

Whole School COVID-19 Risk Assessment Form

All schools are advised to note the hazards/issues identified and suggested control measures/further actions in this document and add detail specific to their school.

This is a live and active document which must be shared with all staff and reviewed on a regular basis to ensure it meets the changing environment to control the spread of the COVID-19 virus.

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| Name and Address of the School – OUSTON PRIMARY SCHOOL | | |
| Head teacher- Louise Lavelle | Name of Person Completing the Risk Assessment- Louise Lavelle | |
| Current Number of Staff Employed; 35 Teaching: 11 Support Staff: 24 | Date of assessment – 30 th August 2021 | Date risk assessment reviewed – Most recent update: January 2022 |
| Current Number of Pupils on Roll- 254 Current number of pupils accessing alternative provision- 0 | | |
| Contractors currently working on the school site- N/A | | |
| Consultation -The Covid-19 Risk Assessment and associated COVID Policy have been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of any staff members or Parent/Carers concerns. | | |
| Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team. The school have more than 50+ members and staff and to comply with the current Schools Coronavirus (COVID-19) Operational Guidance in the Summer Term 2021 and to ensure compliance with the <u>Health and Safety Executive (HSE)</u> a copy of this risk assessment has been placed on the school website. | | |

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Persons covered by this assessment – **The School Community, visitors, professionals, and contractors working in/attending the school site to provide support etc.**

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

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

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

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

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

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

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others-[Coronavirus: how to stay safe and help prevent the spread](#).

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| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
|---|----------------------|--|-----------------------------|--|--------------------|----------------------|
| 1)Transmission within the school community | | | | | | |
| Transmission of COVID-19 | H | <p>-NHS COVID-19 Vaccination - programme has commenced throughout the UK.</p> <p>-Pregnant staff are aware that they can get vaccinated against COVID-19 if aged 18 or over.</p> <p>-A register is in place at the school identifying staff members who have received the vaccination for COVID-19.</p> <p>-Staff, Parents/Carers are aware of the symptoms of COVID-19.</p> <p>- The school have provided Staff, Parents and Carers with an e-mail address/contact details to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis.</p> <p>-Staff/ pupils who are experiencing coronavirus (COVID-19) symptoms, will not attend the school and advised to self-isolate and follow current guidance about PCR testing and isolation.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> | | <p>-Remind all staff that the NHS COVID-19 Vaccination programme can still be accessed and that a booster programme is now available-Book or manage your coronavirus (COVID-19) vaccination.</p> <p>-Ensure that the COVID-19 staff vaccination register is kept up to date</p> <p>-Staff and Parents/Carers advised to report the outcome of their LFD/PCR tests results to the school via the previously agreed route and inform of return dates/end of self-isolation</p> <p>Staff are parents/carers informed of updates to guidance using the link below in regular emails/newsletters https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>-Contingency framework in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities being undertaken.</p> <p>-Where a parent/carer insists that a pupil attends the school, the Headteacher can take the decision to</p> | Headteacher | M |

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| | | <p>-Staff and Parents/Carers follow the sickness absence procedure in place at the school</p> <p>-Staff and Pupil attendance records maintained each day.</p> <p>-All staff and pupils adhere to any instructions, advice, guidance, and site rules provided to them.</p> <p>-Staff are participating in voluntary Lateral Flow Device testing twice weekly</p> <p>-Weekly updates circulated to Headteachers by Jim Murray-Head of Education and Skills.</p> | | <p>refuse the pupil entry into school if, in the Headteachers reasonable judgement, it is necessary to protect other pupils and staff from possible infection of COVID-19.</p> <p>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</p> <p>-Where concerns are raised with the number of positive cases within the school community contact the DfE helpline on 0800 046 8687 and selecting option 1.</p> | | |
| Staff/Pupils identified as close contacts by NHS Test and Trace | M | Staff and parents/carers to follow the updated guidance in the link below | | <p>The school to send regular reminders to parents via email.</p> <p>Where there are a number of cases in a child's class, parents advised to carry out daily lateral flow tests for their child.</p> | Headteacher | L |

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| | | https://www.nhs.uk/conditions/coronavirus-covid-19/ | | | | |
| 2) Lateral Flow Device (LFD) Asymptomatic Testing Site (ATS) testing in schools and LFD testing at home. | | | | | | |
| ATS Pupil LFD Testing in Schools N/A for Ouston Primary | H | <ul style="list-style-type: none"> - Rapid LFD testing remains a vital part of the plan to suppress the COVID-19 virus. Schools are following the guidance; Schools COVID-19 operational guidance. -Asymptomatic Testing Site (ATS) set up in an identified area in the school for the start of the Autumn Term 2021 to test pupils who have given consent. -LFD testing programme put in place to test each Secondary school pupils/year group who have volunteered to participate, prior to the start of the school term. -LFD testing carried out at least 3 days prior to the start of the Autumn term. -Staff and pupils will wear face coverings in the ATS testing area. -Consenting Secondary school age pupils will complete 2 onsite tests, 3 to 5 days apart, on their return to school in the Autumn | | <ul style="list-style-type: none"> -Ensure that consent forms for participation in the LFD testing are sent out to staff/pupils, including consent forms for Year 7's for the Autumn Term 2021. -Schools may choose to test new Year 7 pupils earlier, including during Summer schools. Following the completion of 2 tests, 3 to 5 days apart the new year 7's can revert to home testing. -Schools can stagger the return of pupils across the first week of the Autumn term to manage the ATS testing on the school site. -Registers to be updated as required for staff/pupils participating in the LFD testing. -Where Secondary age pupils are present, schools are to retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to staff/pupils who are unable to test themselves at home. | Headteacher | L |

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|---|-------------------|---|--------------------------|---|---------------------------------|-------------------|
| | | <p>Term 2021, before moving to twice weekly LFD tests at home.</p> <ul style="list-style-type: none"> -Trained staff supervise pupils undertaking a LFD test in the ATS. -Identified staff/pupils are participating in the LFD testing voluntary programme in Secondary and Special schools. -LFD participation records are maintained to identify and monitor Staff and Pupils who have given consent to participate in the school/home testing programme; <p>Rapid asymptomatic testing in specialist settings (applies from step 4) and School COVID-19 operational guidance followed.</p> <ul style="list-style-type: none"> -Asymptomatic Testing-Primary age pupils will not be tested with LFDs. PHE have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. | | | | |
| Staff/Pupil with a recent Covid-19 diagnosis | M | - Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19. | | <ul style="list-style-type: none"> -Request evidence of when Staff/Pupil tested positive for COVID-19, testing to commence after 90 days. -LFD testing to recommence after 90 days. | Head Teacher-As required | L |

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| <p>Pupil ATS Positive LFD Test</p> <p>N/A for Ouston Primary School (LFDs not carried out for pupils in school)</p> | H | <ul style="list-style-type: none"> -The school report the LFD test results to NHS Test and Trace. -Parents/Carers contacted when a pupil has a positive LFD test result and asked to collect their child. -The pupil is kept 2m apart from all other pupils and staff whilst on site, where possible, until they are collected by their parents/carers. -Parents/Carers advised to follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection | | <ul style="list-style-type: none"> -Parents/Carers advised to book a PCR test for the pupil. -Parents/Carers advised to report the outcome of the PCR to Test and Trace. - If the PCR test is negative the pupil can return to school. -Parents/Carers advised to follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection -Parents/Carers reminded to report the results of the PCR test via the school e-mail address/contact details provided by the school. The e-mail address/contact details are monitored by the school on at least a daily basis. | Headteacher | L |
| <p>Home Asymptomatic Testing</p> | M | <ul style="list-style-type: none"> -The school have provided Staff, Parent and Carers with an e-mail address/contact details to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis. -The school are following; Primary schools, school-based nurseries and maintained nursery schools. Testing for secondary schools and FE colleges. SEND and specialist settings. | | <ul style="list-style-type: none"> - Continue to advise Staff, Parents and Carers to report LFD Test results reported via -Report a COVID-19 rapid lateral flow test result. Staff and Parents/carers advised to follow the testing guidance in the link below https://www.nhs.uk/conditions/coronavirus-covid-19/ | Headteacher | L |

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|--|-------------------|---|--------------------------|--|--------------------|-------------------|
| | | <ul style="list-style-type: none"> -Primary School age pupils presenting with symptoms of COVID-19 should have a PCR test. -Staff continuing to undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed. -Staff, Parents and Carers advised to report LFD Test results reported via -Report a COVID-19 rapid lateral flow test result. | | | | |
| Home Positive LFD/PCR test result | H | <ul style="list-style-type: none"> -Staff and Parents/Carers advised to report the outcome of their LFD/PCR tests results to the school via the previously agreed route. -Staff, and parent/carers are aware to report the LFD/PCR test results via the NHS Online reporting system for both negative, void, and positive test results. - Staff/parents/carers follow the guidance below if a positive LFD or PCR https://www.nhs.uk/conditions/coronavirus-covid-19/ <p>From Monday, 17 January 2022, people with COVID-19 can end their self-isolation after 5 full</p> | | <ul style="list-style-type: none"> -Parents/Carers reminded to report the results of the PCR test via the school e-mail address/contact details provided by the school. The e-mail address/contact details are monitored by the school on at least a daily basis. -Staff, and parent/carers are to be reminded to report the test result via the NHS Online Test and Trace reporting system for both negative, void, and positive test results. --If the PCR test is negative the staff/pupil can return to school. - School regularly reminds staff and parents/carers of updated guidance. | Headteacher | L |

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| | | <p>days, as long as they test negative on day 5 and day 6 and they do not have a high temperature.</p> <p>You can take an LFD test from 5 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. If both these test results are negative, you may end your self-isolation after the second negative test.</p> <p>You should stop testing after you have had 2 consecutive negative test results. However, the self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart.</p> | | | | |
| COVID-19 Outbreak | H | -If the school identifies that it has had several positive cases within a 14-day period, but has not been contacted by Track and Trace, the school will contact the dedicated DfE advice service on 0800 046 8687, who will escalate it to the local health protection team if necessary and may advise the school to implement its outbreak management plan and | | -DCC Public Health Team have provided a template COVID-19 Outbreak management plan that is to be completed by the Headteacher. -The school may be contacted, by the local health protection teams in response to a local outbreak. -Where an outbreak is identified it may be necessary to reintroduce class bubbles and restrict movement around the building. | Headteacher | L |

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| | | Contingency framework: education and childcare settings -DCC Public Health Team are monitoring all positive cases reported in the County. Where an increase in cases occurs, DCC H&S Team may be contacted to offer support to identified schools. | | - Face coverings now used by all staff and visitors when moving around school. Parents/carers also encouraged to wear at drop off/collection points. -Where concerns are raised with the number of positive cases within the school community contact the DfE helpline on 0800 046 8687 and selecting option 1. | | |

3)Day to day infection control.

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| Infection Control within the school | H | -Staff and pupils who experience COVID-19 symptoms or have a positive LFD test whilst at school are sent home as soon as possible and advised to arrange to have a PCR test. - Parents/Carers are contacted to collect pupils from the school site. -Pupils who experience COVID-19 symptoms are to be collected from school as soon as possible. They are kept 2m apart from all other pupils and staff whilst on site, where possible. -If a pupil needs direct personal care until they can return home, staff wear gloves, an apron, and a face mask. Eye protection should also be worn if deemed | | -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. -Staff and pupils should avoid using public transport and, wherever possible, be collected by a member of their family or household. --Staff members well being assessed as to whether they are fit enough to make their own way home. Where need identified, next of kin to be contacted. -Close contacts are now identified via NHS Test and Trace, schools are no longer required to undertake contact tracing. - No Assemblies in hall currently. These are all virtual. - Windows and doors to be open in classrooms, hall, corridors to ensure | Headteacher | M |
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| | | <p>risk from coughing/spitting/vomiting.</p> <p>-Anyone who comes into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.</p> <p>-Close contacts should take a daily LFD test but do not need to isolate; they can continue to attend the school setting unless they have any symptoms or a positive result. See link below for most up to date guidance. https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>- Infection Control Risk assessment in place to manage other biological hazards within the school community.</p> <p><u>-Spillage policy in place.</u></p> | | <p>good ventilation and spaces between classes.</p> <p>- CO2 monitors in each classroom</p> <p>- Pupils in Year 1 upwards continue to use individual pencil cases.</p> <p>- We will no longer have staggered starts/end times but parents/carers informed of the separate designated drop off/collection areas for each class.</p> <p>- We will continue with staggered KS2 morning break-times and timings for the dining hall to ensure that a maximum of three year groups at a time are in the dining hall at once and tables can be spaced out.</p> <p>- Most intervention groups and extra-curricular activities will continue to be in single year group sessions but may be mixed where needed.</p> | | |
| Social Distancing within the school building | H | <p>-All occupied areas within the school will be ventilated throughout the school day.</p> <p>-Good hand and respiratory hygiene demonstrated when moving about the building.</p> <p>-Pupils are supervised when moving about the building.</p> | | <p>- Staff asked to maintain social distancing and encourage pupils to do this also.</p> <p>-Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue.</p> | Headteacher | L |

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|---|----------------------|--|-----------------------------|---|--------------------|----------------------|
| | | | | <ul style="list-style-type: none"> - A staff room limit of 4 currently in place. - Whole staff meetings are currently virtual. Some smaller group staff meetings may take place in classrooms with good ventilation and staff members spaced out. -Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues. | | |
| 4) Maintaining Hand and Respiratory Hygiene. | | | | | | |
| Hand and Respiratory Hygiene | H | <ul style="list-style-type: none"> -Handwashing/application of hand sanitiser imbedded in the daily routines of the school. -Supplies of hand sanitiser (60-70% alcohol) available at entrance points and where there are no handwashing facilities around the school site (Supplies regularly monitored & maintained). -Support is provided to pupils who are unable to clean their hands independently, especially where hand sanitiser is used, to prevent hazards such as ingestion | | <ul style="list-style-type: none"> -Handwashing guidance and Handwashing Video to be shared with staff so that pupils can be reminded how to wash their hands/apply sanitiser. | Headteacher | M |

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|-----------------------|-------------------|---|--------------------------|--|--------------------|-------------------|
| | | <ul style="list-style-type: none"> -Staff and Pupils wash their hands or apply hand sanitiser (60-70% alcohol); - When they arrive at the school - When they return from break periods - When they change rooms - Before and after eating -Following interventions -Hand, cleaning, and respiratory stations remain within communal and classroom environments. -Sufficient handwashing facilities are available around the school - -Soap hand towels and hand dryers readily available. -Handwashing, and hand sanitiser posters located in Staff and Pupil toilet areas and around the school site. -The school are utilising The e-Bug COVID-19 website resources. | | | | |
| Face Coverings | H | <p>It is recommended that face coverings are worn in school when;</p> <ul style="list-style-type: none"> -Worn in enclosed and crowded spaces when staff meet people they don't normally meet. -Worn by pupils and staff when accessing public and dedicated transport. | | <ul style="list-style-type: none"> - All staff and visitors wear masks when moving around the school. - Parents/carers to wear masks when visiting the office and encouraged to wear when dropping off/collecting children. <p>-Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent</p> | Headteacher | M |

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|--|-------------------|--|--------------------------|---|--------------------|-------------------|
| | | <ul style="list-style-type: none"> -Staff and pupils wash or sanitise their hands when they remove their face covering. -Access to handwashing facilities and hand sanitiser readily available around the school site. -Face covering guidance followed. | | alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. | | |
| Use of Personal Protective Equipment when supporting pupils | H | <ul style="list-style-type: none"> -First aid risk assessment in place. -First aid/medication activities carried out in a well-ventilated area at all times. -Supply of PPE readily available; gloves/aprons/face coverings. -EHCP's in place for identified pupils. -Staff performing Aerosol Generating Procedures, (AGPs) in the school follow Public Health England's personal protective equipment (PPE) guidance on AGP's and wear the correct PPE which is: <ul style="list-style-type: none"> -a FFP2/3 respirator -gloves -a long-sleeved fluid repellent gown -eye protection -Staff have received face fit testing for the respirator required | | -Staff wishing to wear face coverings when providing first aid/medication/personal care support are to be permitted to do so. | Headteacher | M |

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| | | when undertaking AGPs. Face fit testing received through the local Clinical Commissioning Group or lead nursing team. | | | | |

5) Ventilation around the school site and on public/dedicated transport

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| Poor Ventilation | H | <ul style="list-style-type: none"> -Windows/doors around the school building are opened prior to the start of the school day. -Ventilation is achieved by opening windows, classroom doors and vents. -Unoccupied spaces such as dining halls, studios and sports halls windows and doors are open all day to allow a through put of air around the building. -Classrooms, offices, kitchens, and corridor areas etc. are well ventilated prior to the start of the school day. -During the Autumn Term windows are opened just enough to provide constant background ventilation. -Where available high-level windows opened in preference to low level windows to reduce draughts. | | <ul style="list-style-type: none"> -Continually remind staff that Office, Classroom doors and windows to be wide open when the room is not occupied. -The school are to identify rooms that don't have natural ventilation/vents or mechanical ventilation and review whether alternative workspaces can be utilised. -Where a room is in use and there are no means of ventilation ensure that the door is open at all times. - CO2 monitors in all classrooms. Staff report any high readings. Guidance sought from DCC H&S Team if any high readings. -Where concerns are raised regarding lack of ventilation consideration given to purchasing/hiring air conditioning units. -Where need identified staff and pupils advised to wear additional clothing. | Headteacher | L |
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| | | <p>-Windows are opened fully during break and lunchtime periods to purge the air in classroom areas.</p> <p>-Internal doors opened to assist with creating a throughput of air.</p> <p>-Where need identified external doors opened where safe to do so.</p> <p>-Mechanical ventilation systems used where available – they are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance systems adjusted to full fresh air.</p> <p>-Where fresh air is not available, then systems should be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply).</p> <p>-Mechanical ventilation tested and inspected as per manufacturer’s instructions.</p> <p>-The HSE guidance and CIBSE COVID-19 guidance for ventilation followed.</p> | | | | |

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|---|----------------------|---|-----------------------------|---|--------------------|----------------------|
| 6) Cleaning carried out on the school site | | | | | | |
| Use and storage of cleaning products | M | <ul style="list-style-type: none"> -Hand, respiratory, cleaning stations located around the school site. -Staff read the labels of chemicals/substances used to clean surfaces prior to use. -Full Stock check completed in the Summer Term regarding available resources /stock currently held. - COSHH and MSDS sheet held for the chemical used and shared with staff carrying out cleaning activities. -Stocks replenished where need identified. -Cleaning products stored away from pupils in the classroom environment. -Cleaning products stored in designated secure areas around the school site. -All cleaning products clearly labelled and used as directed. -Appropriate PPE worn. | | | Headteacher | L |
| Cleaning schedule on the school site | H | - COVID-19:cleaning non-healthcare settings outside the home. guidance followed. | | -Where need identified the cleaning, schedule is reviewed, and additional cleaning carried out. | Headteacher | L |

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|-----------------|----------------------|--|-----------------------------|----------------------------|----------------|----------------------|
| | | <ul style="list-style-type: none"> -Enhanced cleaning schedules put in place at the beginning of the pandemic throughout the school day will continue. -Hand, cleaning, and respiratory stations remain within communal and classroom environments. -Cleaning staff allocated specific areas to clean within the school environment. -Staff will continue to clean surfaces frequently through the day in classrooms. -Where able to pupils clean down work surfaces prior to moving from one room to another -Where staff 'hot desk', work surfaces and equipment cleaned after use. -Desks, tables, surfaces clear at the end of each day to allow for cleaning of surfaces. -A regular cleaning schedule is maintained. This includes twice daily cleaning (using standard detergent and disinfectant products.) of all areas and equipment, with a particular focus on frequently touched surfaces: -Work surfaces -Toilets -Door Handles/ Access Buttons -Handrails | | | | |

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|-----------------------------------|-------------------|--|--------------------------|----------------------------|----------------|-------------------|
| | | <ul style="list-style-type: none"> -Light switches -Kitchen areas and associated equipment -Water dispensers/ coolers - Printers/ Photocopiers -Shared resources -Meeting rooms clearly identified if they require cleaning after use. -Office areas -Reprographic areas -Dining tables thoroughly cleaned with detergent and disinfectant prior to each sitting. -Appropriately competent cleaning staff employed at the school to undertake cleaning tasks. -Communal equipment including fridges and kettles etc. wiped down following use. - Cleaning staff will only be required to wear the PPE that they would normally use when undertaking cleaning activities -Spillage policy in place. -Minibuses and cars to be wiped down inside after use. -PE equipment to be wiped down between uses | | | | |
| Waste from the school site | M | <ul style="list-style-type: none"> -External bin store in place -Contractor SLA in place to remove waste materials from the school site. | | | | L |

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|------------------------------|-------------------|--|--------------------------|---|--------------------|-------------------|
| | | -Waste removed from the school building at the end of each day and placed in the designated bin store | | | | |
| 7)Pupil/Staff Anxiety | | | | | | |
| Staff Anxiety | M | -SLT ensure that staff members who have to self-isolate are contacted each week or more frequently where need identified. -Staff workload monitored by the SLT. | | -SLT to ensure that information is shared with staff in a timely manner. -Staff to raise concerns with the SLT as and when they arise. -Where need identified refer staff to DCC Occupational Health. -Continue to remind Staff members of the support available from; Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing and the Our Frontline: Wellbeing toolkit for educators brings together a range of resources and support for staff. -The school will utilise sources of support to help those experiencing emotions such as extra mental health support for pupils and teachers . -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. | Headteacher | L |
| Pupil Anxiety | M | -Safeguarding Policy in place and reviewed in line with COVID-19. | | -Staff to raise concerns with their Delegated Safeguarding Lead in the first instance. | Headteacher | L |

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| | | <ul style="list-style-type: none"> - Mental Wellbeing continues to be part of the curriculum. -The school are working with agencies who regularly support their pupils with social and emotional support. -Pastoral support readily available to pupils. | | <ul style="list-style-type: none"> - Pupils have access to weekly sessions with school counsellor - Draw Therapy and Lego Therapy sessions for identified pupils. | | |
| 8) Staff and Pupils previously identified as Clinically Extremely Vulnerable (CEV) or Clinically Vulnerable (CV) in the school community. | | | | | | |
| Staff | M | <p>It is no longer necessary for staff to work from home.</p> <ul style="list-style-type: none"> -The government has ensured that everyone on the Shielded Patient List (CEV/CV) should already have been offered the COVID-19 vaccine and earlier access to the booster vaccine. -Register in place of staff members who have received the COVID-19 vaccination/booster -Medical ill Health risk assessment completed. | | <ul style="list-style-type: none"> - If staff who were previously identified as CEV or CV have not yet received the appropriate vaccination, they can contact their GP, book your vaccination appointment online or call 119 - Risk Assessments for CV/CEV to be reviewed and further measures considered where there is an outbreak in school. -Where need identified refer staff to DCC occupational Health. -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. - These staff may wish to wear face coverings when working with children and feel that they can maintain distance and observe hygiene measures when working with pupils. | Headteacher | L |

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| Pupils | M | <p>-Individual healthcare plans are in place for identified pupils.</p> <p>-All CEV pupils are attending the school unless they have been advised not to by their GP or clinical specialist, or because they have tested positive for COVID-19</p> <p>-Professionals supporting pupils who attend the school site are made aware of the schools' current systems of control prior to attending the school site.</p> | | | Headteacher | L |

9) New and Expectant mums in the school community

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| New and Expectant Mums | M | <p>-New and Expectant Mum risk assessment in place.</p> <p>-The school and New and Expectant Mum are following the guidance NHS Pregnancy and coronavirus (COVID-19).and guidance from The Royal College of Obstetricians & Gynaecologists</p> <p>-Hand, cleaning, and respiratory stations located within the classroom environment.</p> <p>-Working area well ventilated throughout the school day.</p> <p>-New and Expectant mums have been advised to participate in the</p> | | <p>-Risk assessment for staff to be carried out, using the most up to date guidance and now include a consideration of working from home/out of the classroom from Week 28.</p> <p>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</p> <p>-New and Expectant Mum to raise concerns with her immediate manager in the first instance.</p> <p>-The new and Expectant Mum is to be advised to follow the guidance-How to avoid catching and spreading coronavirus (COVID-19);</p> <ul style="list-style-type: none"> • Get vaccinated – everyone aged 18 or over can book | Headteacher | L |
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| | | <p>twice weekly home LFD testing programme.</p> <p>-New and Expectant mums are aware of the symptoms of COVID-19.</p> <p>-New and Expectant mums are supported by their midwife.</p> <p>-New and expectant mum are given time during work hours to attend all medical appointments as required.</p> | | <p>COVID-19 vaccination appointments now</p> <ul style="list-style-type: none"> • Meet people outside if possible • Open doors and windows to let in fresh air if meeting people inside • Limit the number of people you meet and avoid crowded places • Wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places • Wash your hands with soap and water or use hand sanitiser regularly throughout the day <p>Don't</p> <ul style="list-style-type: none"> • Do not touch your eyes, nose, or mouth if your hands are not clean <p>-Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues.</p> | | |
| 10)Domestic and International Educational Visits | | | | | | |
| EVOLVE | M | <p>-Visits uploaded to EVOLVE in a timely manner.</p> <p>-Educational visits planning guidance followed.</p> | | <p>-When considering booking a new educational visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.</p> | | L |

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|--|----------------------|--|-----------------------------|---|----------------|----------------------|
| | | | | <p>-Coronavirus (COVID-19):safer travel guidance for passengers and Red, amber and green list rules for entering England to be reviewed prior to new bookings being made.</p> <ul style="list-style-type: none"> - Educational visits are currently on hold but will hopefully resume after the February half term. | | |
| 11)Professionals/Visitors and Contractors on site. | | | | | | |
| Visitors/Contractors and External Support Staff on the school site. | M | <p>-All visitors sign in when they attend the school site. -Hand sanitiser station in place at the main entrance. -Clear signage in place at the main entrance in relation to use of hand sanitiser and face coverings. - Hand sanitiser (60-70% alcohol applied before entering the school building. -Face covering guidance followed. -Main reception area spot cleaned throughout the day.</p> | | <p>-Professionals/Visitors and Contractors to be advised in advance of the schools wishes regarding wearing face coverings on the school site; Face coverings worn in enclosed and crowded spaces when staff come into contact with people they don't normally meet. -A supply of face coverings are to be readily available at the main entrance for visitors to the site.</p> | | L |
| Catering Contractors | M | | | The school's catering contractors are to continue to follow the Working Safely During Coronavirus (COVID-19) . | | L |

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For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team - hsteam@durham.gov.uk and 03000 263430.The Health and Safety Team have placed all relevant documents in a [COVID-19 file](#) on their Extranet page.

All relevant guidance contained in this document is subject to updates as required.

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