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

DERBYSHIRE County Council

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:	**CORONAVIRUS (COVID-19) – Schools Full Opening** **Used with Existing Risk Assessments & Current Government Guidance**

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PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Etwall Primary School

Date of Assessment	**13th August 2020**	**Date of Issue**	**2nd September 2020**
Assessment carried out by	**Sarah Bentley** **Review carried out prior to term starting on 4th Jan 2021 as Derbyshire is now a Tier 4 area.** **Reviewed again following national lockdown announced on 4th January.**	**Signature**	

Reviews				
Review Date	**Reviewed by**	**Date**	**Changes Made**	
			Y	**N**
05/10/2020	**Sarah Bentley**		**Y**	
	Michelle Jenkins	**25/11/2020**	**Y**	
03/01/2021	**Sarah Bentley**	**03/01/2021**	**Y**	
12/01/2021	**Sarah Bentley**	**12/01/2021**	**Y**	
26/01/2021	**Sarah Bentley**	**26/01/2021**	**Y**	

Affected persons: **Young People/Clients** Y **Staff** Y **Visitors** Y **Contractor** Y **Others (specify)**

Name of Manager confirming and agreeing Assessment:	**Full Governors and January review agreed by Co-Chair of Governors**
Signature:	

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

RISK ASSESSMENT

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

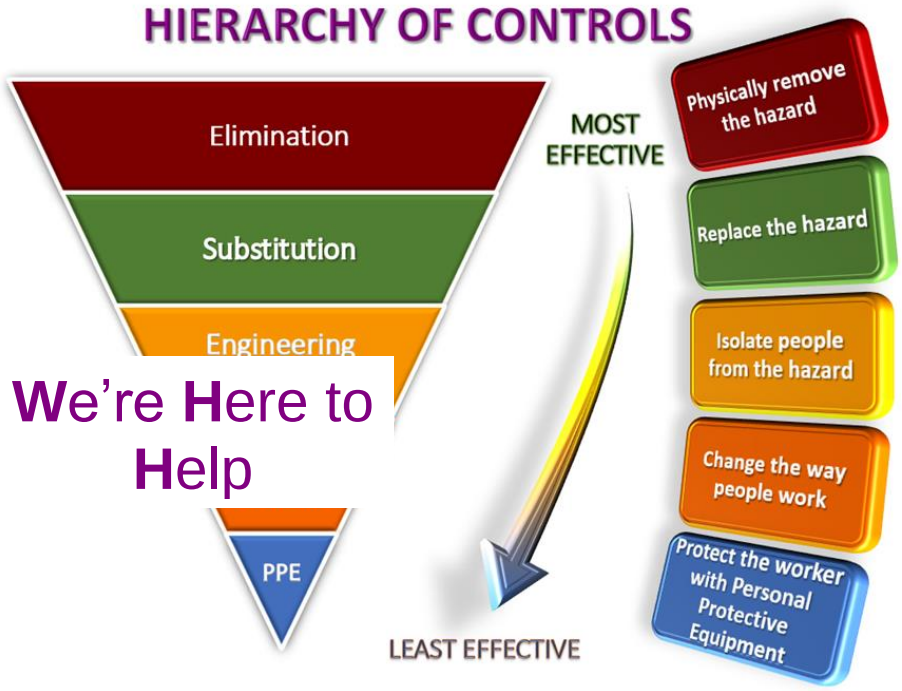
Print Name	Signature	Date	Print Name	Signature	Date

Preparation Steps for Full Opening

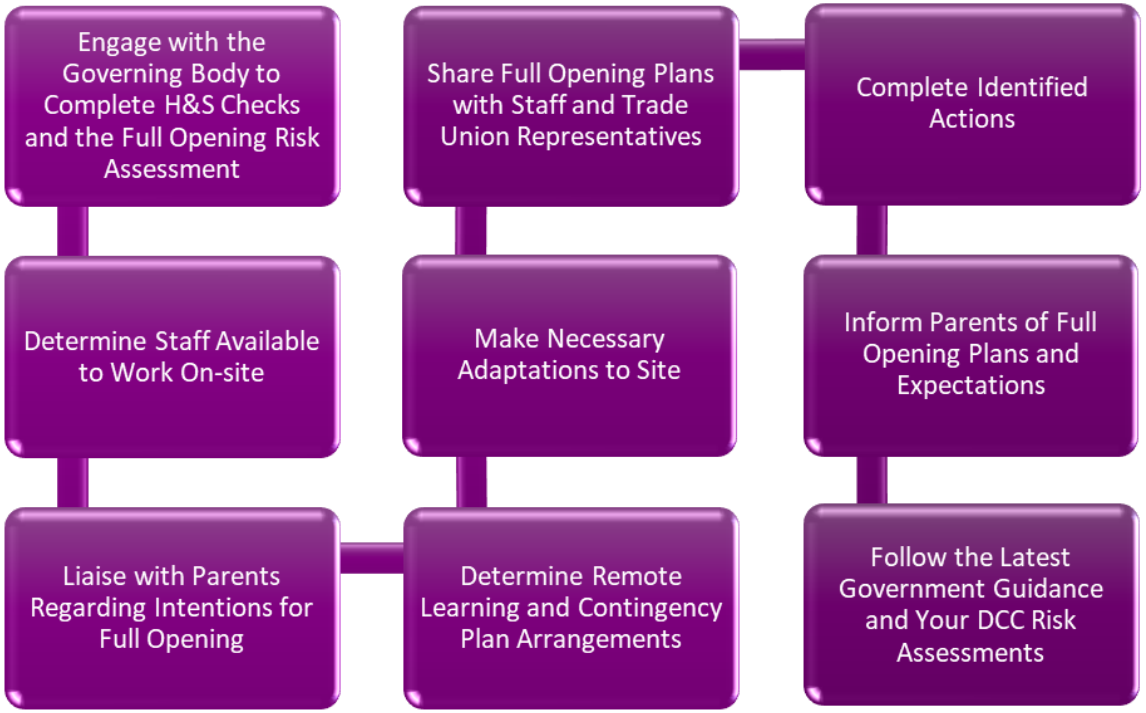
This Coronavirus (COVID-19) Full Opening (September 2020) Risk Assessment sets out a risk control framework for you to adapt to your school/setting following an overarching principle to reduce the number of contacts between children and staff.

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

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



We're Here to Help



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

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

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

DERBYSHIRE County Council

RISK ASSESSMENT – **TO BE USED WITH EXISTING RISK ASSESSMENTS & CURRENT GOVERNMENT GUIDANCE**						
What are the hazards?	**Generic Control Measures**	**✓ X N/A**	**Person to implement**	**Additional Control Measures needed to reduce risk to an acceptable level**	**Person to implement**	**Date to be actioned**
Unsafe Buildings *Operating in a different manner to normal operations*	Senior Leadership Team / Site Management Team have held meetings to review the school site and specify entry/exit points and classroom use.	✓	SB	The school/establishment is following current guidance for building and services safety e.g. Legionella Flushing Update 2021.01. *(Available to download from the 'COVID-19 RESOURCES for SCHOOLS' traded services page).* Signs on doors for deliveries/contractors Ground markings sprayed for social distancing		
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place, including arrangements for any deliveries.	✓	MJ			
	The operational Fire risk assessment has been reviewed and appropriate controls are in place.	✓	MJ			
(Continued) Unsafe Buildings *Operating in a different manner to normal operations*	Fire drills are undertaken and recorded • Someone is in charge to coordinate the fire drill and communicate with others who might be using other areas of the site (additional fire marshals are used where required) • A known fire drill is done first to reassure staff and pupils. • Social distancing is aimed for at all times during the fire drill, including the final assembly point(s). • One or more external areas of the school are used to achieve social distancing • A debrief is undertaken to share any lessons learnt	✓	SB MJ	➢ Signing-in sheets now in place and being used by all staff. ➢ Fire Drill took place in September with full knowledge of staff so that staff could fully prepare, given the need for social distancing. ➢ Changes made to procedure for Eagles/Ospreys to speed up register taking		
	Staying COVID-19 Secure notice is displayed for (non-teaching/childcare work areas e.g. office) to show staff that the school has complied with managing the risk of coronavirus (COVID-19) where possible. Click on the link to download the Staying COVID-19 Secure notice https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice					

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of hygiene provision and effective cleaning	Additional cleaning schedule is agreed and implemented with site staff/cleaners/cleaning contractors, which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school.	✓	MJ	Hall only set up for lunchtime for limited year groups to limit cleaning and limit contact.	MJ	Daily
	Site staff/cleaners follow (existing) cleaning procedures and risk assessments with special attention given to frequently touched surfaces (contact points) e.g. light switches, handrails, door handles, toilets etc.	✓	TH Site Team	Outdoor play equipment to be used by one KS1 'bubble' Mon-Thurs each week. Weekly rota in place.	HM	07/09/20
	All areas used for eating are thoroughly cleaned at the end of each sitting/break, including chairs, door handles, and payment devices.	✓	TH			
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception/delivery drop off areas	✓	TH	Additional handwashing stations purchased for classrooms for staff and for children when handwashing is not possible.	TH	12/10/20
	The toilets are cleaned frequently to take account for the number of pupils accessing the facilities.	✓	TH Site Team			
	To evidence the cleaning routine a tick sheet is signed and dated by the person carrying out the cleaning for each area.	✓	Site Team TH			
	If identified areas cannot be cleaned, the school will contact the Vertas for further advice before making decisions to temporarily close on health and safety grounds.	✓	Site Team TH	Lidded pedal bins purchased and placed in each classroom	MJ	Completed
	When placing orders for delivery, the company is informed of the school's protocol for accepting deliveries.	✓	MJ KAR			
	Deliveries are kept to a minimum where possible.	✓	MJ KAR	Outer door propped open with internal safety locked as usual. Deliveries to be left in entrance area as pick up/drop off zone.	MJ	Completed
	Contact between staff and delivery staff/drivers is minimised through temporary drop off and pick up zones.	✓				
	Staff do not let delivery staff/drivers come into the school building unless it is essential for the delivery or for them to use a toilet whereby, they use hand sanitiser before entering the building.	✓	MJ		MJ	Completed
	Delivery containers/packaging are cleaned entering the site and hands are washed immediately after handling or if deliveries are signed for.	✓	MJ	Delivery Bays marked so that deliveries can be left for 24hrs (cardboard) or 72hrs (plastic) before being handled.		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
	Governors are satisfied that health and safety arrangements for COVID-19 are in place and in line with DfE guidelines.	✓	SB	New co-chairs to have a copy of this reviewed risk assessment and to give approval by email	SB	05/10/20
	Communication between Headteachers and Governors is clear and understood and virtual governing body meetings are undertaken.	✓	SB			
	Head Teacher/Office Manager ensures daily checks are made with Derbyshire County Council Health and Safety S4S Resources page and Government updates.	✓	SB MJ			
	A record (including contact details) is kept of all visitors for 21 days.	✓	MJ			
	In addition to the Government guidance and Derbyshire County Council risk assessments, the school/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread.	✓	SB MJ	School's full risk assessment is reviewed when there are significant changes.	SB	
	When risk assessments are reviewed and updated, these are shared with employees, particularly relating to Coronavirus infection and the possibility that PPE may be required.	✓	SB MJ	Risk assessment completed for member of staff who was previously shielding. Offered to those who have medical conditions that may make them more vulnerable. All declined so RA completed on their behalf but without a formal meeting.	SB	
	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager.	✓	SB			
	The school/setting communicates appropriately with their most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided.	✓	SG			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Planning shortcomings	Contingency planning with Local Authority is in place and additional resource identified.	✓	SB	➢ We have one family where the child is not attending school due to parent decision. Weekly communication takes place with HT, photos are posted on Class Dojo which informs staff that the child is safe and well. Printer and ink cartridges have been loaned to the family to support remote learning. Currently not open due		
	All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions	✓	MJ			
	Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision and multi-agency arrangements are in place to support early help.	✓	All			
	Available large spaces and appropriate timetabling is identified e.g. dining areas, halls, studios, particularly in outdoor areas.	✓	RO			
	Arrangements are in place for before/after school clubs for them to implement the necessary protective measures.	✓	Act Bod			
	Ongoing communications (posters, emails, inductions, briefing, toolbox talks) are available/ provided to all staff and pupils, which includes: • Risks and symptoms of COVID-19 • Advice regarding self-isolation of those showing signs or symptoms • Social distancing measures • Changes to timetable • Emergency procedures (i.e. first aid, fire) • Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) • Recommendations on transport to and from school including encouraging pupils to walk or cycle to school where possible • Education resources such as e-bug and PHE Expectations when in school and at home	✓	SB MJ	➢ School will follow most up to date guidance on wearing of face coverings. This is subject to change at any point.		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Planning shortcomings	The impact of COVID-19 on families and whether any additional support may be required is considered concerning: • Financial • Increased free school meals eligibility • Referrals to social care and other support • Pupil premium grant / vulnerable groups.	✓	MJ	➢ Have not communicated new policy behaviour to parents yet – to be emailed out by Oct Half-term	SB	
	The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents.	✓	SB			
	Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. See Appendix 1 (A3 flowchart – end of document).	✓	SB			
	As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.	✓	SB			
	Parents are required to follow any relevant school risk assessments, rules, current Coronavirus (COVID-19) Government guidance and meet hygiene expectations, which should also be communicated in the home environment.	✓	SB			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Planning shortcomings	The school has sufficient provision to administer medication, first aid and provide intimate care, operating to the latest additional guidance • PPE requirements for staff • PPE in Schools Quick Guide for Coronavirus (COVID-19).	✓	MJ	➢ Additional First Aid materials bought – gloves/masks/aprons etc		
	The school understands the NHS Test and Trace process and how to contact our local Public Health England health protection team. The schools have informed staff members and parents/carers the importance to engage with the NHS Test and Trace process to; • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • 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).	✓	SB MJ	➢ Bubble Contact lists prepared and stored in Shared Office SLT Covid folder.		
	PPE requirements are understood, and appropriate supplies are in place including long term approach to obtaining adequate PPE supplies.	✓	MJ			
	Safeguarding remains highest priority and policy is updated to reflect changes.	✓	SB RO ST			
	All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school.	✓	SB RO ST			
	Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission.	✓	SG MJ	Risk Assessment in place to support staff working with a child who needs additional support.		
	The school considers dynamically any day to day changes to the health and safety arrangements including changes to evacuation procedures (depending on the use of classrooms), entry and exit points and Critical Incident and Lockdown procedures whilst factoring in social distancing requirements.	✓	SB RO MJ	School maintains an up-to-date contact list for each bubble to quickly identify all contacts in the event of a bubble closure.		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staffing arrangements unprepared	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff, first aiders, fire wardens. Including at least one of the following: • First aider • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/Cleaner, site support staff • Office staff member	✓	SB MJ	➢		
(Continued) Staffing arrangements unprepared	Individual risk assessments are in place following the Derbyshire County Council 'Guidance for Schools Individual Risk Assessment for Staff Categorised as at Higher Risk from COVID-19'.	✓	SB MJ	➢ The Staff Individual Risk Assessment and Guidance that had been redrafted by Schools HR can be found on schoolsnet Pregnant member of staff to work outside of the classroom with leadership tasks, small group/individual support/remote learning. Staff meetings and briefings taking place on Microsoft Teams. SLT meeting to take place in Woodpeckers, socially distanced by at least 2m. Full use is made of staff who are self-isolating or shielding but are well and able to teach/support lessons online. Some testing kits to be retained for staff use. SB also signed up for portal	SB SB SB	
	Plans to respond to increased sickness levels are in place with cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly basis to minimise contacts.	✓	SB MJ			
	Approaches for meetings and staff training is in place.	✓	SB			
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision has been agreed and communicated.	✓	SB MJ			
	Consideration has been given to the options for redeployment of staff to support the effective working of the school.	✓	SB MJ		SB	
	For any redeployment taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.	✓	SB MJ			
	Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.	✓	SB MJ			
	Arrangements for accessing testing, if and when necessary, are in place and staff are clear on returning to work guidance.	✓	SB MJ			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Staffing arrangements unprepared	The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff.	✓	SB MJ	➢ Weekly briefing set up for Monday mornings with all staff invited and TAs paid for the additional time. ➢ Briefing notes sent out for those who couldn't attend and always with H&S section which has reminders of key aspects of the risk assessment. ➢ All teachers encouraged to take PPA at home where possible. ➢ Staff training schedule includes remote meetings and webinars and no face to face meetings unless meeting with own bubble team Essential visitors only now due to Tier 4 restrictions. Reduce exposure to different bubbles for staff. No staff member to work across more than 2 classes. Where possible, each staff member is only associated with 1 class.	SB SB MJ SB	Weekly
	Staff receive regular briefings on day to day school matters.	✓	SB			
	Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders.	✓	SB			
	Flexible working arrangements needed to support any changes to usual working patterns are agreed.	✓	SB			
	Staff workload expectations are clearly communicated	✓	SB			
	Staff training required to implement any changes that the school plans to make, either delivered remotely or in school is scheduled.	✓	SB			
	Arrangements are in place for any visitors/ contractors on site, with protocols and expectations shared.	✓	MJ			
	Arrangements are in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders with protocols and expectations shared.	✓	SB MJ			
	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	✓	SB			
	Staffing allocations to groups have been determined, minimising contact with multiple groups as much as possible.	✓	SB			
	Consideration of available testing for school staff is updated according to latest government advice: Test and Trace.	✓	SB			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Classroom arrangements not organised	Classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues have been considered and good ventilation implemented where possible.	✓	SB	➢ **Note;** studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment) e.g. ➢ plastic up to 72 hours ➢ stainless steel up to 48 ➢ cardboard 24 hours ➢ copper 4 hours.		
	Classrooms have been re/arranged to allow as much space between individuals as practical.					
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. sharing of equipment is limited to the bubble.					
	Shared materials and surfaces are cleaned and disinfected more frequently.					
	Where shared materials are not cleaned between groups/bubbles they are left unused and out of reach for a period of 48 hours (72 hours for plastics).					
	Non-essential equipment or resources, which are not easily washable or wipeable have been be removed. This may include items such as soft furnishings, soft toys, cushions and beanbags in classrooms dependent on how effective they can be cleaned.					
	Furniture has been arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.			Desks forward facing from Y3 upwards (KS2)		
	Classroom/area arrangements are reviewed regularly.					
	Arrangements in place to support pupils when not at school with remote learning at home.			Google Classroom now set up and in use across the school. 12 devices have been loaned out to children without access.	RO	By 11th Jan 2021

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Precautionary transmission measures not being followed in school	Staff, pupils and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia).	✓	SB MJ KAR	➢ **Note;** parents, carers, schools and settings do not need to take staff, pupil or children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus ➢ **Note;** hand washing in cold water - *Hand washing in hot water does not significantly affect the killing of germs, it's the washing of hands thoroughly with soap that does. That said, the problem with washing hands in cold water, may lead to adults/pupils/children/visitors not washing their hands thoroughly. If you find that is the case, you may want to introduce hand sanitiser as a short term measure.* ➢ **Staff to wear face masks when out of their classroom/work area. This includes the beginning and end of the school day.** Staff may also choose to wear face masks in the classroom if they would prefer to. Staff should be aware that visors are much more limited in their protection so face masks are preferable when closer contact (1m or less) is likely.		
	All persons should remain on site once they have entered the school premises unless they have a valid reason to leave, which has been authorised by a member of the senior management team whilst considering the risk of cross infection to others.	✓	ALL			
	Where safeguarding and security is not adversely affected, all • internal doors that are not designated fire doors • fire doors with automatic closers • doors that do not need to be kept closed for security reasons are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates	✓	All			
	Staff will follow the Derbyshire County Council 'PPE requirements for staff' guidance where required. **Note;** most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.	✓	All			
	Staff and pupils do not wear face masks or face coverings in schools unless it is authorised by the Headteacher and identified as a requirement of a risk assessment. **See note – authorised by SB**	✓	All			
	Visitors are informed/asked to use their own pen to sign in at reception (Any school pens used are wiped down and quarantined before being offered to anyone else without a pen).	✓	MJ			

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

				• Heating systems adjusted to increase temperature.	SB MJ	

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Precautionary transmission measures not being followed in school	The amount of shared resources that are taken home and the exchange of take-home resources between children, young people and staff are limited.	✓	All	➢ **Note;** good hand hygiene helps stop the spread of COVID-19. Washing with soap and water is the best way to get rid of germs and using an alcohol-based sanitiser should be your second choice, because the benefit of soap is that mechanical friction from scrubbing produces a foam that can cover a large surface area and gets into every nook and cranny of your skin and also removes debris. ➢ Exercise books should be marked in school wherever possible. ➢ Children have been asked to bring in pencil cases/resources but school will provide these for any children who do not have them. ➢ Reading books will not go home until all children return to school. Online reading resources will be used instead. ➢		
	Equipment and resources per child are provided for to prevent the sharing of stationery and other equipment where possible.	✓	Teachers MJ			
	Any shared classroom materials and surfaces are cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups).	✓	Site Staff			
	Practical lessons can proceed if equipment is cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between groups.	✓	Site Staff			
	Sufficient training is given to Teachers, if cleaning materials are to be placed in classrooms, including safe use and secure safe storage of products.	✓	MJ			
	Bin liners are used in all bins and emptied daily.	✓	Site Staff			
	Enhanced cleaning and disinfecting guidance are available to staff for use if required.	✓	Site Staff			
	Adequate cleaning supplies are in place including longer-term arrangement for continual supply.	✓	MJ TH			
	PPE in Schools Quick Guide for Coronavirus (COVID-19) has been shared with all relevant staff.	✓	MJ			
	PPE requirements are understood and appropriate supplies are in place.	✓	MJ			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Social distancing failure	The schools will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. Applying an overarching principle to reduce the number of contacts between children and staff. This will always be dependent on; • *children's ability to social distance* • *the lay out and facilities of the school* • *the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)*	✓	SB	Classes remain in their bubbles for all indoor time. This will reduce contacts as much as possible. Paired year group bubbles are used for entrance points (and some outside areas) and to support the movement of staff where social distancing is less possible.		
	Year group sized 'bubbles' are implemented where class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school.	✓	SB	**As a result of the National Lockdown, Bubble size has been capped at 50% in KS2 classrooms to allow for 1 child per desk.** **In EYFS and KS1, the capacity is 60% to take account of the additional continuous provision areas.**	SB	
	After the school has assessed the manageable group 'bubble' sizes that suit the schools particular circumstances, they are kept apart from other groups where possible and older children are encouraged to keep their distance within groups.	✓	SB			
	Smaller groups the size of a full class is implemented where it can be achieved, as this helps to reduce the number of people who could be asked to isolate should someone in group become ill with Coronavirus COVID-19.	✓	SB			
	Steps to limit interaction, sharing of rooms and social spaces between groups is undertaken as much as possible to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate in the event of a confirmed COVID-19 case.	✓	SB	EYFS Staffroom –First Aid Room /Woodpeckers KS1 Staffroom – Staffroom Hollie's 'intervention area' - Staffroom Lower KS2 Staffroom - Library Upper KS2 Staffroom – Green Room		
	The school is organised into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.	✓	SB			
	All teachers and other staff who operate across different classes and year groups in order to facilitate the delivery of the school timetable will ideally try and keep a 2 metre distance from pupils and other staff as much as they can.	✓	All			

				See above – teachers/TAs to work in no more than two different classes to minimise contacts.		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Social distancing failure	All essential face to face staff (adult) meetings are organised to maintain social distancing of 2m, or 1m with risk mitigation where 2m is not viable in well ventilated areas.	✓	SB	➢ Remote Staff Meetings wherever possible. Staff sitting 2m+ away from other staff for any face to face meetings. ➢ **Note;** although siblings may also be in different groups, endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits.		
	Teaching assistants are deployed to lead groups or cover lessons, under the direction and supervision of a qualified teacher (any redeployments is not at the expense of supporting pupils with SEND).	✓	SB			
	Clear messaging to pupils on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.	✓	Staff			
	Pupils/children who would normally be in their class groups for the majority of the classroom time, can mix into wider groups for the provision of specialist teaching, wraparound care and transport.	✓	SB			
	Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice that unlike older children and adults, early years and primary age children cannot be expected to remain socially distanced apart from each other and staff always.	✓	SB			
	Resources are arranged to be used by small groups to limit the risk of cross contamination with unnecessary sharing avoided.	✓	Staff			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Social distancing failure	As much as possible, pupils and staff social distance and are spaced apart and the following strategies are considered; • The use of staff rooms and offices are staggered to limit occupancy • Staff model social distancing consistently • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/corridors • Classroom design to support social distancing/hygiene measures • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Circulation plans have been reviewed and amended • Circulation routes are clearly marked with appropriate signage • One-way systems are in operation where feasible • Corridors are divided where feasible • Appropriate supervision levels are in place • Large gatherings such as assemblies or collective worship with more than one group bubble are avoided. • Avoiding unnecessary gatherings • Social distancing floor markers are used where queues cannot be eliminated and pupils entering/leaving the classroom follow a "one person at a time" rule • The movement of pupils around the school is minimised • Outdoor space is encouraged (weather dependent)	✓	SB MJ Staff	➢ The approaches of separating groups and maintaining distance are not 'all-or-nothing' options and every measure taken will still bring benefits even if implemented partially. ➢ Play zones have been allocated to each bubble. ➢ Playtimes have been staggered and different areas used to minimise risk of contact ➢ Social Distancing tape is in place in some areas, as appropriate.		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
	Break times and lunch times are structured and closely supervised	✓	Staff	➢ All TA timetables have been organised to ensure that they are paid at breaktimes in order to do playtime duties.		
	Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points.	✓	MJ Site Team			
	Movement of pupils around the school is minimised and staggered to reduce large groups of pupils/staff gathering as much as possible (brief, transitory contact, such as passing in a corridor, is low risk).	✓	Staff			
	Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.	✓	SB			
	Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for.	✓	Staff			
	Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes	✓	SB Staff			
	School entrance reception desk/point has a screen or a physical barrier that creates a 2-metre gap between the visitor and member of staff.	✓	SB MJ			
	Visitors are reminded to keep a 2-metre gap between other visitors (use of social distancing floor markers are ideal in these areas).	✓	MJ			
	To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries.	✓	SB			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff rooms and offices do not allow appropriate social distancing	Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing (2m, or 1m with risk mitigation where 2m is not viable).	✓	SB MJ Staff	➢		
	Staff workstations are assigned to an individual and not shared to allow them to maintain social distancing wherever possible. If they need to be shared, they are shared by the smallest possible number of people.	✓	SB MJ Staff			
	Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work.	✓	SB MJ Staff			
	Staff should use a dishwasher if possible, to clean cups, cutlery, plates etc. Staff should wash their hands before emptying the dishwasher. Staff will be responsible for washing their own cups etc. if no dishwasher available.	✓	SB MJ Staff			
School unable to meet full provision for children and young people (CYP) with SEND	Approach to provision of the elements of the education health and care plan (EHCP) including health/therapies are in place.	✓	SB SG Staff	➢ To support staff and pupils the Coronavirus (COVID-19) Pupil Specific (Send) Risk Assessment version 2, is available to download from DCC Health and Safety to use and put in place proportionate protective measures for pupils and staff for September 2020.		
	Consideration is given to any CYP who may need support with their return to school which involves consultation with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	✓	SB SG ST NC Staff			
	Individual pupil's EHCP are reviewed to consider what can reasonably be provided whilst in school.	✓	SB SG Staff			
Vulnerable people	The DCC Individual Risk Assessment for Staff categorised as at Higher Risk is undertaken for individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield as they can return to work from 1st of August as long as they maintain social distancing (PPE may also be required).	✓	SB	➢ The DCC Individual Risk Assessment for Staff can be found following the link below https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/human-resources-advice-for-school-based-employees.aspx		
	Staff who are pregnant are taken through the existing 'Expectant and Nursing Mothers' risk assessment, which is carried out in conjunction with the DCC individual risk assessment for staff categorised as at Higher Risk.	✓	SB			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Home visits to be undertaken by staff	Home visits are only undertaken if it is absolutely necessary.	✓	SB	➢ Doorstep visits only to check on pupils not attending school for long periods of time.		
	Staff will use their own vehicle to get to the visit and once they arrive, they will knock on the door and step back to maintain social distancing.	✓	SB			
	Staff will consider whether it is possible to have a conversation with parents and pupils via an open window.	✓	SB			
	Lone working risk assessments/procedures are adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with school.	✓	SB			
Pupils' behaviour on return to school does not comply with social distancing guidance	The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.	✓	SB	➢ Risk assessment in place for SEND child with additional needs around social distancing.		
	All staff understand the new rules and routines, including the use of sanctions and rewards.	✓	SB			
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches; • handwashing • social distancing • good hygiene to limit cross infection • code of conduct to be signed by students and parents for repeat offenders • Risks assessments around students who might struggle to follow expectations.	✓	SB			
	Staff, pupils and parents are regularly reminded of their responsibilities and behaviours on the School site.					

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Insufficient staff and pupil wellbeing	Cover arrangements for Headteachers/leaders are in place.	✓	SB	➢ DHT to cover HT. HT and DHT not sharing office space to minimise any spread of infection		
	Staff are aware of how to access support for issues such as anxiety, mental health, resilience, behaviour, including bereavement, behaviour in addition to safeguarding in general.	✓	SB			
	Staff have access to a range of support services and feel well prepared to support pupils with issues that are impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home.	✓	SB MJ			
	Some pupils with SEND are provided with specific help and preparation for the changes to routines and teachers and special educational needs coordinators will have plans to meet these needs, for example using social stories.	✓	SG			
	Pastoral and extra-curricular activities provision is available to all pupils designed to: • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus • support pupils with approaches to improve their physical and mental wellbeing (including accessing the Educational Psychology Service)	✓	SB SG	➢ Fraser – Nurture Group ➢ Mrs Carter, Miss King, Mrs Draper – ELSA/Positive Play		
	Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per Government guidance.	✓	SB			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
The start and end of the school day create risks of breaching social distancing guidelines	Start and departure times are staggered.	✓	SB MJ	➢ Revised Drop-off times to bring forward start time for Reception ➢ Before half-term, new Drop-off arrangements for all children prior to start of building project ➢ There is a drop off window of 20 minutes and parents will drop off at gates wherever possible. ➢ Only one parent to drop off/collect to minimise number of people on site. ➢ Parents reminded of these expectations via Class Dojo Playground to be used for any parents needing to wait to drop off siblings. Further support will be needed to avoid large crowds before gates opened at 8:50am.	SB SB	12th Oct 4th Jan Already in place 12th Oct
	The number of entrances and exits to be used is maximised; where possible each year group to enter through its own access point.	✓	SB MJ			
	Different entrances/exits are identified and used for different groups.	✓	SB MJ			
	Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.	✓	SB MJ			
	When staff, pupils or visitors arrive at school wearing face coverings, they should be removed and disposed of in a covered bin (if enough space wheelie bin near the entrance) or if the face coverings are reusable they are placed in a sealed plastic bag to be taken home. After removing the face covering, individuals must wash their hand immediately. This process is communicated to all staff, pupils and parents.	✓	SB MJ			
	A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised.	✓	SB MJ			
	Floor markings are visible where necessary to manage any queuing.	✓	SB MJ			
	A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress.	✓	ST RO			
	Parents should not enter the school buildings to drop off or collect children.	✓	SB MJ			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Inadequate social distancing and cross infection risk during Catering Service delivery	Lunchtimes are staggered to align with start and finish times.	✓	SB	➢ EYFS and KS1 Bubbles to also eat in the classroom to ensure that groups are kept separate. ➢ Additional scraping stations in place to ensure children remain in separate bubbles ➢ KS2 pupils have their lunch in their classrooms. ➢ **Note;** in National or local lockdown alert level 'high' (tier 2) or 'very high' (tier 3) Derbyshire County Council Catering Service School Based Staff will wear face coverings in corridors and communal areas where social distancing is difficult to maintain unless the individual is exempt under Government guidance - Face coverings: when to wear one, exemptions, and how to make your own.		Already in place
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that pupils/children do not mix with pupils/children from other groups.	✓	SB MJ			
	Dining tables and associated furniture with high traffic touch points are cleaned using an appropriate cleaning product between groups/bubbles.	✓	MJ MDS			
	Throughout meal service times, appropriate social distancing rules in queues, seating and eating are followed.	✓	MDS			
	Staff, pupils & visitors are reminded to wash their hands prior to eating.	✓	MDS			
	Trays/crockery/utensils are handed to the pupils individually by a member of staff wearing appropriate PPE gloves to minimise cross infection.	✓	Kitchen Staff MDS			
	Trays/crockery/utensils are returned to a designated point by the individual pupils/staff where possible.	✓	MDS			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Unmanaged toilet arrangements *Queues for toilets and handwashing risk non-compliance with social distancing measures*	Toilets are allocated to specific groups 'bubbles' where possible to assist with reducing the mixing of groups.	✓	SB	➢ Ospreys to use Eagles toilets – same bubble ➢ Sparrowhawks/Falcons/Kestrels all to use same toilets. ➢ hand dryers do not contribute to the spread of coronavirus. Both paper towels and warm air hand dryers offer a hygienic way to dry hands.		Already in place
	Queuing zones for toilets/hand washing established and are monitored.	✓	SB			
	Floor markings are in place to promote social distancing.	✓	MJ			
	The number of children using the toilet at any one time is limited where possible and different groups using the same facilities at the same time are avoided where possible.	✓	MJ			
	Staff will follow social distancing when using toilet areas.	✓	All			
	Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.	✓	Class Staff			
Contractors / Essential Repair Work	Only contractors carrying out essential work are allowed on site.	✓	MJ	➢		
	Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand.	✓	MJ			
	Contractors are to adhere to hygiene and social distancing rules.	✓	MJ			
	All contractors are to use hand sanitiser upon entering the site.	✓	MJ			
	Site briefing carried out explaining health & safety, social distancing rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas.	✓	MJ			
	The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned where required.	✓	MJ			
	Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.	✓	MJ			
	Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.	✓	MJ			
	All contractor details are logged for emergency eventualities and Track & Trace purposes.	✓	MJ			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Driving to and from work	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can.	✓	Staff	➢ Staff should not share transport		
	Staff should wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. **REMEMBER** if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle).	✓	Staff			
Transport failings	The school will follow DCC School Transport guidance and information derbyshire.gov.uk/septschooltransport.	✓	MJ	➢ The School Transport Sections web page includes includes • Home to School Transport, • Home to School Transport for Pupils with Special Educational Needs & Disabilities (SEND) • and other associated documents.		
	Checks are made with the school's arranged transport provider(s) to ascertain that they are following Government Coronavirus (COVID-19): safer transport guidance for operators?	✓	MJ			
	Parents should ensure their children over 11 wear face coverings while travelling on public or school buses unless they are exempt and provide them with hand sanitiser to use upon boarding and/or disembarking.	✓	MJ			
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	✓	MJ			
	Support is in place for children and young people who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	✓	MJ			

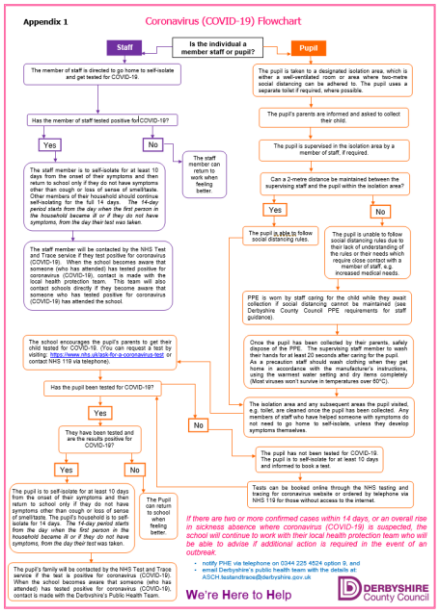
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Curriculum/ learning environment Music	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place.	✓	Teachers	➢ No singing in class still, with the exception of short songs/rhymes for EYFS. Where possible, EYFS children should be split into 2 smaller groups of 15-20 children, rather than the whole class singing together. ➢ **Note;** further detailed DfE guidance is to be published shortly that may change this position for other Key Stage Groups.		
	Each activity is risk assessed and should not be run unless the risks can be mitigated especially, but not limited to: • Music • PE – including no contact sport • Practical science lessons	✓	Teachers			
	The following points (not exhaustive) is used to reduce the risk when pupils are playing instruments or singing in small groups such as in music lessons; • physical distancing • playing outside wherever possible, • limiting group sizes to no more than 15 • positioning pupils back-to-back or side-to-side • avoid sharing instruments • ensuring good ventilation	✓	Teachers			
	Singing in larger groups such as school choirs or school assemblies is not undertaken.	✓	Teachers			
(Continued) Curriculum/ learning environment Physical education	School staff will consider the following points (not exhaustive) to reduce the risk for pupils undertaking physical education; • pupils kept in consistent groups • sports equipment thoroughly cleaned between each use by different groups • contact sports avoided (rugby, football, netball, hockey etc) • outdoor sports prioritised where possible • using indoor spaces maximising distancing between pupils • scrupulous attention to cleaning and hygiene	✓	Teachers Staff	➢ Progressive Sports/Soccer Stars to offer after school clubs to children within the same bubble only	RO	Already in place
	The school will work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.	✓	SB RO MJ			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Contingency planning for local Coronavirus COVID-19 outbreak	Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school has the capacity to offer immediate remote education.	✓	SB RO	➢ Google Classroom now set up and all children have signed the user agreements and are using it for remote learning. ➢ A short-term remote learning plan already in place which uses White Rose Maths, Oak Academy and Mr Thorn phonics to support learning. Bug Club and other online subscriptions will be used to supplement learning. ➢ Some live sessions will take place daily, whether these are lessons or social sessions. ➢ **To ensure that teacher well being is considered, during the national lockdown, only 7 classrooms will be open for vulnerable children and the children of critical workers. This ensures that teachers have time out of the classroom to plan and prepare for remote learning.**	RO	22nd Oct
	In developing contingency plans the school has considered: • All students have access to appropriate technology. • Using a curriculum sequence that allows access to high-quality online and offline resources and teaching videos linked to the school's curriculum expectations • Giving access to high quality remote education resources • Selecting online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use • Providing printed resources for pupils who do not have suitable online access • Recognising that younger pupils and pupils with SEND may not be able to access remote education without adult support.					
	When teaching pupils remotely, the school will: • Set assignments for meaningful and ambitious work each day in a number of different subjects • Teach a planned and well-sequenced curriculum • Provide frequent, clear explanations of new content, delivered by a teacher in school or through high quality resource or videos. • Set a clear expectation on how regularly teachers will check work • Enable teacher to adjust pace or difficulty of what is being taught in response to questions or assessments • Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.					

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	If a child, pupil, visitor or staff member develops symptoms of coronavirus (COVID-19), they will be sent home to self-isolate for at least 10 days from when symptoms started & informed to book a test.	✓	SB MJ	➢ Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Designated area to be decided on as situation arises. This may be the intervention area by the library which does not have a door. In which case, a blue screen should be placed across the opening with signs on to ensure others do not enter. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. Office Shared Drive – SLT Covid contains details of procedures, protocols and bubbles lists should they be required.		
	Pupils with symptoms of coronavirus (COVID-19) will be taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs.	✓	SB MJ			
	To limit disruption a separate toilet is used by the pupil if required with enhanced cleaning before being used by anyone else.	✓	SB MJ			
	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C).	✓	SB MJ			
	Parents informed of their child developing symptoms and asked to collect immediately (staff are also informed).	✓	SB MJ			
	The school will inform the relevant staff/parents to follow the Stay at home guidance.	✓	SB MJ			
	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask.	✓	SB MJ			
	Staff and Headteacher/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.	✓	SB MJ			
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus.	✓	SB MJ			
	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating.	✓	SB MJ			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Confirmed staff or pupil Covid-19 case	If someone tests positive, they will follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.	✓	SB MJ	➢ **Note;** schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation ➢ The 10-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken.		
	The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.	✓	SB MJ			
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required immediately, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'.	✓	SB MJ			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Confirmed staff or pupil Covid-19 case	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal.	✓	SB MJ	➢ Office 1 → COVID → Closure procedure. This procedure contains all the necessary information and steps to take if a case of Covid-19 is confirmed after contact in school.		
	Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).	✓	SB MJ			
	Sufficient and suitable equipment is available for the required clean.	✓	SB MJ			
	When the school becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19), contact is made with the local health protection team *(this team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school)* – as identified by NHS Test and Trace.	✓	SB MJ			
	The health protection team will work with schools in the above situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person	✓	SB MJ			

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

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Local lockdown or outbreak should occur	Staff have been fully briefed on the action planning for local lockdown or outbreak.	✓	SB MJ	➢ Time given following government announcement to make any plans for remote learning. ➢ **Note;** as above - face coverings required in indoor communal areas where social distancing cannot be safely managed. ➢ All parents are reminded to wear face coverings when on site		
	The school and staff understand that some individuals are exempt from wearing face coverings e.g. those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.	✓	SB MJ			
	Face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings	✓	SB MJ			
	The school has a small provision of face coverings which are available in the event of a pupils/staff not having one on them. These are issued in resealable plastic (freezer type) bags for hygiene and storage when face covering is not required to be worn.	✓	SB MJ			
Offsite Visits breach Coronavirus (COVID-19) restrictions	Department of Education Guidance (*Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021*) advise **against all educational visits** at this time.	✓	SB MJ	➢ Hollowford cancelled ➢ Mount Cook postponed		
	All on-site Forest School activities will be risk assessed accordingly and follow the Derbyshire School Visits Approval and Monitoring Service (EVOLVE) procedures.	✓	SB MJ			

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

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

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

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Conducting Test Infection of tester from air borne particles or from contaminated surfaces	All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests	✓	All Staff	➢ SB to provide information to read prior to guidance coming out so staff can make an informed decision on whether they are going to opt-in and whether they can follow the necessary precautions. Staff to test on a Sunday evening and a Wednesday evening to allow time to close bubbles and isolate close contacts.	SB	By Fri 22nd
	Tester to Wash hands prior to and after Testing	✓	All Staff			
	All surfaces to be wiped down before and after testing	✓	All Staff			
	Testing waste to be disposed of immediately following tests	✓	All Staff			
	Double bag all positive/void test waste materials and place in household waste	✓	All Staff			
	Single bag all negative tests and dispose of in household waste	✓	All Staff			
		✓	All Staff			
Cross contamination of other family members from used testing materials	All members of staff will sign to confirm they have watched instructional video on YouTube about self administering tests	✓	All Staff			
	All staff who take the tests will receive the guidance document v.1.3.2	✓	All Staff			
	All surfaces to be wiped down before and after testing and hands washed before and after testing	✓	All Staff			
	Candidate to bag all waste materials and place in household waste	✓	All Staff			
Contact Following a Positive Test	Staff member testing positive must isolate immediately, not go into work and contact covid coordinator.	✓	All Staff			
	Staff member testing positive will self isolate at home and organise an NHS PCR COVID Test	✓	All Staff			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of testing equipment creating an increased risk of infection in school Candidates continue to work due to a false negative test result	Covid coordinator to ensure a record of how many tests are available to staff is recorded and new tests are reordered within an appropriate time scale	✓	SB	Registration assistant to wear a face mask and ensure social distancing when distributring the testing kits Covid Coordinator – Sarah Bentley Registration Assistant – Michelle Jenkins Staff to test on a Sunday evening and a Wednesday evening to allow time to close bubbles and isolate close contacts.		
	Registration assistant to ensure that all staff sign for their test kits, recording the LOT number	✓	MJ			
	Record kept of: name of school, person issuing the test, date of issue, LOT number and person using the test	✓	SB/ MJ			
	• All members of staff to watch instructional video on YouTube about self administering tests	✓	All Staff			
	• All staff who take the tests will receive the guidance document v.1.3.2	✓	All Staff			
	• Registration Assistant should carry out routine and documented checks to ensure correct procedure continues to be followed	✓	MJ			
	Test kits to be stored and managed by the Covid Coordinator in line with the DfE storage guidelines to prevent damage to equipment	✓	SB			

Appendix 1

Coronavirus (COVID-19) Flowchart

Is the individual a member staff or pupil?

Staff

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

Has the member of staff tested positive for COVID-19?

Yes

The staff member is to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Other members of their household should continue self-isolating for the full 14 days. *The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken.*

The staff member will be contacted by the NHS Test and Trace service if they test positive for coronavirus (COVID-19). When the school becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19), contact is made with the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) has attended the school.

No

The staff member can return to work when feeling

Pupil

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

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

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

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

Yes

The pupil is able to follow social distancing rules.

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

Has the pupil been tested for COVID-19?

Yes

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

Yes

The pupil is to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The pupil's household is to self-isolate for 14 days. *The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test* was taken.

The pupil's family will be contacted by the NHS Test and Trace service if the test is positive for coronavirus (COVID-19). When the school becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19), contact is made with the Derbyshire's Public Health Team

No

The Pupil can return to school when feeling better.

No

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

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

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

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

The pupil has not been tested for COVID-19. The pupil is to self-isolate for at least 10 days and informed to book a test.

Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet.

If there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school will continue to work with their local health protection team who will be able to advise if additional action is required in the event of an outbreak.

- notify PHE via telephone on 0344 225 4524 option 9, and
- email Derbyshire's public health team with the details at: ASCH.testandtrace@derbyshire.gov.uk

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