

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

Victoria Lane Academy DL14 8NN		
Additional Controls considered on -	Name of Person reviewing the Additional Controls: Lee Blake & Jane Richardson	Date of assessment - July 2020
	Date of review-March 2021.	
<p>You must always:</p> <ol style="list-style-type: none"> 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. 		

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	1/41

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

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

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	2/41

Hazards/Issues	Risk Rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
1. Staff and Pupils and the wider school community					
NHS COVID-19 Vaccination	H	<p>-COVID-19 vaccination programme has commenced in the local community.</p> <p>-Priority groups have been identified and the community that the school is part of are being vaccinated.</p> <p>-Staff and pupils that have been identified as CEV/CV have been included in the priority groups identified.</p>		L	
Asymptomatic Testing-Lateral Flow Device (LFD) Testing in School/ Home testing	H	<p>-Current guidance followed-Rapid testing remains a vital part of the plan to suppress the virus. Schools are following the guidance set out for their settings:</p> <ul style="list-style-type: none"> • Primary schools, school-based nurseries and maintained nursery schools <p>- Staff are participating in the LFD testing process.</p> <p>-Primary age pupils will not be tested with LFDs.</p>	<p>-Registers to be maintained to ensure that staff who have given consent are participating in the testing programme.</p> <p>-Staff with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection.</p> <p>-Those with a negative LFD test result can continue to attend school unless they have</p>	L	Head teacher

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	3/41

		<p>-Participation in the LFD testing programme is voluntary</p> <p>-Staff not participating in the LFD testing programme can return to work.</p> <p>-Specific LFD Testing risk assessment in place for both home testing and in school testing.</p> <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>-The School is retaining minimal testing capacity on site. We have PCR tests for those families/staff who cannot access a testing site.</p> <p>- Staff can opt in and out of the LFD testing programme at any time.</p>	<p>individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact).</p>		
--	--	--	---	--	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	4/41

		<p>-Parents/Carers contacted and made aware that Rapid lateral flow testing is now available to households and bubbles of school pupils and staff.</p> <p>-Parent/Carers advised to inform the school if their child has tested positive for COVID-19 in the last 90 days. It is not advised that they take part in the LFD testing programme until the 90-day period has lapsed.</p>			
COVID-19 Outbreak		<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>-Trends identified and where need identified reported to DCC Public Health Team via COVID-19 Education settings reporting tool</p>		
Start and End of the school day	H	<p>- Staggered start and finish times for classes are in place and these have been communicated to parents.</p> <p>- Only 1 adult to drop off/collect pupils</p>	<p>- Regular reminders to parents and carers regarding staying safe when dropping off and collecting pupils</p>		

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	5/41

		<ul style="list-style-type: none"> - Parents/carers requested to wear face masks when waiting to collect pupils at the end of the day - Parents not permitted to enter the school building unless need is essential and a prior appointment has been made - Pupils to only bring essential items into school - Entrances to the school site assigned to classes. - Staff to maintain 2m+ social distancing from adults not in their household. - Parents/carers asked to maintain 2m+ social distancing from adults not in their household - Staff to arrive on site no later than 10 minutes prior to the start of the school day (8:30am) - Usual sickness and absence procedures in place for staff and pupils - Registers to be completed by 9:10 and left outside of classrooms 	<ul style="list-style-type: none"> - Parents/carers to be reminded of reporting sickness absence. - Covid-19 forms in school office for any enquiries relating to symptoms/self isolation. - 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. 		
2.Maintaining hand and respiratory hygiene on the school site					
Maintaining the system of controls put in place in the	H	- Pupils, staff, and other adults are aware they must not come into the school if:	-Staff members to be issued with the updated 12 points of System of Control which make	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	6/41

<p>Autumn Term for the full school opening.</p>		<p>-They have one or more coronavirus (COVID-19 symptoms) a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms.</p> <p>-They are required to <u>quarantine having recently visited countries outside the Common Travel Area</u></p> <p>-They have had a positive test they must immediately cease to attend and not attend for at least 10 days from the day after:</p> <p>-The start of their symptoms</p> <p>-The test date, if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</p> <p>-The school identifies <u>close contacts</u> and they are informed to self-isolate for 10-days.</p> <p>-Separate risk assessment in place for Staff LFD testing.</p> <p>- Pupils are supervised during handwashing/sanitising</p>	<p>up the systems of control within the school environment.</p> <p>Staff and pupils Wash their hands regularly /where hand washing is not always available the application of hands sanitiser:</p> <ul style="list-style-type: none"> • when they arrive at the school/leave school • when they return from break periods • when they change rooms • before and after eating <p>All essential visitors to sanitise their hands when entering the school building.</p> <p>-Refresh staff and pupils of the principles of catch it, bin it, kill it.</p> <p>-Ensure that staff and pupils adhere to seating plans that have been put in place for year group bubbles/class bubbles.</p>		
---	--	--	--	--	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	7/41

		<ul style="list-style-type: none"> - Hand sanitising stations available for pupils/staff in every class and for staff at every entrance. - Hand sanitising station for essential visitors located at school entrance - Tissues and lidded bins available in every class for catch it, bin it, kill it. 	<ul style="list-style-type: none"> -Pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, individual risk assessments to be reviewed on their return to school. -Reiterate to pupils to follow, where possible Hands-Face-Space: -HANDS - Wash your hands regularly and for 20 seconds. -FACE - Wear a face covering in indoor settings where social distancing may be difficult, and where you will encounter people you do not normally meet. -SPACE -Year groups have been placed in class bubbles and seating plans put in place so that close contacts can be identified throughout the school day. -Pupils and staff to be reminded that where possible stay 2 metres apart from people you do not live with, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors) especially 		
--	--	---	---	--	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	8/41

			when travelling to and from the school site and moving about the school building. -- Supporting pupils at school with medical conditions guidance followed.		
Ventilation	H		All staff are to be reminded that; -Buildings to be well ventilated prior to and following the school day. -Classrooms, offices, and corridor areas etc. are to be well ventilated prior to the start of the school day, during lesson periods and when the classroom is unoccupied. -Windows to be opened just enough to provide constant background ventilation. -Where available high-level windows opened in preference to low level windows to reduce draughts. -Windows are opened fully during break and lunchtime periods to purge the air in the workspace.	L	All Staff

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	9/41

			<ul style="list-style-type: none"> -Internal doors opened to assist with creating a throughput of air. -Where need identified external doors opened where safe to do so. -Where need identified furniture re-arranged. -The HSE guidance for ventilation is followed. -Heating used to ensure comfort levels are maintained in the school building. 		
Cleaning resources/hand sanitiser	H	<ul style="list-style-type: none"> -Cleaning schedules in place for the whole school and resources located within the classroom. - Staff to regularly clean touchpoints within their classrooms with antibacterial spray and wipes 	<ul style="list-style-type: none"> -Full Stock check to be carried out on resources available/stock currently held. -Stocks to be replenished where need identified. -Ensure that COSHH assessments are shared with staff who are using products on a daily basis. 	L	Head teacher
Face Coverings	H	-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	-Staff reminded that they have the option to wear face coverings but this is not compulsory and is only encouraged when staff cannot practise adequate social distancing.	L	Head teacher/Staff

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	10/41

		<p>primary school do not need to wear a face covering.</p> <p>-The use of Face Coverings in Education will be reviewed in Easter.</p> <p>- Pupils will not be allowed to enter the school site wearing face masks.</p>	<p>- Face masks must be worn if entering another bubble (only in essential circumstances)</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>- 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).</p> <p>-Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment</p>		
--	--	--	--	--	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	11/41

			<p>for the specific situation and should always be cleaned appropriately.</p> <p>-Ensure that the school is holding sufficient stock levels of face coverings to support visitors/staff and pupils who may need to be supplied with a face covering.</p>		
4.Managing a staff member/ pupil positive/suspected case					
LFD/COVID-19 Positive result	H	<p>- Public Health have advised that an LFD positive test is acted upon in the same way as a Covid positive case as the purpose is to break the chain of transmission as soon as possible. Although there is a possibility of a confirmatory PCR coming back negative, it is more likely to confirm the positive status.</p> <p>-Head teachers report the confirmed case to the COVID-19 Education settings reporting tool.</p> <p>-Close contacts are defined as;</p>	<p>-Where a staff member/pupil's LFD test is positive they are to self-isolate and arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was a home test. If a confirmatory PCR comes back as negative and staff member/pupil have no symptoms, then they can stop isolating. The school identifies close contacts of the staff member/pupil to self-isolate based on a positive LFD. If a confirmatory PCR comes back as negative and close contacts have no</p>	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	12/41

		<p>-Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</p> <p>-Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:</p> <p>Face-to-face contact including being coughed on or having a face-to-face conversation within one metre.</p> <p>Been within one metre for one minute or longer without face-to-face contact.</p> <p>Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day</p> <p>Travelled in the same vehicle or a plane.</p>	<p>symptoms, then they can stop isolating.</p> <p>-Those with a negative LFD test result can continue to attend school if they are free from symptoms.</p> <p>-In school testing: Where a pupil LFD test is positive they are to self-isolate and close contacts identified and instructed to self-isolate.</p> <p>-The pupil is isolated and their parents/carers contacted and the pupil isolates for 10 days.</p> <p>-Parent/Carers to be made aware, where need identified: They could be fined if you do not self-isolate following a notification by NHS Test and Trace.</p> <p>-Advise Parents/Carers and Staff they may be entitled to a one-off payment of £500 through the NHS Test and Trace Support Payment scheme if they are required to stay at home and self-isolate.</p>		
--	--	--	--	--	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	13/41

<p>Pupil/Staff develops symptoms in school/setting</p>	<p>H</p>	<ul style="list-style-type: none"> - Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are: - Staff are able to access a <u>test via DCC</u> -Appendix 3. - 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 <u>arrange testing</u>. The school understands the NHS Test and Trace process. -Advise parent/carer/staff member that household members self-isolate until results come back - pupil/staff 10 days, household 10 days. -Head teachers follow the DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings</u> 	<ul style="list-style-type: none"> - Trends identified and where need identified reported to DCC Public Health Team via COVID-19 <u>Education settings reporting tool</u> - 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 <u>outside of school hours</u>. - 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. - Additional testing kits can be re-ordered as required. 	<p>L</p>	
---	-----------------	---	--	-----------------	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	14/41

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

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	15/41

Transport on and off the school site.	H		<p>-Fresh air (from outside the vehicle) through ventilation, is to be maximised, particularly through opening windows and ceiling vents.</p> <ul style="list-style-type: none"> - Durham advise staff to, try to; - Share the car with the same people each time. - 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 maximise distance between people in the vehicle - Clean your car between journeys using standard cleaning products – make sure you clean door handles and other areas that people may touch - Ask the driver and passengers to wear a <u>face covering</u> <p>-See guidance on <u>car sharing and travelling with people outside your</u></p>	L	
6.Staff/Pupil, family member who maybe at increased risk					

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	16/41

Pupils who are Clinically Extremely Vulnerable or Clinically Vulnerable	H	<p>-Copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is held by the school.</p> <p>-The DHSC guidance for the CEV is not compulsory, although pupils, students and parents are strongly advised to follow the guidance in order to help stay safe.</p> <p>-Pupils and students who live with someone who is CEV, but who are not clinically extremely vulnerable themselves, should still attend school or college.</p>	<p>-Review pupil individual risk assessments in place to manage identified pupils under lying health conditions.</p> <p>-Review the First Aid Risk Assessment to ensure all pupils medical needs are met.</p>	L	
Staff who are Clinically Extremely Vulnerable	H	<p>-CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.</p> <p>- CEV staff are advised not to attend the workplace.</p> <p>-If CEV staff wish to return to school before the 31/3/2021 they are to inform the Head teacher.</p> <p>-LFD home testing available to all staff and pupils</p> <p>-Who's at higher risk from coronavirus guidance followed.</p>	<p>-CEV staff to be advised to speak with their GP/Consultant about a return to work.</p> <p>-Where CEV staff return to work before the 31/03/2021 individual risk assessments to be put in place for CEV staff.</p>	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	17/41

Staff who are Clinically Vulnerable	H	<p>-LFD home testing available to all staff and pupils.</p> <p>-CV staff risk assessments in place.</p> <p>-Who's at higher risk from coronavirus guidance followed.</p>	<p>-Review the risk assessments put in place for CV staff in the Autumn term.</p> <p>-CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission and the social distancing guidance.</p> <p>-Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p>	L	
-------------------------------------	---	--	--	---	--

7.New and Expectant mums in the school community

Pregnant staff	H	<p>-Guidance in place-Coronavirus (COVID-19): advice for pregnant employees.</p> <p>-Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</p> <p>-HSE</p> <p>-Where need identified New and Expectant Mum risk assessments completed.</p> <p>-Who's at higher risk from coronavirus guidance followed.</p>	<p>-Pregnant staff are defined as Clinically Vulnerable, in some cases they may be defined as Clinically Extremely Vulnerable</p> <p>-Review the New and Expectant Mum risk assessment that was put in place when they returned to school in the Autumn Term.</p> <p>-Risk Assessments should be reviewed in line with the HSE guidance for pregnant staff and Coronavirus (COVID-19):</p>	L	
----------------	---	---	--	---	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	18/41

			advice for pregnant employees. -Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding is to be shared with pregnant staff.		
9.Non-school staff working in the building					
Pupils with EHCP's supported by external agencies	H	-Face covering guidance followed.	<p>-Therapists and external support staff to be advised that they will need to wear face coverings when on the school site where 2 metre social distancing cannot be maintained.</p> <p>-All therapies and external support that would normally be in place for children and young people with EHC plans to be provided.</p> <p>-The reviewed Full School COVID-19 risk assessment to be shared with agencies working within the school.</p>	L	
Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building	H	<p>- All Visitors/Contractors/Agency Staff and Support Agencies complete a visitor health questionnaire on arrival, including contact details.</p>	<p>- Questionnaire reviewed prior to entering the building, it is at the school's discretion whether they are permitted on the school site.</p> <p>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to</p>		H

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	19/41

<p>contracting/transmitting COVID-19</p>	<p>Floor markings in place at the main school reception area ensuring social distancing.</p> <ul style="list-style-type: none"> - Direction floor and wall signs in place around the school. - Social distancing markers in place in large corridor areas. - Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the school - Visitors to the school are by appointment only and must wear masks. - - Where possible Contractors to carry out activities outside of school hours. - Hand sanitiser station located at the main entrance. - All Visitors sanitise their hands prior to entering the school building. - A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details. - Dedicated areas identified for use by Support Agencies. - Where agencies supporting the school, where possible it is the same member of staff each time. - Parents/Carers discouraged to access the main reception area without an appointment. - Main reception area spot cleaned throughout the school day. 	<p>be advised not to attend the school site if they are unwell.</p> <ul style="list-style-type: none"> - 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. - Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They are responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings. - Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be made aware if they have been in close contact with a positive COVID case in the school environment. - Volunteers and Support Agencies are to keep a register of the pupils that they have seen when on site. This information is to be handed to the office staff prior to them leaving the school site. - Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to inform the school if they test positive for COVID-19 following their visit to the school. 		
---	--	--	--	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	20/41

		<ul style="list-style-type: none"> - Tissues located at the main reception area with a lidded waste bin. - Waste bins emptied at the end of the school day. 			
Parent Visitors	H	<ul style="list-style-type: none"> -Schools are encouraged to avoid visitors entering their premises where possible. - For new admissions virtual tours should be considered. - Parent/carer visits to school are restricted to essential appointments only - Parents/carers visiting the school site must wear masks at all times. - Parents attending the school site should be notified of the system of controls, their responsibilities during the visit and how to maintain social distancing. -Parents to complete the visitor questionnaire prior to entering the school building. 		L	

10. Maintaining Infection control/hygiene standards during the school day

Maintaining infection control in the Classrooms and during break periods	H	<ul style="list-style-type: none"> - Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms. - Staff maintain 2m social distancing with staff members at all times - 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. 	<ul style="list-style-type: none"> - Staff to be provided with sufficient time between class lessons to allow handwashing/hand sanitising to take place. - Pupils to be issued with a stationery pack and exercise book that is specific to them where appropriate. - Consideration be given to the nursery and reception class on wearing face masks 	L	
---	----------	---	--	----------	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	21/41

		<ul style="list-style-type: none"> - 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. - Outdoor activities to be carried out on a rota basis to ensure social distancing. - Where possible teaching activities to be carried out in the outdoor areas of the school. - When halls are occupied doors and windows to be open to allow natural ventilation. - Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils. - Water fountains taken out of use around the school site. - Pupil to staff face to face working of a distance of less than 2m is discouraged wherever possible. Where it is not, face masks are encouraged. - Hands must be washed/sanitised after handling children's books (gloves may be worn) - Where pupils require support from a Staff member or TA support to be given side on and not face to face. - Pupils kept in consistent bubbles 	<ul style="list-style-type: none"> - Pupils/Parents/Carers reminded that pupils bring in filled water bottles each day. - Water jugs can be used to top up water bottles. Pupils are to remove the top from the water bottle and place the water bottle on a hard surface. Staff are to wash their hands prior to topping up the water bottle, staff are to hold the water whilst topping up the water bottle. The water bottle is to be wiped with an anti-bacterial wipe. 		
--	--	--	---	--	--

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	22/41

		<ul style="list-style-type: none"> - Where possible, desks to be forward facing - Shared resources must be cleaned thoroughly with Milton before and after use - Classroom resources (books etc) can be shared within bubbles 			
12.Impact of pupils and staff moving about the building/school site					
Moving about the building/school site- Covid-19 transmission	H	<ul style="list-style-type: none"> - Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas. - 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 between bubbles - Pupils supervised by Staff members when moving about the building. - Pupils and staff to use quad areas instead of classrooms when moving around school - Staff to avoid passing in corridors. If a person is already using a corridor then staff members should wait in adjacent quads/rooms - Staff should not enter the classrooms of other bubbles unless it is absolutely necessary. This includes before and after school. 	<ul style="list-style-type: none"> - Movement about the building monitored throughout the school day. - Rota's changed where need identified. 	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	23/41

		<ul style="list-style-type: none"> - If a member of staff does need to enter another bubble/room then a mask must be worn. - Hand sanitiser/dispensers located in all school rooms and at high traffic points - Use of hand sanitizer supervised by Staff members. 			
Access to Welfare facilities for Staff and Pupils	H	<ul style="list-style-type: none"> - Staff allocated toilets to use in their bubbles - Social distancing measures in place in staff room. Maximum capacity of 4 and markers/seats in place. - Windows are opened in the staff room all day - Staff restricted to 15 minutes at any one time in the staff room. - No shared food items to be allowed. 	<ul style="list-style-type: none"> - cleaning products in the staff toilets areas so that staff can carry out spot cleaning after using the facilities e.g. anti-bacterial wipes in toilet cubicles. - Where external agencies are supporting the school clearly identify toilet facilities that they can access. 	L	
Break and Lunch periods	H	<ul style="list-style-type: none"> -- Staggered break times and lunch times agreed for year groups. - Areas zoned off for use by specific year groups/bubbles. - KS2 trim trails, climbing wall and shelter to be shared by bubbles on a weekly rota system. - When congregating in halls etc, doors and windows are opened to allow natural ventilation. - Spot cleaning carried out. - Surfaces are cleaned following each group/bubble use. 	<ul style="list-style-type: none"> - Serving staff to wear masks 	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	24/41

		<ul style="list-style-type: none"> - dining hall tables positioned to ensure bubbles of classes are separated by at least 2 meters and are all facing forwards. -Staff ensure that they maintain 2 metre social distancing when moving about the area. 			
13.Pupil behaviour during the school day					
Pupils refusing to social distance/follow hand washing procedures	H	<ul style="list-style-type: none"> - Parents/Carers advised prior to the pupils returning to the school that pupils will need to adhere to hand washing and social distancing measures (where appropriate) - 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. - Individual needs of pupils identified and managed where need identified. 	<ul style="list-style-type: none"> - Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible. - Area where the pupil has been located within the building to be thoroughly cleaned. - Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team. - Where need identified Staff wearing PPE reviewed with the Head teacher. 	L	
Pupil-Challenging behaviours displayed	H	<ul style="list-style-type: none"> - Pupils with challenging behaviours identified. - Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours. 	<ul style="list-style-type: none"> - Continually review whether PPE is required when managing challenging behaviours. - Where need identified review the Behaviour Policy. 	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	25/41

		- General Infection Control risk assessment in place.			
15.Supporting pupils during the school day					
Pupils that have an EHCP that require staff support throughout the day	H	<ul style="list-style-type: none"> - Identified staff work with pupils. - Staff wash their hands before and after working with a pupil - A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart - All equipment needed for the child is set up in the space before the start of the session - Staff to maintain 2m+ social distancing where possible - Following the intervention Staff and Pupil wash their hands. 	<ul style="list-style-type: none"> - Staff provide with hand sanitiser that can be kept about their person. - Consider the introduction of activity boxes that can be introduced each day and removed and cleaned at the end of each day. 	L	
Intervention groups	H	<ul style="list-style-type: none"> - The school will review groups so that each small group receiving support is drawn from one bubble only. - 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. 	<ul style="list-style-type: none"> - Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. 	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	26/41

		<ul style="list-style-type: none"> - The area will be cleaned over lunch, before pupils from another bubble use the area. - Staff wash their hands between each intervention group. - Staff members working in this way will provide interventions across either KS1, lower KS2 or upper KS2: no member of staff will work across more than one bubble 			
Pupils not currently attending the school	H	<ul style="list-style-type: none"> - Staff to provide remote learning as per our remote learning policy/guidance. - Welfare checks carried out with pupils and parent/carers. - Relevant agencies informed. 		L	
16.Subject area needs					
Maintaining the systems of control	H		<ul style="list-style-type: none"> -Subject areas to ensure that they review the risk assessments put in place within their subject areas in the Autumn Term ensuring that; - Hand, cleaning, and respiratory stations are located and easily accessible to staff and pupils in the classroom -Classrooms are well ventilated when occupied. -Windows and doors open when the classroom/hall area etc are unoccupied. 	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	27/41

			<ul style="list-style-type: none"> -Enforcing hands-face-space within the classroom to ensure the safety of staff and pupils. -Cleaning regimes are in place for resources used and for the end of the lesson period when the class bubble is leaving the classroom. -Main Halls/Sports halls are to be well ventilated during occupation and following occupation. -Competition between different schools should not take place. 		
Equipment needed for specific subject areas	H	<ul style="list-style-type: none"> - Pupils will have their own pencil cases and books/writing pads required for each subject, where appropriate - Activities planned by subject Leads. - Timetable agreed. - Shared resources to be cleaned between usage (across bubbles not within) using Milton. AL to be informed. 		L	
PE Activities / Lack of changing room space	H	<ul style="list-style-type: none"> - Sports equipment thoroughly cleaned between each use by different bubbles, and contact sports avoided. - Outdoor sports prioritized - External coaches, clubs and organisations for curricular and extra-curricular activities to be reviewed at Easter 	<ul style="list-style-type: none"> -- Parents/Carers and Pupils advised what PE kit pupils should wear to school. - PE Guidance available -guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport is 	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	28/41

			available . Association for Physical Education and the Youth Sport Trust		
Music		No music lessons until after Easter			
Educational Visits	H	-Educational visits are not advised at the present time. -Special Schools are following the guidance contained in- Additional operational guidance for special schools, special post-16 institutions and alternative provision		L	
17.School Community Activities					
School Assemblies/Worship-Large gatherings	H		<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 will take place through the classes. Classes host this on rotation to promote the sense of cross-class links in a safe manner. -Therapeutic cross class initiatives through virtual models (video conference in classroom) to bring 	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	29/41

			classes together whilst remaining in their individual bubble classroom.		
18. Personal Care					
Personal care	H	<ul style="list-style-type: none"> - Personal care takes place in identified toilet areas within the school. - PPE readily available in personal care area (Nursery) - Staff wear appropriate PPE when carrying out personal care tasks. - Resources required to support personal care readily available. - Face visors available to staff where need identified. - Where windows are available, they are opened whilst personal care taking place. - Area cleaned after each use. - Included in the cleaning schedule for the school. - PPE is only compulsory in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used. 	<ul style="list-style-type: none"> - Staff concerns to be raised with the Head teacher. - Where nappy bins are not present waste to be double bagged and placed in lidded bins. 	L	
19. Pupils with First Aid/Medication					

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	30/41

<p>Personal Protective Equipment (PPE)</p>	<p>H</p>	<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 and potentially when a staff member/pupil is symptomatic of covid-19. - Staff follow good hand washing practice prior to wearing PPE. 	<ul style="list-style-type: none"> - Ensure that the school maintains a stock of disposable gloves/aprons and face masks. Contact your usually PPE supplier any concerns are to be raised with the Health and Safety Team- hsteam@durham.gov.uk and 03000 263430. 	<p>L</p>	
<p>First Aid Provision and support with medication</p>	<p>H</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 to wash their hands prior to administering first aid Staff to wear disposable gloves when providing first aid support. - Staff to wash their hands after providing first aid support. - Medication policy in place. - Staff to wash their hands prior to and following support with medication. 	<ul style="list-style-type: none"> - Review the First Aid Risk Assessment. Gloves and first aid items used to be double bagged and placed in the waste bn. - Waste bins emptied throughout the school day. - Ensure that a stock of disposable gloves are available for staff use. - Review when staff members last received First Aid Training ,guidance is available on the HSE website. - Review when staff members last received medication training. Concerns to be raised with the school nurse in the first instance. 	<p>L</p>	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	31/41

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

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	32/41

			<ul style="list-style-type: none"> • Check if a vulnerable pupil can access remote education support • Support them to access it (as far as possible) • Regularly check if they are accessing remote education - Where staff members are having to self-isolate, agree set dates that their immediate manager/buddy will contact them to check on their wellbeing. 		
Staff Wellbeing	H	<ul style="list-style-type: none"> - Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). - Staff have been provided with COVID-19 mental health link - Staff receives sufficient breaks during the school day. - Staff encouraged to leave the school site shortly after the end of the school day. - The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing 	<ul style="list-style-type: none"> - Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school. - Staff to be reminded of the counselling services available to all staff- DAS 24 hour helpline on 01179342121. - Staff workload has been reduced following refinement of systems and will be monitored by the SLT. - HR colleagues contacted for support where need identified. <p>Staff to be made aware of;</p>	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	33/41

			<ul style="list-style-type: none"> - MindEd - a free educational resource from Health Education England on children and young people's mental health - Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing. - Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff. 		
Pupil Wellbeing	H	<ul style="list-style-type: none"> - Focused pastoral support in place. - Staff have access to- Returning safe and happy and settled. - Curriculum adapted to match needs of returning pupils - Regular contact made with pupils' parent/carers who are currently not attending the school. - Safeguarding Policy in place. - Staff report concerns with pupils behaviour via the usual routes, including Safeguarding. 	<ul style="list-style-type: none"> - The school to contact the agencies who regularly support their pupils with social and emotional support. - Ensure that staff are aware of the healthy child programme - Parents and carers to be made aware of the following agencies; -MindEd - a free educational resource from Health Education England on children and young people's mental health. - Rise Above is a website co-created and produced by young people. 	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	34/41

			<ul style="list-style-type: none"> - Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing. - Barnardo's See, Hear, Respond programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies. - Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff. 		
21. Building Management					
Overall review	H		<ul style="list-style-type: none"> -Ensure that signage relating to COVID-19 is in place and located at prominent points around the school site. -Where need identified signage to be replaced. -Clear information is to be displayed at the school entrance for all visitors to follow. 	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	35/41

			<ul style="list-style-type: none"> -Ensure that all statutory testing is up to date. Review the building checklist completed for the start of the Autumn Term. -Emerging from lockdown guidance to be followed. -Fire drill to be planned for the Spring Term. 		
General cleaning of the school environment	H	<ul style="list-style-type: none"> - Cleaning schedule in place - Deep clean carried out where there is an increase in number of staff pupils absent from work - A deep clean will be carried out when positive cases. 		L	
Ventilation	H	<ul style="list-style-type: none"> - <u>DCC</u> and <u>HSE</u> guidance followed Natural ventilation used where possible. 	-Ensure testing and inspection is up to date.	L	
Control of Substances Hazardous to health (COSHH).	H	<ul style="list-style-type: none"> -Cleaning products stored away from pupils in the classroom environment. -Use of hand sanitiser supervised by staff members. -All cleaning products clearly labelled and used as directed. -Staff directed to the COSHH assessment in place for the products that they use. 	<ul style="list-style-type: none"> -COSHH risk assessments available on the Extranet. -Review cleaning products in use on a frequent basis, 	L	
Site Risk Register	M	School Building Checklist complete			
Emergency Situations	H	<ul style="list-style-type: none"> - There is an automatic fire detection system fitted at the school which is tested 	<ul style="list-style-type: none"> - Where need identified Personal Emergency Evacuation Plans put in place/reviewed 	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	36/41

		<p>and inspected on at least an annual basis.</p> <ul style="list-style-type: none"> - In the event of the fire alarm sounding Staff and Pupils are to evacuate the building via the nearest available fire exit. - Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks. - Re-entering the building is to be staggered. - Staff and pupils are to wash their hands /apply hand sanitizer when they're enter the building. <p>School Building Checklist complete</p>			
Main reception and entrance doors around the school.	H	<ul style="list-style-type: none"> - Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures - Clear signage in place prompting hand washing/use of hand sanitizer. - Hand sanitiser station in place. - Visitors apply hand sanitizer when they enter the school building. - JT to sign in after they have applied hand sanitizer - Main reception area spot cleaned throughout the school day. - Tissues located at the main reception area with a lidded waste bin. - Waste bins emptied at the end of the school day. 	<ul style="list-style-type: none"> - Visitors are to be advised not to attend the school if they are unwell. - Visitors well being monitored when attending the school. <p>Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life.</p> <ul style="list-style-type: none"> - Face to face meetings with parents are to be booked in advance so that meeting rooms can be set up to ensure social distancing. 	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	37/41

Office areas	H	<ul style="list-style-type: none"> - The maximum occupancy of the office areas has been calculated to ensure social distancing. - Signage in place on office doors indicating the maximum occupancy number. - The doors of Offices in use can be wedged open when occupied. - Where available, windows are opened whilst the office area is in use. - 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. - Clear desk policy in place in each office area. 	<ul style="list-style-type: none"> - None office staff encouraged not access office areas unless essential. - Perspex screen installed between face to face desks. 	L	
Toilet Areas/Personal Care changing facilities	H	<ul style="list-style-type: none"> - Sanitary bins located in identified and have closed lids. SLA in place. 		L	
Meeting Rooms	H	<ul style="list-style-type: none"> - Timetabled access only - School community to use quads instead of walking through inclusion room - None essential items removed from the meeting rooms. - Seating and tables positioned to allow for social distancing - Cleaning regime in place following each meeting. - Windows opened to allow natural ventilation. 		L	
Catering facilities	H	<ul style="list-style-type: none"> - External Catering contractor has issued the school with a copy of their 	<ul style="list-style-type: none"> - School Building checklist to be completed. 	L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	38/41

		<p>COVID-19 risk assessment for the kitchen area.</p> <ul style="list-style-type: none"> - Windows open when kitchen is in use. - Identified number of staff work in the main kitchen area to ensure social distancing. - Staff start times are staggered to ensure social distancing. - Handwashing and hand sanitizer facilities readily available. - Handwashing posters located in welfare facilities. - Catering staff adhere to hand washing guidelines. - - When staff are serving, they stand side by side ensuring social distancing can be maintained. - Staff wear masks when serving children because they can't rotate serving duties - Cleaning schedule in place - Kitchen deliveries made directly to the kitchen area where possible. - None kitchen staff prohibited from entering the main kitchen area. - Kitchen staff only move about the building where need identified for serving pupils. 	<ul style="list-style-type: none"> - Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff. 		
Deliveries to the school site	H	<ul style="list-style-type: none"> - Only essential items are ordered by the school. 		L	

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	39/41

		<ul style="list-style-type: none"> - 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. 			
22. Build-up of pedestrian traffic/vehicle traffic around the school and its community					
Close contact of adults and children on and outside the school site.	H	<ul style="list-style-type: none"> - Pupils reminded not to congregate outside the school gates or on the school site. - Social distancing measures are in place on the school site. - Pupils movement onto and off the school site is supervised by staff. 	<ul style="list-style-type: none"> - Head teacher to remind Parents/Carers not to congregate on the school site or around the school site in initial letter/text and then verbal reminders at start and end of the school day by LB/JR -Where concerns raised by the local community, appropriate action taken. 	L	

Guidance	
	<u>Schools coronavirus (COVID-19) operational guidance</u>
	<u>Actions for schools during the coronavirus outbreak</u>
	<u>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</u>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	40/41

	<u>Mass asymptomatic testing: schools and colleges.</u>
	<u>'Why, Who, What and When' Rapid Testing for Secondary Schools and Colleges in March 2021</u>
	<u>Mass asymptomatic testing in specialist settings.</u>
	<u>Who's at higher risk from coronavirus</u>
	<u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>
	<u>-Rapid lateral flow testing is now available to households and bubbles of school pupils and staff.</u>

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment	2.0Spring	March 21	July 2023	41/41