-Face-Space: -HANDS - Wash your hands regularly and for 20 	L	Headteacher
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		<p>settings where social distancing may be difficult, and where recommended.</p> <p>-SPACE -Year groups have been placed in in class bubbles and seating plans put in place so that close contacts can be identified throughout the school day.</p> <p>-FRESH AIR-Windows and doors are opened throughout the school building to allow natural ventilation whilst the building is occupied.</p> <p>-Handwashing facilities and hand sanitiser readily available around the school site.</p> <p>-Hand, respiratory and cleaning stations located within the classroom areas.</p> <p>Staff and Pupils wash/apply hand 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 -Following interventions <p>- Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities are not available due to the number of pupils at the start of the school day.</p> <p>-Additional areas utilised within the school that are able to facilitate hand washing e.g. activity areas that have a sink with cold running water.</p> <ul style="list-style-type: none"> - Portable handwashing stations put in place where need identified. <p>- Pupils taught how to wash their</p>		<p>seconds/Apply hand sanitiser if handwashing not available.</p> <p>-FACE – Current guidance followed for Secondary and Primary/Nursery staff and pupils and where staff/pupils will come into contact with people they do not normally meet.</p> <p>-SPACE -Year groups have been placed in in class bubbles and seating plans put in place so that close contacts can be identified throughout the school day.</p> <p>FRESH AIR-Windows and doors are opened throughout the school building to allow natural ventilation whilst the building is occupied.</p>		

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		<p>hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</p> <ul style="list-style-type: none"> - Hands are dried following handwashing - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members throughout the school day. Staff follow the guidance provided - Where hand washing facilities are limited due to the number of pupils, hand sanitiser stations have been located in identified areas around the school site - Handwashing and hand sanitiser posters located in Staff and Pupil toilet areas and around the school site. - Hand, cleaning, and respiratory stations located around the school site. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. - Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. - Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff. - Lidded waste bins are in place to place used tissues in. Bins are emptied at the end of the school day. - Waste bins are emptied, and waste placed in the bin store at the end of the 				

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		<p>school day.</p> <ul style="list-style-type: none"> - Hand sanitiser station located at the main entrance for visitor use. - All Visitors sanitise their hands on entering the school building. - Stringent cleaning schedules in place, DCC cleaning checklist in place. - Toilet areas monitored throughout the school day to ensure that the supplies of hand soap and paper towels are maintained. <p>-Chewing gum not permitted on the school site.</p> <ul style="list-style-type: none"> - Infection Control Risk assessment in place to manage other biological hazards within the school community. 				

4.Cleaning carried out on the school site.

Cleaning Procedures in place	H	<ul style="list-style-type: none"> - Guidance followed for the cleaning of non-health care settings. -Cleaning schedule in place during the school day and at the end of the school day. -A dedicated team undertake the cleaning schedule. -Teaching staff also undertake cleaning activities within their classroom environments over the course of the school day. -Where able to, pupils wipe down surfaces prior to moving from one room to another. -Hand, cleaning, and respiratory 	<ul style="list-style-type: none"> - DCC-Caretaking & Cleaning Support Service Cleaning schedule updated on the Extranet. - Where fogging machines have been purchased ensure - Suitable PPE has been purchased. - Staff have received suitable and sufficient training. - A work equipment risk assessment has been completed. - COSHH and MSDS sheet held for the chemical used with 	<ul style="list-style-type: none"> -Cleaning schedules reviewed where an Outbreak has been identified. -Affected classroom areas deep cleaned. 	L	
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		<p>stations are in each classroom/halls etc. and at strategic points around the school site.</p> <ul style="list-style-type: none"> -Secondary age pupils - Spillage policy in place. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Where pupils move about the building for lessons, workstations and chairs are cleaned by pupils at the end of each period. - Staff socially distance themselves from one another when carrying out cleaning activities. - 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. - Cleaning schedules have been made available to schools and are available on the Extranet. - COSHH assessments and Material 	the fogging machine.			

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		<p>Safety Data Sheets (MSDS) IN place and have been shared with staff who are using products on a daily basis.</p> <ul style="list-style-type: none"> - Cleaning staff allocated specific areas to clean within the school environment. - Staff read the labels of chemicals/substances used to clean surfaces prior to use. <p>--Full Stock check completed in the Spring Term regarding available resources /stock currently held.</p> <ul style="list-style-type: none"> - COSHH and MSDS sheet held for the chemical used and shared with staff carrying out cleaning activities. -Stocks replenished where need identified. -Cleaning products stored away from pupils in the classroom environment. -Cleaning products stored in designated secure areas around the school site. -All cleaning products clearly labelled and used as directed. 				
Ventilation within the school building	H	<ul style="list-style-type: none"> -Classrooms, corridor areas etc. are well ventilated prior to the start of the school day. -During the Summer Term windows are opened just enough to provide constant background ventilation. -Where available high-level windows opened in preference to low level windows to reduce draughts. -Windows are opened fully during break and lunchtime periods to purge 	<ul style="list-style-type: none"> -Where need identified staff and pupils advised to wear additional clothing. -Mechanised ventilation- For the system to provide adequate outdoor air it is essential to keep the grilles and the duct work free from blockages. Further information is available in the . H&S COVID-19 folder on the extranet. 	<p>-All staff are to be reminded that during the Summer Term;</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 	L	Head teacher

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		<p>the air in classroom areas.</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. -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. 	<ul style="list-style-type: none"> -Where need identified improve the circulation of outside air indoors by using desk/floor fans. -Where concerns raised regarding lack of ventilation consideration given to purchasing/hiring portable air conditioning units. -Ensure that the mechanised ventilation system is tested and inspected on a regular basis by an approved contractor. 	<p>when the classroom is unoccupied.</p> <ul style="list-style-type: none"> -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 during break and lunchtime periods to purge the air in the workspace. -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 		

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				air supply). -Heating used to ensure comfort levels are maintained in the school building.		
5.Symptoms/Positive LFD/PCR tests in the school community						

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<p>Staff sickness absence</p>	<p>H</p>	<ul style="list-style-type: none"> -Headteachers and SLT monitor sickness absence levels of teaching and none teaching staff to ensure that the systems of controls put in place to keep staff and pupils safe can be maintained. -Head teachers and SLT monitor sickness absence levels of teaching staff to ensure that pupils are adequately supervised when on the school site. - Staff are aware of the NHS Test and Trace: how it works -The Head teacher is aware of the guidance-Use of NHS COVID-19 app in education and childcare settings. -The school have been supplied with 10 COVID-19 test kits. Test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and they have barriers to accessing testing elsewhere. - Staff are aware of the procedure they are to follow if they are absent from work - SLT monitor staff sickness absence and ensure that cover is provided where need identified. - SLT ensure pupils are supervised throughout the school day and are monitored for the symptoms of the coronavirus throughout the school day. - Pupils are aware to report to a member of staff if they are feeling unwell during the school day. - Where need identified the school will follow the DCC guidance detailed in Child/staff develops symptoms in school/setting and Schools/Education settings COVID-19 reporting process 	<ul style="list-style-type: none"> -Head teachers to share the guidance -Use of NHS COVID-19 app in education and childcare settings.with staff. Where staff are permitted to have their phones on the school site remind them to pause contact tracing to avoid 'false 'alerts. -Trends identified and where need identified and reported to DCC Public Health Team via COVID-19 Education settings reporting tool 	<ul style="list-style-type: none"> - Where need identified Contingency Plan put in place. -Where need identified the Head teacher to raise concerns with the Chair of their Governing body and the Local Authority. -Where pupils/bubbles have been sent home to isolate. Areas that the pupil/bubble accessed to be cleaned as per the schools cleaning schedule and in line with the guidance COVID-19: cleaning in non-healthcare settings 	<p>L</p>	<p>Head teacher</p>										
<table border="1"> <tr> <td>H&S Manual</td> <td></td> </tr> <tr> <td>School BJ</td> <td></td> </tr> </table>				H&S Manual		School BJ		<table border="1"> <tr> <td>Issue Date</td> <td>Next Review</td> <td>Page</td> </tr> <tr> <td>April 2021</td> <td>July 2023</td> <td>20/80</td> </tr> </table>			Issue Date	Next Review	Page	April 2021	July 2023	20/80
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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Further Action to be considered the Summer Term 2021.	Risk Rating H/M/L (after)	By Whom & When
<p>Pupil/Staff presenting COVID-19 symptoms in the school</p>	<p>H</p>	<ul style="list-style-type: none"> - Asymptomatic Testing-Lateral Flow Device (LFD) Testing in School/ Home testing being undertaken by Staff who have volunteered in the testing programme. -Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are: <ul style="list-style-type: none"> - Staff are able to access a test via DCC –(Appendix 2). - 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. -DCC are coordinating testing for staff members and their families Head teachers to refer to the guidance schools what to do flowchart - Send home the pupil/staff member and request staff member/parent/carer arrange testing. The school understands the NHS Test and Trace process. -Advise parent/carer/staff member that household members self-isolate until 	<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 - Parents/Carers collecting unwell pupils are reminded of the guidance to follow. - Consider having a pre-printed information slip to give to Parents/Carers and members of Staff if they present with COVID-19 symptoms with relevant information/guidance to follow. - Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace. - Remote education to be made available to pupils not attending the school. - Head teachers to make staff members aware of the process to follow outside of school hours. - Staff and pupil sickness absence monitored, and trends identified and where need identified bubble sizes reviewed. - The school has received 10 postal testing kits, where need identified testing kit issued at the Head teachers' discretion. 	<p><u>Staff and Parent/Carers to be informed of the new process to follow if a LFD test is positive.</u></p> <ul style="list-style-type: none"> -Parent and Carers to be advised how they can receive home LFD testing kits. LFD test kits are available from; <ul style="list-style-type: none"> -find a pharmacy where you can collect tests -find a local site to get tested at find a local site where you can collect tests 	<p>L</p>	<p>Head teacher</p>

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		<p>results come back - pupil/staff 10 days, household 14 days.</p> <p>-Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting and Schools/Education settings COVID-19 reporting process</p> <p>-County Durham COVID-19 Cue card guidance followed.</p>	<p>- Additional testing kits can be re-ordered as required.</p>			
<p>Isolating Staff/Pupils during the school day</p>	<p>H</p>	<ul style="list-style-type: none"> - Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting - If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a secure room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation. - Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff. -Where supervision or comfort has to be provided PPE is to be worn safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 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 	<ul style="list-style-type: none"> - Staff members to be assessed as to whether they are fit enough to drive themselves' home. If they are not fit to drive their next of kin are to be contacted. - If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic Pupil /Staff member subsequently tests positive 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 		<p>M</p>	

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		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	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 48hrs away from normal waste.			
Pupil/Staff member with symptoms testing negative for COVID-19	H	- Head teachers to follow the guidance detailed in Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting - Negative: Child/Staff may return if the NHS criteria has been met - Household can stop self-isolating follow NHS guidance on your test result	-The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test. - Headteachers are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail. Communication links need to be monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported.		L	Head teacher

6.Managing a staff member/ pupil PCR positive case

Staff/Pupil or family member tests positive for COVID-19	H	- The school follows the guidance Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the	- Schools should ask parents/carers and Staff to inform them immediately of the results of a test: - If schools have two or more	Where two or more cases occur; Review the COVID-19 Whole School risk assessment.	L	Head teacher
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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Further Action to be considered the Summer Term 2021.	Risk Rating H/M/L (after)	By Whom & When
		<p>person</p> <p>-The school identifies close contacts of the positive case.</p> <p>Close contact is defined as; A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:</p> <ul style="list-style-type: none"> -Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19 -Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> -Face-to-face contact including being coughed on or having a face-to-face conversation within one metre -Been within one metre for one minute or longer without face-to-face contact 	<p>confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <ul style="list-style-type: none"> - Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms. - Remote education to be made available to pupils not attending the school. 	<p>-Complete the School COVID 19 Reassurance Checklist.</p> <ul style="list-style-type: none"> -Review risk assessments in place for Staff/Pupils who have underlying health conditions. -Remind Parents/Carers If they or a member of their household/support bubble have been told to self-isolate for 10 days by Test and Trace they must ensure they; -Do not go to work, school, or public places (including shops) -Do not use public transport or use taxis -Do not have visitors in their home (except people providing essential care) -Do not go out to exercise 		

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		<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>A person may also be a close contact if they have travelled in the same vehicle or plane as a case.</p> <p>-Head teachers report the confirmed case to the COVID-19 Education settings reporting tool.</p> <p>-Head teachers follow the DCC guidance detailed in Child/staff develops symptoms in school/setting Schools/Education settings COVID-19 reporting process</p> <p>- EYFS-Notify Ofsted and report the confirmed case through COVID-19 Education settings reporting tool.</p> <p>-The Health Protection team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>- If a Pupil or member of Staff tests positive, they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms</p>				

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		<p>other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</p> <ul style="list-style-type: none"> - The 10 -day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. - If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 10 days. - Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded. Where need identified the school will access the COVID-19 Education settings reporting tool - The school has received 10 postal PCR testing kits, where need identified testing kit issued at the Head teachers' discretion. 				
Managing a Positive LFD test	H	<ul style="list-style-type: none"> - DCC have produced a flow diagram for all DCC schools to follow in the event of a confirmed case of COVID-19 -The school will access the COVID-19 Education settings reporting tool -Schools can also contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 	<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 	<ul style="list-style-type: none"> -Staff or Pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. -If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the 	L	Head teacher

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		<p>for advice on the action to take in response to a positive case.</p> <ul style="list-style-type: none"> - The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. - The Health Protection Team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by NHS Test and Trace. -Where need identified The Health Protection Team will provide support to the school to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. -Schools aware of the Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person -Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19. 	<p>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>	<p>self-test LFD test and the pupil can return to school. -Those with a negative LFD test result can also continue to attend school and use protective measures.</p>		

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		<p>-Anyone who has had any of the following types of contact with someone who has a LFD test or tested positive for COVID-19:</p> <p>-Face-to-face contact including being coughed on or having a face-to-face conversation within one 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>-A person may also be a close contact if they have travelled in the same vehicle or plane as a case.</p>				
<p>7. Staff/Pupils and Parents/Carers travelling to and from the school site.</p>						

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Staff and Pupils entering and exiting the site via vehicle and pedestrian routes

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- Designated car parking area available to staff.
- Social distancing guidance followed when accessing/egressing from car vehicles.
- Face coverings are mandatory for pupils in Year 7 and over who access the schools dedicated school transport, unless exempt.
- Bike sheds located in the open air.
- Bike sheds that have access doors are to be included in the cleaning schedule for the school.
- Pupils access the bike shed one at a time at the start and end of the school day
- Pupil face to face contact limited to less than 15 minutes when storing/taking bikes out of the bike shed.
- Demarcation floor markings in place at the entrance to the bike shed to allow for social distancing.
- Staff presence in the outdoor areas at the start and end of the school day ensuring that pupils leave the school site by all available exits.
- Parents/Carers are aware that face coverings are required at all times on public transport, except for children under the age of 11.
-
- Where need identified pupils will be met by staff members who will be supporting them during the school day at the identified drop off/pick up points on the school site.
-
- Social distancing, where possible will be maintained by staff members.
- Where face to face support is

- Inform parents/carers that face coverings are mandatory when pupils access dedicated school transport.
- Remind parents that pupils 11 and over should be adhering to [Coronavirus \(COVID-19\): safer travel guidance for passengers.](#)
- Where possible Parent/Carers to Transport pupils to and from school.
- Pupils and Parents/Carers will be made aware of the instructions to follow to ensure the safety of the transport driver and pupils when accessing the vehicle.
- Parents/Carers are to ensure that pupils are to wash their hands for [20 seconds](#) prior to leaving their home.
- Pupils **not able** to wash their hands/apply hand sanitiser are to be supported by Parents/Carers to wash their hands prior to leaving for school.
- The school are to [ensure](#) that all pupils are met at the identified drop off points at the school.
-
- Staff /Pupils to be advised to adhere to [staying alert](#) and social distancing guidance when away from the school.
- Where more than one bike shed is in place consider allocating bike sheds to separate key stages to reduce mixing of age ranges/bubbles.
- Staff advised **to, try to;** Share the car with the same people each time.

During the Summer Term continue to advise Staff and Pupils to follow, where possible [Hands-Face-Space:](#)

- HANDS** - Wash your hands regularly and for 20 seconds/Apply hand sanitiser if handwashing not available.
- FACE** Current guidance followed for Secondary/Primary and Nursery staff and pupils wearing face coverings.
- SPACE** -Year groups have been placed in in class bubbles and seating plans put in place so that close contacts can be identified throughout the school day.

FRESH AIR-Windows and doors are opened throughout the school building to allow natural ventilation whilst the building is occupied.

-Parents/Carers accompanying pupils on the school site reminded to wear face coverings when on the school site, unless exempt.

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		<p>needed, this is limited to 15 minutes.</p> <ul style="list-style-type: none"> - Staff wash their hands/apply hand sanitiser when re-entering the building. - Where need identified transport, arrangements included in individual pupil risk assessments. 	<ul style="list-style-type: none"> - Keep to small groups of people at any one time. - Open windows for ventilation - Travel side by side or behind other people, rather than facing them, where seating arrangements allow - Consider seating arrangements to maximize distance between people in the vehicle - Staff advised to Clean their car between journeys using standard cleaning products; make sure you clean door handles and other areas that people may touch - Driver and passengers to wear a face covering - -See guidance on car sharing and travelling with people outside your 			
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Congestion at the entrance/ exit gates around the school site	M	<ul style="list-style-type: none"> - Pupils/Staff will wash their hands/apply hand sanitiser before they leave the school site. - Pupils advised not to congregate at exit doors and gates. - Pupils supervised to ensure that they leave the school site swiftly and not in gangs. - Only one Parent/Carer permitted to collect their child from the school site. - Parents/Carers to ensure that they follow social distancing measures in place. - Parents/Carers directed to leave the school site immediately once they have collected their child. - Staff control the flow of pupils leaving the school building to encourage social distancing. - Year 6 permitted to walk home from school but are reminded to socially distance. - Gates are secured to the school site at the end of the school day. - Gates and entrance doors are included in the cleaning regime at the school. - Pupils and staff maintain social distancing when supervising pupils off the school site. -Parents/Carers requested to wear face coverings when on the school site. 	<ul style="list-style-type: none"> - Parents/Carers to keep the school up to date who will be collecting their child from school. - Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. - Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home. 		L	Parents/ Carers
Close contact of adults and children on and outside of the school site.	H	<ul style="list-style-type: none"> - Pupils reminded not to congregate outside the school gates or on the school site. 	-Where concerns raised by the local community, appropriate action taken.	-Pupils,Staff,Parents and Carers to be provided with a link to the guidance- Guidance How to stop the		Headteacher

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	<ul style="list-style-type: none"> - Social distancing measures are in place on the school site. - Parents/Carers are continually reminded to safely park around the school site. - Pupils movement onto and off the school site is supervised by staff. 		spread of coronavirus (COVID-19) and the COVID-19 Response-Spring 2021 (Road Map). -Head teacher to remind Parents/Carers do not congregate on the school site or around the school site	
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8. Staff/Pupil, family member who maybe at increased risk

Staff/Pupils who have previously been identified as Clinically Extremely Vulnerable/Clinically Vulnerable.	H	<ul style="list-style-type: none"> -The order in which people are offered the COVID-19 vaccine is based on advice from the Joint Committee on Vaccination and Immunisation (JCVI).The vaccination programme for priority groups has begun in the UK. -Shielding advice has been paused nationally from 31 March 2021. - Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 followed if CEV Staff cannot undertake their work activities at home the DfE are no longer advising CEV staff to work from home. - Pupils/Staff who live with someone who is CEV should continue to attend school as normal. -Staff who are Clinically Vulnerable (CV)CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention 	<ul style="list-style-type: none"> -Remote education provided to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19). -Pastoral care to be put in place for Staff and Pupils who continue not to attend the school. 	<ul style="list-style-type: none"> -Where parents, carers, staff or students are anxious about attendance, speak to them about their concerns and discuss the protective measures that have been put in place to reduce the risk and any additional measures that could be put in place. -Review the Medical/III-Health risk assessments previously completed for CEV/CV staff. A new template for staff is available on the Extranet. -Where need identified staff referred to DCC Occupational Health Service. -Individual cases to be discussed with HR. -Pupils EHCP's reviewed and discussions to take place with their GP's/Consultants etc. prior to them returning to school. 	M	Head teacher
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		<p>practice in the workplace and at home.</p> <p>-All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>-Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.</p> <p>- The Head teacher has flexibility regarding Staff members medical needs and work activities that they are able to undertake within the school.</p>				
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9.New and Expectant mums in the school community

Classroom Areas	M	<p>-Guidance followed Pregnancy and the coronavirus and the Royal College of Obstetricians & Gynaecologists as well as the NHS Who is at Risk is followed and shared with staff members.</p> <p>-Classrooms ventilated prior to/during and at the end of the school day.</p> <p>-Works area to be regularly reviewed to ensure 2 metre social distancing is in place.</p> <p>-When moving about the classroom other areas staff maintain 2 metre distance from staff and pupils.</p> <p>-Pupil desks placed in rows front facing.</p> <p>-Where need identified floor markings</p>	<p>-New and Expectant mums to be encouraged to participate in the LFD Home testing programme.</p> <p>- New and Expectant mum to consult with their GP and Midwife where need identified.</p> <p>- New and Expectant advised to keep mobile and hydrated when in school.</p>	<p>- Staff to inform the Head teacher if they are pregnant.</p> <p>- New and Expectant mums COVID -19 risk assessment completed.</p> <p>-A New, New and Expectant mums risk assessment template available on the Extranet.</p> <p>-New and Expectant mums advised to follow the guidance -How to stop the spread of coronavirus (COVID-19)</p> <p>-COVID-19 vaccination: a guide for all women of</p>		Staff
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		<p>to be put in place to ensure that social distancing can be maintained.</p> <p>-Welfare facilities for staff identified and social distancing measures in place.</p> <p>-Hand, cleaning, and respiratory stations located in classrooms and around the school site..</p> <p>-The use of face coverings in educational settings. will be reviewed on the 17th May 2021</p>		childbearing age, pregnant or breastfeeding to be shared with New and Expectant Mums.		
New and Expectant Mums showing symptoms of COVID-19	H	<p>-New and Expectant mums have been advised to participate in the twice weekly home LFD testing programme.</p> <p>-New and Expectant mums are aware of the symptoms of COVID-19.</p> <p>Staff instructed to follow the guidance;</p> <p>Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.</p> <p>- Book a test – <u>get a test to check if you have coronavirus</u> as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.</p> <p>- Speak to your midwife or maternity team they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a video consultation.</p>			M	Head teacher

10.Access to the school site/Pupils/Staff entering the building

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<p>Transmission of COVID-19 to Pupils/Staff at the start and end of the school day</p> <p>Transmission of COVID-19 to Pupils/Staff at the start and end of the school day</p>	<p>M</p>	<ul style="list-style-type: none"> - Access to the school site is controlled, several entrance gates and entrance doors are used to allow Pupils and Parents/Carers to flow onto/off the school site/building - Separate Entrance doors for each year group/bubble clearly identified. - Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child. - Pupils, Parents/Carers advised to maintain social distancing when entering the school site. - The start of the school day has been staggered to allow controlled access into the school building by pupils. -Staff are following the current guidance in place for face coverings. -Staff ensure that Parents/Carers maintain social distancing guidance when they are supervising pupils entering/exiting the building at the start and end of the school day. - Where possible the end of the school day 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. -Where a large number of pupils present on a school site coloured lanyards/button pins/ties are used to aid staff to separate bubbles. 		<ul style="list-style-type: none"> -Review social distancing markings and signs located around the external areas of the school site. -Parents/Carers reminded that pupils are to maintain social distancing when travelling on and off the school site. -Remind Parents and Carers that when they access the school site, they need to wear face coverings unless they are exempt. 	<p>M</p>	<p>Staff/Head teacher</p>
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	<ul style="list-style-type: none"> - Pupils wear outdoor clothing on PE days. - Staff store their bags in lockers, store cupboards. - Those pupils with clearly named packed lunches and water bottles are to store them within a designated area of their allocated classroom. - Staff members wipe packed lunch boxes and water bottles over with a cloth that has had anti-bacterial spray applied to it when brought into school. - The school has utilised the information available from eBug website. Coronavirus (COVID 19) guidance for educational settings poster - Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities are not available at the start of the school day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. - Staff wash their hands with pupils at the start of the school day. - Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to a separate room and next of kin/parents/carers contacted. -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 mixed bubbles/year groups in limited spaces. -Where Parents and Carers access the school site, they have been requested to wear face coverings 				
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		<p>unless they are exempt.</p> <ul style="list-style-type: none"> -Parents/Carers advised to leave the school site immediately once their child has entered the building. -School entrances and site gates secured at the start and end of the school day. 				
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11.Non-school staff working in the building

Visitors to the building	H	<ul style="list-style-type: none"> - All Visitors/Contractors/Agency Staff and Support Agencies complete a visitor health questionnaire on arrival, including contact details. - Floor markings in place at the main school reception area ensuring social distancing. - Direction floor and wall signs in place around the school. - Social distancing markers in place in large corridor areas. - Posters/notices clearly displayed and reference handwashing/hand sanitising and social distancing procedures in place at the school - Visitors to the school are by appointment only. -Posters clearly displayed at the entrance to the building detailing that face coverings must be worn. - Where possible Contractors to carry out activities outside of school hours. - Hand sanitiser station located at the main entrance. - All Visitors sanitise their hands prior to entering the school building. - A register of all Visitors/Contractors 	<ul style="list-style-type: none"> - Questionnaire reviewed prior to entering the building, it is at the school's discretion whether they are permitted on the school site. - Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be advised not to attend the school site if they are unwell. - Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment. - Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene. - Where electronic signing in systems are in place, they are to be pre-programmed to include visitor health questions and contact details - Where electronic signing in screens are in use, the screen is to be cleaned after each use. - Supply teachers, peripatetic teachers and/or other temporary staff can move 	<ul style="list-style-type: none"> -Review the visitors procedures currently in place to ensure that it meets with the systems of control put in place at the school. -Ensure that all visitors complete a COVID-19 visitor questionnaire. 	M	Office Staff/Head teacher

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		<p>/Agency Staff and Support Agencies maintained, including their contact details.</p> <ul style="list-style-type: none"> - Dedicated areas identified for use by Support Agencies. - Where possible areas allocated to Support Agencies as close to the main entrance, to reduce movement around the building. - Where agencies are supporting the school, where possible it is the same member of staff each time. - All visitors are accompanied when moving about the building. - Parents/Carers discouraged to access the main reception area without an appointment. - Main reception area spot cleaned throughout the school day. - Tissues located at the main reception area with a lidded waste bin. - Waste bins emptied at the end of the school day. <p>-Regular support agencies/agency staff etc. are able to participate in the LFD testing programme available at the school.</p> <p>-LFD Home testing risk assessment is in place.</p>	<p>between schools. They are responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings.</p> <p>-Where reception areas are open plan consideration be given to fitting Perspex screens.</p> <p>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be made aware if they have been in close contact with a positive COVID case in the school environment.</p> <p>- Volunteers and Support Agencies are to keep a register of the pupils that they have seen when on site. This information is to be handed to the office staff prior to them leaving the school site.</p> <p>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to inform the school if they undertake a LFD/PCR test and it tests positive.</p>			
<p>Parent Visitors</p>	<p>H</p>	<ul style="list-style-type: none"> -Schools are encouraged to avoid visitors entering their premises where possible. - For new admissions virtual tours should be considered. -If visits are required in person settings should face coverings are worn, regular handwashing and holding visits after hours if possible. - Parents are attending the school 		<ul style="list-style-type: none"> -Visitor questionnaire completed on entry to the building on electronic Invenry system -Where meetings have to take place with Parents/Carers or other agencies ensure; -Hands-Hand sanitiser available in the meeting room -Face-Face coverings worn, 	<p>L</p>	<p>Reception Staff</p>

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		<p>site they should be notified of the system of controls, their responsibilities during the visit and how to maintain social distancing.</p> <p>-For parents entering a setting to help children settle in, face coverings should be worn, they should stay for a limited time only (no more than an hour), avoid close contact with other children and ensure they are aware of the protective measures in writing.</p> <p>-Parents to complete the visitor questionnaire prior to entering the school building.</p> <p>-Meetings carried out where possible via Zoom and Teams.</p>		<p>unless 2 metre social distancing can be achieved.</p> <p>-Space-Seating spaced 2 metres apart.</p> <p>-Fresh Air-Windows and doors opened to allow natural ventilation.</p>		
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Initial Teacher Training Students	M	<ul style="list-style-type: none"> - Complete a visitor health questionnaire when they first start at the school. -Allocated a class/year group to work with within the school. -Are able to Participate in the LFD testing programme if they wish. 	<ul style="list-style-type: none"> - ITTS staff to receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene. - Shown welfare facilities available to Staff members. - Students reminded what the symptoms of COVID-19 are. - Each student to receive a copy of the COVID-19 risk assessment. - Students to inform the school if they have any underlying health conditions that need to be considered in relation to COVID 19. 		L	
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12.Maintaining infection control /hygiene standards during the school day.

COVID-19 transmission within the school community-Preventive	H	-Shared areas are cleaned between bubbles.	Where possible a member of the cleaning team to be present	-Staff and Pupils reminded to follow the principles of; -HANDS - Wash your hands	L	Headteacher/Staff
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<p>measures</p>		<ul style="list-style-type: none"> -Lunch time s and break periods are staggered for year groups and bubbles. -Pupils with complex needs who struggle to maintain good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in individual pupil risk assessments in order to support pupils and maintain the safety of staff working with them. -Outdoor play equipment on a rota system and cleaning regime in place. -Playground areas designated and separated where need identified to ensure that year groups/bubbles are kept separate. -LFD testing programme available to Staff -Face covering guidance followed Face covering guidance followed by staff and pupils throughout the school day. -DCC - Caretaking & Cleaning Support Service cleaning schedule updated on the Extranet and utilised by the school. -Pupils wash their hands/apply sanitiser at identified points in the school day; -When they arrive at the school - When they return from break periods - When they change rooms/lesson periods. - Before and after eating -Following interventions 	<p>during the school day to carry out spot cleaning and removal of waste from the school site, where need identified.</p> <ul style="list-style-type: none"> - Staff to utilise the information available from eBug website - Staff to take responsibility for their own personal hygiene throughout the school day. - Waste bins to be emptied throughout the school day and placed in the external bin store. - The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc. - Where need identified pupils to eat their lunches in their classrooms. - Classroom surfaces to be cleaned if classroom used as a dining area. - All bins emptied at the end of each school day and placed in the external bin store. - Parents advised to ensure that pupils wash their hands when they return to 	<p>regularly and for 20 seconds/Apply hand sanitiser if handwashing not available.</p> <ul style="list-style-type: none"> -FACE Current guidance followed for Secondary/Primary and Nursery staff and pupils wearing face coverings. -SPACE -Year groups have been placed in in class bubbles and seating plans put in place so that close contacts can be identified throughout the school day. FRESH AIR-Windows and doors are opened throughout the school building to allow natural ventilation whilst the building is occupied. 		
<p>COVID-19 transmission within the school community-Preventive measures</p>		<ul style="list-style-type: none"> - Face covering guidance followed. -Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are 				

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		<p>supported by a member of staff.</p> <ul style="list-style-type: none"> - Where need identified hand sanitiser be made available to staff and pupils. - Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff follow the guidance provided - Hands are dried following handwashing - Where hand washing facilities are limited due to the number of pupils, hand sanitiser stations have been located in identified areas. Pupils are supervised when accessing the hand sanitiser. - Handwashing posters located in pupil and staff toilet areas and in the classroom areas. - Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. 				
COVID-19 transmission within the school community-Preventive measures.	H	<ul style="list-style-type: none"> -Staff and Pupils wash their hands before and after eating and following coughing and sneezing and where additional need identified. - Pupils and Staff ensure that they thoroughly dry their hands. - Infection Control Risk assessment in place to manage other biological hazards within the school community. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Pupils encouraged throughout the school day to socially distance themselves from staff and other 			M	Head teacher

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		<p>pupils.</p> <ul style="list-style-type: none"> - 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. - Frequent touch points around the school site are including in the cleaning schedule. - 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. -Windows opened in corridor areas/school halls and all occupied areas during the school day to allow natural ventilation. <p>-Mechanical ventilation used in conjunction with natural ventilation. DCC guidance on ventilation is available on the Extranet.</p>				
Maintaining infection control in the Classrooms and during break periods	H	<ul style="list-style-type: none"> - Face covering guidance followed by staff and pupils. -Seating plans in place within classrooms. -Seating plans in place where dining areas are used. -Additional areas changed into areas that can be used during the lunch period e.g. libraries, dance studios where need identified. - All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. -Movement of staff between bubbles recorded and kept to a minimum 	<ul style="list-style-type: none"> - Staff to be provided with sufficient time between class lessons to allow handwashing/hand sanitising to take place. - Where need identified pupils to be issued with a stationery pack and exercise book that is specific to them. - Consideration be given to the nursery and reception class areas to continue to set up activity box for each school day. Activity boxes are to be removed from the area and cleaned. - Pupils/Parents/Carers 	-Ensure that staff and pupils adhere to seating plans that have been put in place for year group bubbles/class bubbles.	M	Head teacher

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	<p>where possible.</p> <ul style="list-style-type: none"> - Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms. - Where job shares occur, staff have their own resources for the school day and workstations cleaned following use. - Where staff members are teaching in different classrooms around the school site hand sanitiser stations located in each classroom. Cleaning products available to staff members to clean staff workstations. - Staff always maintain social distancing with other staff members - Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing. - Soft furnishings, toys etc. around the classroom to be relocated during the phased opening of the school. - Windows and doors are opened to allow natural ventilation during the school day. - Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Rota in place for lunchtime and break time periods. - Timetable reviewed to reduce the need for pupils to move about the building. - Wet play activity boxes available in each classroom. - Outdoor activities to be carried out on a rota basis to ensure social 	<p>continually reminded that pupils bring in filled water bottles each day.</p> <ul style="list-style-type: none"> -Consider that where mixing into wider groups for specialist teaching, wraparound care and transport has to take place pupils are able to maintain social distancing and endeavor to prevent physical contact between pupils. - Mixed groups are to be closely supervised. - Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. 			
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		<p>distancing.</p> <ul style="list-style-type: none"> - Where possible teaching activities to be carried out in the outdoor areas of the school. - Where classrooms and halls are occupied doors can be propped open to allow natural ventilation. - Where classrooms/halls are unoccupied doors are to be closed. - Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils. - Robust cleaning regime in place in the Nursery/Reception area. - Waste bins located in classroom/hall areas and emptied at the end of the school day. - Water fountains taken out of use around the school site. - Pupil face to face working limited to 15 minutes. - Where pupils require support from a Staff member or TA support to be given side on and not face to face. - Hand sanitiser stations located around the building where need identified. 				
Maintaining infection control in intervention/nurture groups	H	<ul style="list-style-type: none"> -Dedicated are utilised -Identified staff work in the area/provide interventions each day. -Area well ventilated -Hand/respiratory and cleaning stations in place -Pupils wash their hands/apply hand sanitiser when entering the area. -Workstations set out to maintain social distancing between pupils -Workstations cleaned following use. -Dedicated resources located within 	-Where need identified staff wear face coverings when working with identified pupils.		L	Head teacher

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		<p>the area for pupil/staff use.</p> <ul style="list-style-type: none"> -Seating plans in place within classroom/area -Individual pupil risk assessments where need identified. -Face coverings worn in secondary schools as per the guidance. 				
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13.Pupils and Staff working in identified bubbles/year groups

EYFS	H	<ul style="list-style-type: none"> - EYFS work in bubbles. - Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so. - EYFS can access public spaces e.g. parks ensuring that 2 metre distance from other people can be maintained. - Risk assessments completed for accessing the local community - Cleaning schedule in place for am/pm sessions. - Identified area in place where personal care activities carried out. Areas are cleaned following use. - Staff wear the usual PPE worn when providing support with personal care. - Personal care risk assessments in place where need identified and required PPE considered as part of the risk assessment. - Where possible Staff socially distance when working together. 	<ul style="list-style-type: none"> - Settings are to consider how they can minimize mixing within allocated space, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. -Waste is double bagged where nappy bins are not available. 	-Revisit Hands, Face, Space with pupils at the start of the Summer Term	M	Head teacher
Wrap around care/Breakfast Club etc.	H	<ul style="list-style-type: none"> - Current guidance advises that wrap around care can re-commence. 	<ul style="list-style-type: none"> - Consider that where wraparound care has to take 	-Where private providers are providing wrap around care	M	Head teacher Staff/Provider

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		<ul style="list-style-type: none"> - School based care-Groups and bubbles that pupils are in during the school day must be consistently be maintained within the wrap around/breakfast club setting. - Social distancing of pupils and staff is maintained during the sessions. -Seating plans in place within the setting. -Seating plans in place where dining areas are used. -Movement of staff between provision and classrooms recorded to ensure close contacts can be identified. -Work spaces placed on a rota system for use by the bubbles where need identified -Cleaning schedule in place for the areas in use. 	<p>place year group bubbles are maintained and pupils are able to maintain social distancing.</p> <p><u>-Systems of controls to be maintained</u> at all times.</p>	<p>on the school site, they are to provide the school with a copy of their COVID-19 risk assessment. If the provider employs 50 or more staff, they are legally required to publish the document to their website.</p> <p>-In line with the government roadmap, from 12 April all parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend.</p> <p>-Continue to work closely with any external wraparound providers which your pupils may use to minimise mixing between pupils. This can be achieved by taking steps such as trying to keep pupils in the same school bubble or in consistent groups.</p> <p>-If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member.</p> <p>-Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.</p>		
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Maintaining Year Group /Class bubbles to reduce transmission.

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- Any movement of Staff between bubbles recorded to identify close contacts.
- Start of the school day staggered for all year groups/bubbles.
- Additional entrance doors used into the building/Year group/bubble allocated identified entrances.
- Seating plans in place for each timetabled lesson.
- Seating plans in place for each bubble.
- 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 throughout the school day.
- Pupils are supported to maintain distance and not touch staff and their peers where possible.
- SLT will continue to walk around the school, particularly at times when transitions are at a minimum.
- Classrooms have a demarcation area on the floor where no pupil, furniture or equipment will be placed, enabling leaders to enter the classroom, speak to pupils observe learning and generally be present around the school
- Pupils taught in identified classrooms, lesson subject movement is limited throughout the school day.
- Classroom based resources, such

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

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Head teacher

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		<p>as books and games, are used and shared within the bubble /group.</p> <ul style="list-style-type: none"> - Activity boxes pre-prepared where possible for each day. Boxes removed at the end of each day and put aside for 48 hrs./cleaned as required. - Classroom resources included in the cleaning schedule for each class. - Movement limited where possible to key times-Break times/Lunch times and specialist subject areas. - Cleaning schedules have been made available to schools and are available on the Extranet. 	<p>separate from one another.</p>			
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14.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"> -Face covering guidance followed for Primary and Secondary Schools. -Clear direction given to parents via the school's communication links for the start and end of the school day. -External signage and floor markings in place. -Time tables in place for year group bubbles. - Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas. - Where need identified some pupils will eat their lunch in their classrooms. - Rota in place to access the outdoor play areas at the school. - Alternative external routes to be adopted to access outdoor play areas etc. - Social distancing measures adhered to where possible by staff. Staff maintain social distancing at all 	<ul style="list-style-type: none"> - DCC-Caretaking & Cleaning Support Service cleaning schedule updated on the Extranet. - Rota's changed where need identified. 	<ul style="list-style-type: none"> -Review wall and floor markings in place around the school site to ensure that they can still be clearly followed. -Staff members to be reminded to maintain social distancing with adults that they interact with during the school day. Social distancing to be maintained at all times. -Staff members to be reminded to be mindful who they interact with prior to and following the end of the school day. Social distancing to be maintained at all times. 	L	Head teacher

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		<p>times.</p> <ul style="list-style-type: none"> - Posters in place reminding pupils to maintain social distancing. - One-way systems where possible put in place on stairways and corridors. - Pupils and staff advised to stick to the left-hand side of corridor areas. Consideration be given to placing directional signs around the school site. - Pupils supervised by Staff members when moving about the building. - Movement about the building monitored throughout the school day by staff. - Hand sanitier dispensers located around the school site, including in classroom areas. - Use of hand sanitiser supervised by Staff members. - Cleaning schedules have been made available to schools and are available on the Extranet. Cleaning schedule in place for corridor areas doors and frequent touch points etc. 				
Lifts	M	<ul style="list-style-type: none"> - Lift to be operational only where necessary - Reduce maximum occupancy to two people. - Occupants to stand next to each other but ensuring that they are not touching. - Hand sanitiser station located at the entrance/exit points of the lift. - Lift entrance/exit points have a demarcation area on the floor, so that social distancing can be maintained when accessing the lift 			L	

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		<ul style="list-style-type: none"> - Cleaning schedules have been made available to schools and are available on the Extranet. Which include the lift area and regular touch points. 				
Break and Lunch periods	H	<ul style="list-style-type: none"> - Break and lunchtime areas well ventilated throughout the school day. -Menu to be agreed with the kitchen contractor. Ensure that pupil and staff social distancing can be attained. - Staggered break times and lunch times agreed for year groups/bubbles - Pupils directed to wash their hands during break/lunchtime periods. - 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. - Outdoor areas accessed as much as possible. Areas zoned off for use by specific year groups/bubbles. - Spot cleaning carried out where need identified. - 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, cleaning /respiratory stations located in breaktime/lunchtime areas. -For large bubbles ensure that year groups can be clearly identified e.g. the use of lanyards. 			L	Head teacher

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-Staff ensure that where possible they maintain 2 metre social distancing when moving about the area.

15.Pupil behaviour during the school day

<p>Pupils refusing to social distance/follow hand washing procedures</p>	<p>H</p>	<ul style="list-style-type: none"> - Sanctions in place where pupils do not adhere to social distancing and good hand hygiene and respiratory hygiene. -Behaviour Policy reviewed. -Parents/Carers advised prior to the pupils returning to the school that all pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety. - Hand sanitiser made available where pupils refuse to wash hands. - Pupils are supervised when using hand sanitizer considering risks around ingestion. - EYFS/Key Stage 1 pupils and pupils with complex needs are helped to clean their hands properly. - Where pupils refuse to wash their hands or use hand sanitiser skin friendly skin cleaning wipes are used as an alternative - Individual needs of pupils identified and managed and risk assessments put in place where need identified. - Cleaning schedule in place for the whole school. - Where possible social distancing to be maintained. - Staff supporting pupil continue to adhere to regular hand washing. -Face covering guidance followed. Where need identified Staff wearing 	<ul style="list-style-type: none"> -Identify pupils with complex needs who struggle to maintain good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in individual pupil risk assessments in order to support pupils and maintain the safety of staff working with them. - Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school. - Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible. - Area where the pupil has been located within the building to be thoroughly cleaned. 	<ul style="list-style-type: none"> -Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team. - Review Team Teach training where need identified-Contact Team Teach trainer provider and discuss needs. -Consideration be given to a phased return for identified pupil to manage risk. 	<p>M</p>	
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		PPE when supporting pupils reviewed with the Head teacher.				
Pupil-Challenging behaviours displayed	M	<ul style="list-style-type: none"> - Behaviour Policy in place which has been reviewed in relation to COVID-19. -School building well ventilated. When working with pupils' doors and windows opened to allow natural ventilation. -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. -- Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out. - General Infection Control risk assessment in place. - Staff have received suitable and sufficient training to manage behaviours displayed. -Staff follow face covering guidance/Staff wear face coverings where need identified. - 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 	<ul style="list-style-type: none"> - Where restraint has had to be carried out review the pupil risk assessment in place. 	<ul style="list-style-type: none"> - Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team. - Review Team Teach training where need identified-Contact Team Teach trainer provider and discuss needs. 	M	SENCo-Where need identified.

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		when they return home. Staff are advised to shower when they return home from work each day.				
Pupils absconding from the school site	M	<ul style="list-style-type: none"> - Security checklist and Policy in place for the school. -Individual Pupil risk assessments in place detailing actions to take in the event of a pupil absconding from the school. - Pupils supervised when exiting /accessing transport vehicles. -Staff meet and greet at the start of the school day, where need identified. 		<ul style="list-style-type: none"> -Where need identified follow the Coronavirus (COVID-19):Safer travel guidance for passengers. -Face coverings worn if staff members have to travel in the same vehicle/transport young person. -Security Checklist to be reviewed. 	L	Head teacher
Pupils that have an EHCP or TuF that require staff support throughout the day	H	<ul style="list-style-type: none"> - Identified staff work with pupils. -Seating plans in place where need identified. -Face coverings worn where need identified. -Individual risk assessments in place where need identified. --Windows and doors open when working with pupils. -Hand washing guidance is followed, and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc when working together. -Hand, cleaning, and respiratory stations located within the working area. - Activity boxes introduced each day and removed and cleaned at the end of each day. - Staff wash their hands before and after working with a pupil. - Staff provide with hand sanitiser that can be kept about their person. - A space is identified for the intervention to take place, and set up 			L	Head teacher

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

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		attend the setting.			
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17.Interventions during the school day

<p>Intervention groups</p>	<p>H</p>	<ul style="list-style-type: none"> -Face covering guidance followed for the setting. -Seating plans in place for intervention groups. - Movement of staff between bubbles recorded and reduced to a minimum. - Interventions are carried out in identified areas. Additional spaces identified such as library area, hall etc are cleaned prior to and following interventions. -Windows and doors open when the intervention areas are occupied. -Where such groups are needed to be formed robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. -Hand, cleaning, and respiratory stations located in intervention areas. <p>Pupils accessing phonics will be in class bubbles. Teaching of phonics will require the use of 'bubbles within bubbles', creating small ability-based phonics groups within a year group bubble.</p> <ul style="list-style-type: none"> - Where a phonics bubble is taught by a member of staff not working within the year group bubble, the group seating arrangements (including that of the staff member) will ensure distancing between the staff member and the children. -The school will review groups so that 			<p>M</p>	<p>Staff-On going</p>
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		<p>each small group receiving support is drawn from one class/year group bubble only.</p> <ul style="list-style-type: none"> - Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session. - Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils. - Pupils will bring all equipment they require with them to the intervention area. - The intervention area will be cleaned after each bubble accesses the area. - Staff wash their hands between each intervention group. -Pupils wash their hands/apply hand sanitiser prior to returning to their class. - Staff members working in this way will provide interventions across either KS1, lower KS2 or upper KS2: no member of staff will work across more than one (sub) phase. -Tissue/hand sanitiser station located in the intervention area. -Where possible tables set out to ensure 2 metre social distancing in place between staff and pupils. 				
Pupils not currently attending the school	L	<ul style="list-style-type: none"> -Welfare calls made to pupils' homes -Where need identified staff attend the home to carry out a doorstep welfare check. -Parent/carers and pupil encouraged to engage in the schools' home learning. -Resources available through BBC 	-Head teacher/SLT are aware of the needs of pupils not currently attending the school.	-Welfare calls to continue where need identified during the Summer Term. -Pastoral Support to be provided where need identified. -Remote education provided where need identified.	L	Head teacher

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		bitesize and Oak National Academy. - See mental wellbeing. - Parents/Carers invited into the school to discuss their concerns/anxieties. - Phased returns undertaken where needs identified. - Welfare checks carried out with pupils and parent/carers. - Relevant agencies informed. -Where doorstep welfare checks needed a risk assessment is completed. -Remote learning available to pupils not currently attending the school				
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18.Subject area needs

Equipment needed for specific subject areas	M	- Pupils will have their own pencil cases and books/writing pads required for each subject. - Activities planned by subject Leads. - Timetable agreed. - All Science , DT and Art areas have been pre-checked as per CLEAPPS guidance and are ready for use. - Where need identified pre-user, checklists completed. - Cleaning schedule in place following the use of equipment. - Subject area risk assessments in place. - Cleaning schedules have been made available to schools and are available on the Extranet . - Cleaning schedule in place for		-Review the building checklist to ensure that statutory testing of equipment in use is completed.	L	Premises Management
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		subject areas. - Where need identified daily inspections are completed prior to work equipment being operated.				
Classroom resources	H	<ul style="list-style-type: none"> - Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously - Resources cleaned prior to each group/bubble using them. and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. -Separate equipment allocated to a bubble where available. 	<ul style="list-style-type: none"> - Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups/bubbles. - Resource boxes to be set up in advance where possible. 		L	Staff
PE Activities / Lack of changing room space	H	<ul style="list-style-type: none"> -Pupils wear their school PE kit and not school uniform when PE lessons are timetabled. -Where need identified alternative changing facilities that can be easily accessed and ensure safeguarding measures. -Parents/Carers and Pupils advised what PE kit pupils should wear to school. - PE guidance followed-guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport is available. Association for Physical Education and the Youth Sport Trust -PE activities undertaken internally and externally as required. - Where PE activities take place inside the school building, halls are well ventilated and where possible social distancing measures maintained. 		<p>From 29 March, outdoor competition between different schools can take place.</p> <p>From 12 April, indoor competition between different schools can take place.</p> <p>Refer to:</p> <ul style="list-style-type: none"> -Guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England -Advice from organizations such as the Association for Physical Education and the Youth Sport Trust -Guidance from Swim England on school 	L	PE Department

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		<ul style="list-style-type: none"> -Hand, cleaning, and respiratory stations located in hall/sports hall areas. - Pupils kept in consistent groups/bubbles within year groups. - Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. -Social distancing between staff and pupils maintained. - Outdoor sports prioritized where possible. - External coaches, clubs and organizations for curricular and extra-curricular activities can resume supporting the school. - Class/Year group bubbles maintained for after school clubs/activities. - Cleaning schedule in place for PE equipment accessed during lesson periods. - Heads of PE Departments/Co Ordinator to read guidance readily available and identify a programme for the Autumn term. - Where SLA in place for PE support, activity risk assessments clearly detailing the controls in place for COVID-19 shared with the school. -The school are aware of the Guidance available for Using changing room facilities. 		<p>swimming and water safety lessons available at returning to pools guidance documents using changing rooms safely</p>		
Music lessons	H	<ul style="list-style-type: none"> - Lessons can take place where physical distancing can be assured. - During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring 	Current guidance advises; <ul style="list-style-type: none"> - There may be an additional risk of infection in environments where Staff/Pupils are singing, chanting, playing wind or brass 		M	Music Lead

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		<p>good ventilation.</p> <ul style="list-style-type: none"> - Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. - Singing, wind and brass instrument playing can be undertaken. - The Music Lead has read the guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts. 	<p>instruments or shouting.</p> <ul style="list-style-type: none"> - Where instruments are to be played consideration be given to lessons taking place outside. - Consider limiting class sizes to no more than 15 if instruments and singing are to take place. - Where external agencies provide support request a copy of their COVID-19 risk assessment prior to recommencing activities. - Agencies to complete the visitor questionnaire. - Agencies to keep a register of the pupils that they interact with, register to be left at the main reception area when they leave the building. -Agree activities that will be undertaken. - Discuss how bubbles will be maintained. - Agree how spot cleaning will be carried out. 			
Domestic Residential Visits	H	<p>Existing bookings;</p> <ul style="list-style-type: none"> -In line with the COVID-19 Response-Spring 2021, guidance, domestic residential educational visits will not take place earlier than 17 May. -The school have access to DCC guidance available for educational visits on the Extranet and Educational Visits Planning COVID-19 Guidance - in the Resources section of the Evolve system. 		<ul style="list-style-type: none"> - Ensure that venues/activities that are accessed are COVID-19 secure. -Domestic residential educational visits are to be conducted in line with relevant coronavirus (COVID-19 secure guidance) and regulations in place at the time of the visit. -For those schools participating in the Duke of 	L	Headteacher/EVC

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				<p>Edinburgh Award, new guidance has been issued.</p> <p>New bookings</p> <p>-Schools can begin planning for new domestic residential educational visits to take place -In line with the COVID-19 Response-Spring 2021, guidance, domestic residential educational visits will not take place earlier than 17 May.</p> <p>-Schools are advised not to enter into any new financial or contractual commitments at this stage. This advice will remain under review and updated at the earliest opportunity.</p> <p>-Any new domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.</p> <p>-The DfE are working with Public Health England and the sector on what coronavirus (COVID-19) secure residential visits will look like at step 3, of the road map and further advice will be provided.</p>		
Educational Visits-Day visits	M	-In line with the COVID-19 Response-Spring 2021 , schools will resume educational day visits from 12 April 2021.	.	- Visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at	L	Headteacher/EVC

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		<p>-The school are following DCC guidance available for educational visits on the Extranet and Educational Visits Planning COVID-19 Guidance - in the Resources section of the Evolve system.</p> <ul style="list-style-type: none"> - Daily visits are uploaded to the EVOLVE system. - Appropriate risk assessments completed for daily activities. - Where possible the school is making use of local outdoor spaces. - Hand wipes, tissues, and hand sanitiser carried by staff for use during the visit journey. <p>-Adults adhere to guidance for face coverings when accessing transport.</p>		<p>that time.</p> <ul style="list-style-type: none"> -Ensure that pupils are kept within their consistent bubbles/year groups. - Ensure that venues/activities that are accessed are COVID-19 secure. - Good hand hygiene, respiratory standards maintained at all times during the visit. -Hand sanitiser applied prior to entering /exit transport vehicle. -Pupils not to be transported on public transport at the present time. - Where transport is in use for educational visits, ensure that the guidance is followed for face coverings when accessing transport where applicable. - Seating plans to be put in place for staff and pupils for transport accessed. - Consider how pupils will be transported to and from swimming activities. Discuss with the LA transport team. -Transport vehicles to be well ventilated. -Discuss with parents/carers the visits to be undertaken and transport arrangements 		
Swimming/Water Therapy	H	- Head teachers are aware of the Guidance from Swim England on school swimming and water safety		-Consider how pupils will be transported to and from swimming activities.	L	

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		<p>lessons available at Returning to pools guidance documents</p> <ul style="list-style-type: none"> -Swimming pool and changing areas well ventilated. -Hand washing facilities available to staff and pupils within venue. -Social distancing from members of the public and others outside outside of their year group/ bubbles - Using changing rooms safely guidance followed. -Changing areas cleaned after each use. -Designated bags allocated to pupils -Swimming pool/Water therapy areas well ventilated. 		<p>Discuss with the LA transport team.</p> <ul style="list-style-type: none"> -Hand sanitiser applied prior to entering /exit transport vehicle -Maintain year group bubbles where possible. -Seating plans in place where need identified. -Transport vehicles to be well ventilated. 		
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19.School Community Activities

School Assemblies/Worship and Staff meetings	H	<ul style="list-style-type: none"> - Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible. 	<ul style="list-style-type: none"> - Consider Class-based assemblies led by members of the SLT via TEAMS, supervised by Teaching Assistants (if the TA is not part of the class bubble, they will remain. distanced from the class). - Consider planning a timetable for class assemblies, story time and whole school assemblies, all involving interaction from different classes, with MS Teams etc. - Consider virtual assemblies 		L	Head teacher

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			<p>will take place through the classes. Classes host this on rotation to promote the sense of cross-class links in a safe manner.</p> <ul style="list-style-type: none"> - Therapeutic cross class initiatives through virtual models (video conference in classroom) to bring classes together whilst remaining in their individual bubble classroom. 			
Outdoor Play Areas/Equipment	M	<ul style="list-style-type: none"> - Each class groups allocated outdoor portable play equipment which is to be stored in their individual classrooms after use. - Rota in place for access to fixed outdoor play equipment, which includes allocation of time to wipe down the equipment. - Where possible a rota to be in place for the whole day/week for the fixed play equipment. - Fixed play equipment to be wiped down with anti-bacterial spray after each group's use. - Portable equipment wiped down after each use. - Cleaning regime in place for outdoor play equipment-Portable and fixed at the end of the school day. 	<ul style="list-style-type: none"> - Where a cleaning regime can't be carried out during the school day. Fixed outdoor play equipment to be taken out of use. 			Head teacher-

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

Use of Welfare facilities for Staff and Pupils	M	<ul style="list-style-type: none"> - Staff supervise pupils when washing their hands in the toilet areas/sink areas. - If zoning of the building is taking place consideration be given where possible allocating toilet facilities to 		<ul style="list-style-type: none"> -Review the welfare facilities available for Staff members to ensure that social distancing can be maintained. -Additional welfare facilities to be provided where need 	L	
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	<p>specific year groups, staff, and visitors.</p> <ul style="list-style-type: none"> - Cubicles in place in toilet areas - Urinals taken out of use/ instruction given to pupils how to safely use them. - Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). - Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods. - Lunch time and breaktime rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room. - Windows are opened in the staff room when it is occupied by staff members. - Position of furniture within staff room areas reviewed to ensure social distancing. - Cleaning schedule in place which covers all areas of the school environment. 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. - Areas immediately outside of toilet areas clearly marked to allow for social distancing and movement in and out of the facilities. - Staff encouraged to bring flasks into school for personal use. - Alternative space made available to staff for break periods. 		identified.		
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<p>Toilet Areas/Providing support with personal care</p>	<p>H</p>	<ul style="list-style-type: none"> - Toilet areas allocated to identified groups/bubbles of pupils. -Pupils supervised when accessing the toilet area. - Cleaned during the course of the school day. - Waste bins regularly emptied, and waste taken to external bin area -Personal care takes place in identified toilet areas within the school. - PPE readily available in toilet areas. - Staff wear appropriate PPE when carrying out personal care tasks. - Resources required to support personal care readily available. -Toilet and changing areas well ventilated when in use /throughout the school day. - Where personal care tasks are undertaken area cleaned after each use. - Toilets and personal care areas Included in the cleaning schedule for the school. - Most personal care tasks will not require PPE beyond what staff would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. - PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the 		<ul style="list-style-type: none"> - Staff concerns to be raised with the Headteacher, face coverings to be worn when supporting personal care tasks. 	<p>L</p>	<p>Head teacher</p>
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		<p>use of PPE, in which case the same PPE should continue to be used.</p> <p>-Sanitary bins located in identified areas and have closed lids. SLA in place.</p> <p>-Where nappy bins are not present waste to be double bagged and placed in lidded bin.</p> <p>-Personal care risk assessments in place where need identified.</p> <p>-Staff have designated toilet areas around the school site.</p>				
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21.Supporting Pupils with first aid/medication

Personal Protective Equipment (PPE)	M	<ul style="list-style-type: none"> - Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified. - Staff follow good hand washing practice prior to wearing PPE. - Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care and PPE to be worn clearly identified. -Sufficient stocks of PPE held by the school and regular stock checks undertaken. 		-Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with the Head teacher.	L	Head teacher
First Aid Provision and support with medication needs	M	<ul style="list-style-type: none"> - First Aid/Medication administered in a well-ventilated area. -Face coverings worn when providing first aid/support with medication. -Hand, cleaning, and respiratory 		<ul style="list-style-type: none"> -Undertake a stock check of medication held on the school site for pupils. - Review when staff members last received medication training. 	L	Staff-On going

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		<p>station located within medical room.</p> <ul style="list-style-type: none"> - First Aid risk assessment in place - Identified Staff are first aid trained. - Staff are aware of the procedure to follow should they need to undertake CPR - Head teachers are aware of the current guidance regarding Paediatric First Aid Trained Staff in EYFS Settings point 7.2. - Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use - Staff wash their hands prior to administering first aid -Staff wear disposable gloves when providing first aid support. - Gloves and first aid items used to be double bagged and placed in the waste bn. - Staff to wash their hands after providing first aid support. -Medication is administered in a dedicated area within the building that is well ventilated. - Medication policy in place. - Staff wash their hands prior to and following support with medication. - Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school. - Medication stored in a dedicated area. - Identified staff support pupils with medical needs. - Waste bins emptied throughout the school day. 		<p>Concerns to be raised with the school nurse in the first instance.</p> <ul style="list-style-type: none"> - Review when staff members last received First Aid Training guidance is available on the HSE website. -Face coverings to be worn when staff are administering face to face first aid treatment, supported with medication/medical needs. 		
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22.Mental Wellbeing

<p>Staff and Pupils Wellbeing</p>	<p>M</p>	<ul style="list-style-type: none"> - Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). And the link to MindEd - Staff have been provided with COVID-19 mental health link - Staff receives sufficient breaks during the school day. - The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. <p>Focused pastoral support in place.</p> <ul style="list-style-type: none"> - Staff have access to- Returning safe and happy and settled. - Staff are aware of the healthy child programme <p>-Parents and Carers have been made aware of the following agencies that can provide support;</p> <ul style="list-style-type: none"> - Every Mind Matters. - Bereavement UK and the Childhood Bereavement Network -Barnardo's <p>-Regular contact made with pupils' parent/carers who are currently not attending the school.</p> <ul style="list-style-type: none"> - Safeguarding Policy in place and reviewed in line with COVID-19. - Staff report concerns with pupil's behaviour via the usual routes, including Safeguarding. - Mental Wellbeing continues to be part of the curriculum for the Summer Term. 		<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. -Staff to be reminded of the counselling services available to all DCC staff-Health Assured on 0800 716017. -Staff and Parents/Carers to remind of the support available to them in relation to mental well-being. - Where need identified staff are to be referred to the DCC Occupational Health Team- occhealth@durham.gov.uk -HR colleagues contacted for support where need identified. 	<p>L</p>	<p>Staff</p> <p>Head teacher</p>
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		<ul style="list-style-type: none"> - The school are working with agencies who regularly support their pupils with social and emotional support. - Staff workload monitored by the SLT. 				
<p>Staff and Pupils self-isolating during the Summer Term.</p>	M	<ul style="list-style-type: none"> -Pastoral support contact vulnerable pupils who have to isolate during the Summer Term. -SLT ensure that staff members who have to self-isolate are contacted each week or more frequently where need identified. 		<ul style="list-style-type: none"> -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. Where pupils who are self-isolating and are within the definition of vulnerable, a contact monitoring system is to be put in place. When a vulnerable pupil is required to self-isolate: <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 Ensure you have procedures in place to: <ul style="list-style-type: none"> • Check if a vulnerable pupil is able to 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. 	L	

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23. Building Management

<p>Managing Health and Safety in the school environment</p>	<p>H</p>	<p>-Building and Associated activities checklist completed in the Autumn Term and reviewed in the Spring Term to ensure that all statutory testing and inspections have been completed.</p> <p>-Risk assessments held reviewed on a 6/12 monthly basis or where a significant change has occurred.</p>	<p>-Review access and egress to the school site that parents/carers use to ensure their safety during adverse weather conditions.</p> <p>-Review the schools gritting policy regarding additional access/egress points on the school site.</p>	<p>-Review the Building and Associated activities checklist in the Summer Term.</p>	<p>L</p>	<p>Head teacher</p>
<p>Emergency Situations</p>	<p>H</p>	<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. -Staff have familiarised the pupils with where the nearest available fire exits are located and walked their individual classes to their fire assembly point separately, whilst maintaining social distancing measures. <p>Records of these individual class bubble walk throughs should be kept in the fire safety logbook.</p> <ul style="list-style-type: none"> - Where need identified Personal Emergency Evacuation Plans put in 		<p>-A Fire Drill is to be completed during the Summer Term.</p> <p>-School Building Checklist to be reviewed.</p>	<p>L</p>	<p>Premises Manager/ Caretaker SLT/Staff</p>

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		place/reviewed.				
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 -Floor markings in place at the main school entrance to ensure 2 metre social distancing. - Clear signage in place prompting hand washing/use of hand sanitiser. - Hand sanitiser station in place. - Visitors apply hand sanitiser when they enter the school building. - Visitors sign in after they have applied hand sanitiser. - Visitors complete a questionnaire when they attend the school site. - Main reception area spot cleaned throughout the school day. - Tissues located at the main reception area with a lidded waste bin. - Waste bins emptied at the end of the school day. - Signage in place advising the use of face coverings clearly displayed at the entrance to the building. 	<ul style="list-style-type: none"> - Visitors well being monitored when attending the school. -Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life. - 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. 	<ul style="list-style-type: none"> - Where planned visits are taking place, Visitors are to be advised not to attend the school if they are unwell. 	L	Head teacher/Staff
Office areas	H	<ul style="list-style-type: none"> - -Hand, cleaning, and respiratory station located within the rooms. -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 - View panels located in office doors 	<ul style="list-style-type: none"> - Where waste bins do not have lids place an object over the waste bin to act as a lid. - Non-office staff encouraged not to access office areas unless essential. 	<ul style="list-style-type: none"> -Ensure that photocopiers/reprographic areas are equipped with a hand, respiratory and cleaning stations. -Staff are to sanitise before using photocopier/ equipment 	L	Caretaker/ Premise Manager

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		<p>utilised so that the number of staff located in office spaces can clearly be identified.</p> <ul style="list-style-type: none"> - The doors of offices in use can be wedged open when occupied. - Where available, windows are opened whilst the office area is in use. <p>-Where natural ventilation is not available consider using air conditioning units.</p> <p>-Where possible alternative office spaces utilised to reduce number of staff working in the area.</p> <ul style="list-style-type: none"> - Staff leave their desks as clear as possible so that it can be easily cleaned. - Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day. - Staff undertake other activities that allow them to leave the office area over the course of the school day. - Mobile partitions used where possible to separate large office areas. - Cleaning schedules have been made available to schools and are available on the Extranet. 				
Meeting Rooms	H	<ul style="list-style-type: none"> - Timetabled access only - Locked and secure when not in use - Non -essential items removed from the meeting rooms. - Seating and tables positioned to allow for social distancing - Cleaning regime in place following each meeting. 			L	

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		<ul style="list-style-type: none"> - Windows and doors opened, where possible to allow natural ventilation. -Mechanical ventilation used where need identified -Hand, cleaning, and respiratory station located within the rooms. -Surfaces cleaned following use. -Maximum occupancy clearly identified. 				
Catering facilities	M	<ul style="list-style-type: none"> - Head teacher/Contractor Ensures compliance with the guidance for food businesses - School Building checklist completed. -Floor markings in place to ensure social distancing can be adhered to, where possible. -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. -Where safe to do so windows and doors opened to allow natural ventilation. - Identified number of staff work in the main kitchen area to ensure social distancing. - Staff start times are staggered.to ensure social distancing. - Main Kitchen floor space clearly marked to ensure social distancing. - Handwashing and hand sanitizer facilities readily available. - Handwashing posters located in welfare facilities. - Catering staff adhere to hand washing guidelines. 	<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. - Where need identified the number of staff in the kitchen area is to be reduced. - Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff. 		L	

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		<ul style="list-style-type: none"> - Serving hatches provide a natural social distance from pupils. - When staff are serving, they stand side by side ensuring social distancing can be maintained. - Cleaning schedules have been made available to schools and are available on the Extranet. - Kitchen deliveries made directly to the kitchen area where possible. - Water fountains taken out of use around the school site. - No kitchen staff prohibited from entering the main kitchen area. - Kitchen staff only move about the building where need identified for serving pupils. 				
Deliveries to the school site	M	<ul style="list-style-type: none"> - Only essential items are ordered by the school. - Deliveries are delivered to identified entrance points at the school. - Identified staff take responsibility for deliveries made to the school. - Staff members wash their hands before and after decanting orders and storing them away. - Kitchen deliveries are made directly to the kitchen area. - On decanting products, products are to be wiped down and stored away. - Packaging to be placed in the external bin store. 			L	
Waste Management on the school site	M	<ul style="list-style-type: none"> - External bin store in place - Contractor SLA in place to remove waste materials from the school site. - Waste removed from the school building at the end of each day and placed in the designated bin store 	<ul style="list-style-type: none"> - Review refuse collection SLA to ensure that it meets the current needs of the school. 		L	Caretaker

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		area.				
External Lettings	M	- Access only permitted outside of school hours.	- 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

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

School Based Guidance	
	Schools coronavirus (COVID-19) operational guidance
	Coronavirus (COVID-19) asymptomatic testing in schools and colleges
	Primary schools, school-based nurseries and maintained nursery schools.
	SEND and specialist settings.
	Testing for secondary schools and FE colleges.
	Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person
	Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection
	Guidance How to stop the spread of coronavirus (COVID-19)
	COVID-19 Response-Spring 2021
	Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person

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COVID-19 Response-Spring 2021 (Road Map).
NHST Test and Trace
Test and Trace Support Payments
-Guidance for Face Coverings in Education followed;
NHS Who is at Risk
Face coverings in education.
Coronavirus (COVID-19): Safer travel guidance for passengers
Coronavirus (COVID-19): red list travel ban countries
Coronavirus (COVID-19): safer travel guidance for passengers
Working safely during coronavirus (COVID-19)
Duke of Edinburgh Award
Car sharing and travelling with people outside your home
Guidance for food businesses
Returning to pools guidance documents
Using changing rooms safely
Cleaning schedule updated
Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)
Pregnancy and the coronavirus
The Royal College of Obstetricians & Gynaecologists
Understanding Coronavirus test results
What to do if a child is displaying Covid symptoms
Extra mental health support for pupils and teachers

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DCC Extranet

[Health and Safety COVID-19 file](#)

[Extranet cleaning schedules](#)

[Visitors Questionnaire](#)

[COSHH Assessments](#)

Subject Area guidance

[PE Guidance-Guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport](#)

[Association for Physical Education and the Youth Sport Trust](#)

[CLEAPPS Guidance for subject areas](#)

[Working safely during coronavirus \(COVID-19\): performing arts](#)

[Returning to pools guidance documents](#)

HSE Guidance

[HSE guidance on working safely.](#)

[HSE Ventilation](#)

[Health and safety guidance on educational visits](#)

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