

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

**PART 1 : ADMINISTRATIVE DETAILS**

Section/Establishment Name: Etwall Primary School

Date of Assessment	22 <sup>nd</sup> May 2020	Date of Issue	01/06/2020
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Assessment carried out by	Sarah Bentley
	Michelle Jenkins

Signature	
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**Reviews**

Review Date	Reviewed by	Date	Changes Made	
			Y	N

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

Name of Manager confirming and agreeing Assessment: Rishi Makwana (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

In agreement with Government guidance the School/Setting will use reasonable endeavours to be flexible and work together with the Local Authority/Trust to ensure that different settings are supported to stay open wherever possible, taking into account their circumstances and cohort (for example, special settings and alternative provision).

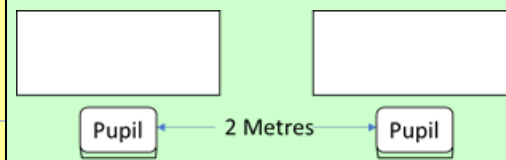
## RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE

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
Lack of current and relevant information / guidance	Head Teacher/Manager ensures daily checks are made with Government updates and Derbyshire County Council Health and Safety S4S Resources page. Any key changes in information are implemented and shared with Chair of Governors and communicated throughout the school community where relevant	✓	SB	➤ With support from SBO who will also monitor pages for updates	SB	On going
	In addition to the Government guidance, 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. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the Derbyshire County Council Health and Safety team directly	✓	SB / MJ	➤ With support from SBO who will also monitor pages for updates	SB	On going
	School/Trust/Setting Website information is automatically updated	✓	RO			
	All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions	✓	MJ			
	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager	✓	All	➤ Posters around the school and markings promoting social distancing to be placed around the school. ➤ Staff to fill out questionnaire and return to SB before 20/05/20	MJ SB	22/05/20 20/05/20
	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			
	Arrangements are in place to check the welfare of vulnerable children who are not attending school/setting, and other pupils where there is a safeguarding concern	✓	SLT / Safeguarding Team	➤ This has been ongoing since Lock down and will continue.	SLT / Safeguarding Team	On going

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) Lack of current and relevant information / guidance	Parents are informed of social distancing and hygiene expectations and for the need to communicate this message in the home environment	✓	All	➤ All staff are trained in the new rules and routines, including the use of sanctions and rewards. New policy to be written by 1 <sup>st</sup> June and communicated to all on Inset day	SB  MJ  MJ	1 <sup>st</sup> June  22/05/20  On going
	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			
	Coronavirus Posters are posted around school/setting i.e. Reception, dining hall and in corridors	✓	MJ			
	Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared	✓	MJ			
Precautionary transmission measures not being followed in school	Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired	✓	All	➤ Following schools standard absence procedure. Staff must call SB & MJ and report absence with reason. ➤ When cleaning touch points during midday break, gloves to be worn. Area to be cleaned first with soap and hot water and a blue disposable cloth for desks door handles, Orange cloths for sinks and red cloths for toilets and then Germicidal washroom spray. Gloves to be washed thoroughly prior to removal of hands for at least 20 seconds with soap and running water, then dried thoroughly and removed. Gloves to be issued to all staff and it is then their personal PPE ➤ Buckets and liquid soap to be purchase for each classroom	SB	On going
	Staff will follow the Derbyshire County Council 'PPE requirements for staff' guidance where required. <b>Note;</b> 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			

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 cont.	The school uses a cashless system to limit cash handling	✓	KC	<p>➤ KC has been working to get this to go live. First priority is children who are in school.</p> <p>➤ Staff room will be out of action and coffee shop to be used only by one person at a time.</p> <p>➤ SBO desk to be used and workstation next to GDPR cupboard in school main office only. Hall can be set up with tables for teachers working in school and not teaching. After use user to clean workstation with gloves on. First with soap and hot water and a blue disposable cloth then Germicidal washroom spray. Gloves to be washed thoroughly prior to removal of hands for at least 20 seconds with soap and running water, then dried thoroughly and removed. Gloves to be issued to all staff and it is then their personal PPE</p>	KC	Ongoing
	Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles	✓	All			
	Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves	✓	All			
	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	✓	All			
	All staff will stay on site once they have entered the school premises - access to the local shops is not allowed.					
	All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as an essential requirement of their work.					
	All staff to keep desks as clear as possible for easy daily cleaning.	✓	All			

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	Toilets areas are only (wherever possible) used by 1 member of staff at a time	X		<p>➤ Staff reminded to wash hands and hand hygiene posters to be put up.</p> <p>➤ If a child returns to school who has had Covid-19 symptoms and not been tested. They will not be allowed back into school until they have isolated for a week.</p> <p>➤ <b>Note;</b> parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus</p> <p>➤ Foot operated lidded bins (avoiding hand contact) are provided in key locations i.e. classrooms (These are purchased but may not arrive till 5<sup>th</sup> June. If bins are emptied disposable gloves are to be worn) If a case of suspected or confirmed Covid – 19 is announced during the day. Staff to let MJ know so cleaners and caretaker can be made aware.</p>	MJ	22/05/20
	Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups	✓	All			
	Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school	✓	All			
	A member of staff will greet each pupil and ensure they wash their hands immediately on arrival before going straight to their classroom	✓	All			
	Handwashing techniques are explained to all pupils and the supervision of pupil's washing hands correctly is periodically undertaken by staff	✓	All			
	Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; <ul style="list-style-type: none"> <li>cover your cough or sneeze with a tissue</li> <li>if you don't have any tissues available, then cough and sneeze into the crook of your elbow</li> <li>throw the tissue in a bin</li> <li>avoid touching your eyes, nose and mouth with unwashed hands</li> </ul>	✓	All			
	All pupils are asked and reminded to wash their hands; <ul style="list-style-type: none"> <li>before leaving home and on arrival at school</li> <li>after using the toilet and after breaks and sporting activities</li> <li>before food preparation and eating any food, including snacks</li> <li>before leaving school</li> </ul>	✓	All		MJ	05/06/20
	Pupils are seated at the same desk each day	✓	All			
	Equipment, stationery and text books are not shared and should remain with that pupil on their desk					

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	External doors and windows are opened to allow additional ventilation, where possible (including offices)	✓	All	➤ Teachers / Pupils are encouraged to have layers on if they are getting cold. Remote to be sourced to operate Robins ventilated window	MJ	22/05/20
	Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching	✓	All			
	Pupils do not use the Ipads or laptops in school.	✓	All			
	Staff will not take books home for marking. Any marking completed in school will be done with gloves on and hands washed thoroughly afterwards.	✓	All			
	Staff and pupils do not wear face masks or face coverings in schools unless it is a requirement of an authorised/competent risk assessment	✓	All			
Social distancing failure	The site has been assessed by the school internally and externally to identify the number of pupils the school can safely admit and the appropriate use of those areas. This includes outdoor play areas, car parking, access and drop off points, school entrances, reception areas, classrooms, break out spaces, corridor spaces for one way movement if necessary, staircases and stairwells, sporting areas, dining areas etc	✓	All	➤ Social distancing signage and floor markers/cones are used where practical ➤ Rush hour avoidance strategy includes pupils arriving and leaving at different times i.e. groups (bubbles) arrive at 8.30, 8.45 and 9, etc	MJ	01/06/20
	Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe & well cared for	✓	All			
	An office desk and seating allocation plan has been drawn up for staff to achieve 2 metre social distancing	✓	All			
	A classroom desk and seating allocation plan has been drawn up for staff and pupils. This includes a designated desk and chair assigned to each pupil to achieve social distancing in class	✓	All	➤ Staff are asked to come into school week commencing 18/05/20 to set up classrooms.  ➤ See above 	SB	22/05/20
	School classes are split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). Everyone is a minimum of 2 metres apart and where 2 metre social distancing cannot be achieved, the number of pupils will be reduced	✓	All			
	For very small secondary school classes resulting from halving, space has been rearranged to make it acceptable to have more than half in a class.			➤ Once teachers have set out classroom, full capacity can be assessed.	SB	22/05/20

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	On arrival pupils will line up respecting social distancing rules	✓	MJ	➤ Social distancing floor markers/ sports cones are used where practical with two metres between them	MJ	01/06/20
	Cloakrooms are not used, and pupils are to place their bag(s) under their desk and their coat on the backs of their chairs	✓	All			
	If there are not enough classrooms/spaces available in the setting or there is not enough available teachers/staff to supervise the groups, contact will be made with our Local Authority or Trust for further advice	✓	SB	➤ A solution might involve children/pupils attending a nearby school.	SB	On going
	Teachers and pupils are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school	✓	SB			
	Support staff/Teaching Assistants are drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting	✓	SB			
	Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes	✓	All	➤ Staff will be allocated a bubble and this communicated to them.	SB	01/06/20
	Outdoor equipment is not used and taken out of action. Children supervised at all times and reminded.	✓	All			
	Movement of pupils around the school is staggered to reduce large groups of pupils / staff gathering (brief, transitory contact, such as passing in a corridor, is low risk)	✓	All	➤ Where possible outdoor equipment is taped off and keep off notices placed as a visual reminder	MJ	01/06/20
	Soft furnishings, soft toys, unnecessary items and toys that are hard to clean (such as those with intricate parts) are removed unless they are to remain with that individual and will not be shared unless cleaned	✓	All			
	As much as possible, staff seek to prevent the sharing of food, drink, utensils, equipment and toys	✓	All			



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	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	✓	MJ	➤ Office glass to be kept closed and marking in foyer to be placed asking people to stand back for cases when glass has to be opened. ➤ Line markings to be placed on entrance to school promoting one way entrance and poster to be placed asking visitors to wait, if someone is already in foyer. ➤ This communicated out on eschool's and class Dojo promoted to communicate.	MJ	22/05/20
	Pens for signing in are single use only and will be posted in a box once used and then wiped down before using again.	✓	MJ			
	Visitors are reminded to keep a 2 metre gap between other visitors In green signage/ Use social distancing floor markers where queues cannot be eliminated	✓	MJ		MJ	22/05/20
	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	✓	All			
	Any essential face to face meeting is undertaken maintaining 2 metre social distancing.	✓	All	➤ Notice on coffee shop to remind that only one person in at a time. ➤ Notice on staffroom informing closed for breaks and lunch ➤ Tape to placed in accordance to guidelines to promote this. ➤ This to be communicated to staff when their allocated time will be ➤ Tape to placed in accordance to guidelines to promote this. ➤ Staff to walk behind pupils and remind them to walk in single line. ➤ Tables to be set out in classrooms week commencing 18 <sup>th</sup> May. ➤ Break times staggered. KS1 first and then KS2. This structure to be finalised and communicated to staff ➤ If toilets have own cubicles, first door to be propped open and if all cubicles are being used, child to wait outside. Boys reminded that Urinals are out of action.	MJ	22/05/20
	As much as possible, pupils and staff are spaced apart at all times i.e.	✓	All			
	<ul style="list-style-type: none"> <li>the use of staff rooms and offices are staggered to limit occupancy</li> <li>using a one-way circulation direction of travel rule i.e. keep left</li> <li>assembly groups, break times (including lunch) are staggered to minimise staff and pupils contact and mixing</li> </ul>	✓	SB			
	<ul style="list-style-type: none"> <li>avoiding unnecessary gatherings</li> <li>using social distancing floor markers outside of classrooms where queues cannot be eliminated</li> </ul>	✓	SB		SB	01/06/20
	<ul style="list-style-type: none"> <li>pupils to leave the class, a row at a time to manage pinch points</li> <li>sitting one pupil to one table (that would normally sit two pupils) minimum 2 metres, including design and technology</li> </ul>	✓	All			
	<ul style="list-style-type: none"> <li>there are arrangements for breaks/play times, so that only one group of maximum 15 pupils are in the same play/sports/field area at one time</li> <li>structured non-contact play is introduced</li> <li>pupils using toilet and welfare facilities at one time are limited</li> </ul>	✓	All		SB	01/06/20
		✓	All			
		✓	All			

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	Throughout meal service times, social distancing rules in queues, seating and eating are followed	✓	SB	➤ Parents are notified that hot meals are not being provided and EYFS / KS1 children are encouraged to have a school grab bag which can be brought to them in class. KS2 children are encouraged to bring a pack lunch with disposable packaging and this is also consumed in class.	SB	22/05/20
	Staff and pupils are reminded to wash their hands prior to eating	✓	All			
	Groups are kept apart as much as possible and tables are cleaned between each group. Where this is not possible, pupils will have their lunch in their classrooms based on co-operation with and following all school/catering supplier/kitchen risk assessments	N/A				
	Trays/crockery/utensils are handed to the pupils individually by a member of staff wearing appropriate PPE gloves	N/A				
	Pupils do not carry plates/trays of food/drinks up or down stairs	N/A				
	Trays/crockery/utensils are returned to a designated point by the individual pupils/staff where possible	N/A		➤ See above		
	A suitable drop off and pick up points where parents can socially distance has been established	✓	All			
	Pupil drop-off and collection times are staggered (including avoiding peak times) with parents informed that where a pupil needs to be accompanied to the setting, only one parent should attend	✓	All			
	Parents will not enter the school buildings to drop off or collect children or be allowed to gather in the playground/school premises to talk to other parents	✓	SB			
	Checks are made with the school's arranged transport provider(s); 1. Are they running? 2. Are they following Government safer travel guidance for passengers?	N/A				
	Parents are reminded/encouraged to follow Coronavirus (COVID-19): safer travel guidance for passengers and discouraged from gathering at school entrance gates or doors	✓	SB	➤ Social distancing floor markers/cones are used where practical, plus this communicated to parents	SB / MJ	01/06/20

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
High demand for places where there is not enough staff or provision capacity	Contact is made with our Local Authority/Trust to identify and coordinate support from other schools in the area	✓	SB	➤ Inform staff and contact parents with Derbyshire County Council/Trust Communications agreed statement if the school is to temporarily close or move staff and pupils to another school	SB	
	Collaboration is arranged between schools/setting and children and/or staff from other settings if they are clustered into one place to share resources	✓	SB			
	An assessment of Teachers and other school/setting staff needed to keep schools/setting open is continually made daily. Contact is made with the Local Authority/Trust if in doubt when making decisions	✓	SB			
	If capacity of staff cannot be achieved to keep the school/setting open, then the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds	✓	SB			
	If there is a need to move any pupils, teachers or other school/setting staff to an alternative school/setting, we will liaise with the Local Authority/Trust	✓	SB			
Staff and / or pupils attending the school temporarily from a different school	An appropriate health and safety induction to the school/setting is provided covering essential points i.e. hygiene, welfare, safeguarding, fire safety and first aid	N/A		➤ We are unable to provide temporary places to pupils from another school.	MJ	On going
	Where possible the school/setting will implement social distancing and temporary staff and/or pupils will be kept separate by location and timings i.e. staggered lunchtime and breaks, allocating different areas of the dining hall to have lunch, using different playgrounds and toilets etc	N/A				
	For all pupils with EHCPs, staff are to liaise with SEND key worker to monitor provision in place	N/A				
	All contact points for new staff and / or pupils is collated to ensure effective communication channels	✓	MJ	➤ MJ to make sure this is undertaken, during induction.	MJ	On going

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 and pupil wellbeing	Workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision	✓	SB	➤ RO, ST, MJ to offer extra support in team basis with lead being SB	SB / RO / ST / MJ	On going
	Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss, require time to express their feelings and for pupils, make friends again	✓	NCA	➤ ELSA lead, communicating to SB when necessary	NCA	On going
	The mental health and wellbeing of all staff (including the Headteacher) and the need to implement flexible working practices in a way that promotes good work-life balance is endeavoured for where practicable - This has been agreed and supported by the school Governors	✓	All	➤ Staff are encouraged to be open and flexible.		
	Staff to take breaks during their groups play/break times with another member of staff supervising whilst observing social distancing	✓	All	➤ Radios have been purchased so they can call for assistance from the office, heads office when necessary.		
	Staff are informed that access to Coronavirus (COVID-19) testing is available and to follow our Local Authority/Trust procedure	✓	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, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. The school will inform the relevant staff/parents that their fellow household members should self-isolate for 14 days	✓	SB	➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested.	MJ	01/06/20
	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school)	✓	SB	➤ Facemasks have been sourced.		
	Staff and Headteacher/Manager/(Senior Leadership Team) make appropriate communications arrangements for wellbeing	✓	SB	➤ Radios used to communicate to office that a child needs to be sent home. Child to be placed in Robins/Old Library while waiting to be collected. Notice to be placed on outside of door. Staff attending with them reminded to stay two meters away. When this is not possible staff to where face shield, disposable apron and disposable gloves. Face shield can be collected from office and other PPE will be in first Aid box / Medicine box which will be in classroom. Once child gone home, waste to be double bagged in black sacks and store in coal store until test results for child are received or 72 hours have passed. Waste bag to be date marked with a sticky label. Face shield to be cleaned with hot soapy water and Germicidal Washroom cleaner and re used. Cloth used for cleaning face shield to be disposed of in waste bag. If child comes back with a negative result, waste disposed of normally. If positive waste stored for 72 hours as above and then disposed of.		
	Pupil reported to Head Teacher/Manager/(Senior Leadership Team) and 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	✓	All			

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
<i>(Continued)</i> Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	A separate toilet is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else)	✓	All	<ul style="list-style-type: none"> <li>➤ Toilets used opposite Robins/Old Library and notice placed on door informing staff that has been used for suspected Covid case. If possible not to be re used for 72 hours and then cleaned following DCC guidance on cleaning. Date used to be added to notice.</li> <li>➤ As per directions of sending a suspected, case home.</li> <li>➤ Office staff to call</li> <li>➤ Office staff to call</li> </ul>	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)	✓	All			
	Parents informed of their child developments and asked to collect immediately	✓	All		MJ	
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✓	All		MJ	
Confirmed staff or pupil Covid-19 case	Where the child, young person or staff member tests positive, the rest of their class or group within their education setting will be sent home and advised to self-isolate for 14 days	✓	All	<ul style="list-style-type: none"> <li>➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested.</li> <li>➤ DCC to be called to help in assisting with a deep clean</li> </ul>	MJ	On going
	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 <u>immediately</u> , 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'	✓	All			
	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	✓	All			

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	Where safe guarding and security is not adversely affected, all <ul style="list-style-type: none"> <li>internal doors that are not designated fire doors</li> <li>fire doors with automatic closers</li> <li>doors that do not need to be kept closed for security reasons</li> </ul> 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	➤ Safeguarding is very important to the school. During collection and drop off periods External doors to classroom can be propped open but other doors will need to be closed and manned when necessary.	MJ	On going
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for visitors to use	✓	All	➤ Staff have their own bottles of hand sanitiser and this can be centrally re filled from supplied in the office. COSH report available from the office. When not being used this must be locked away from children and not store near any other chemicals or sources of ignition.		
	Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply	✓	All	➤ This is to be carried out on caretaker opening up duties		
	Additional cleaning requirements have been agreed with site staff/cleaning contractors, which may include additional hours to allow for this	✓	MJ	➤ MJ to communicate with DCC when this is necessary.		
	Site staff follow (existing) cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc	✓	All	➤ Staff to see separate DCC cleaning risk assessment.		
	Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture	✓	All	➤ Staff to see separate DCC cleaning risk assessment.		
	While packaging is not known to present a specific risk, delivery containers/packages are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling	✓	All	➤ Hot soapy water to be used and then Germicidal washroom, where possible. If packaging cannot be wiped down. Staff encouraged wash hands for 20 seconds after opening.		
	The school/setting would pursue; <ul style="list-style-type: none"> <li>replacement/cover site staff if the duties are contracted in</li> <li>sharing site staff support from another school/setting</li> <li>external cleaning services</li> <li>temporary workers if alternative arrangements cannot be made</li> </ul>	✓	All	➤ Contact is made with Property Services/Facilities Management/Trust for availability of site staff	MJ	On going



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
<i>(Continued)</i>						
Site staff absence	If site cannot be cleaned, the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds	✓	SB	➤ Staff and parents are informed with Derbyshire County Council/Trust Communications agreed statement if the school is to temporarily close or move staff and pupils to another school		
Effective cleaning no longer available	Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover	✓	SB			
Unsafe Buildings	All statutory inspections are up to date and compliant	✓	MJ	➤ Staff to report into via the school office and normal procedures to be followed with visitors and children arriving late or leaving early.  ➤ Operational fire RA to be re written and staff to be notified on 1 <sup>st</sup> June ➤ See above point  ➤ See above point	MJ	01/06/20
Operating in a different manner to normal operation	Contact is made with Property Services/Facilities Management/Trust if any problems are identified	✓	MJ			
	The operational Fire risk assessment has been reviewed and appropriate controls are in place	✓	MJ			
	The school/setting has a system for knowing who is in the school when open	✓	SB			
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary)	✓	MJ		MJ	01/06/20
	There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off	✓	MJ			
	Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building	✓	MJ			
	Staff know where utility isolation points and firefighting equipment are	✓	All			
	Activities undertaken do not increase the potential for fire	✓	All			
	Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling <b>for drill purposes only</b>	✓	SB		SB	WB 08/06/20
	Alarm points and the Fire log book checks are completed	✓	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
Travelling to and from work	Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at school (considering touch points and making adjustments as they go to wash their hands thoroughly)	✓	All			
	Staff are advised to keep up to date about reduced public services and closed stations	✓	All			
	Staff are encouraged to avoid rush hours and busy times if they can and use contactless payment	✓	All			
	Staff are informed (for information) to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online	✓	All			
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	✓	All			
	Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. <b>REMEMBER</b> 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)	✓	All			

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
<b>Social distancing failure</b>  <b>Clinically Vulnerably Staff</b>	<p>Questionnaire sent to all staff to identify those who are clinically vulnerable.</p> <p>Appropriate measures in place according to different vulnerabilities.</p> <p>Staff who are clinically vulnerable (CV) not to be in classroom unless separate risk assessment has been completed</p> <p>CV staff to supervise children outdoors only where risk of transmission is much lower</p> <p>MDS used to supervise children over longer lunch period to limit contact for those who are CV.</p> <p>When in school, CV staff to stick strictly to social distancing measures outlined in RA.</p> <p>Provide alternative work areas for staff to work in – Falcons as second office for phone calls to be made, as 2m distancing difficult in main office for any period of time.</p>	✓	SB	➤ Two members of staff to work from home due to ongoing health needs and disability.	SB	01/06/20
				➤		