

# Howden le Wear Primary School

## Infection Control COVID-19 Risk Assessment

All schools are advised to note the issues and suggested control measures in this document and then add detail specific to their school.

Risk assessment carried out by – <b>Chris Baines</b>	Job title - <b>Headteacher</b>	Date of assessment – <b>29 May 2020.</b>
Review interval – <b>Weekly.</b>	Date reviews carried out – <b>Review 1 completed – Monday 8<sup>th</sup> June 2020 – CB / HC</b> <b>Review 2 completed – Monday 15<sup>th</sup> June 2020 – CB / HC</b> <b>Review 3 completed – Monday 22 June 2020 – CB / HC</b>	

Staff covered by this assessment –  <b>All Staff and Pupils accessing the school site/building</b>	Activities involved –  <b>Task Description: Re-Opening School to Nursery, Reception, Year 1 and Year 6. Including Key Worker children.</b>
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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	<b>Major</b> Major injury, permanent disability or ill-health	High	High	Medium
	<b>Severe</b> Injury requiring medical treatment	High	Medium	Low
	<b>Minor</b> First aid treatment	Medium	Low	Low

The school has been closed to all pupils with the exception of the children of keyworkers, pupils who have an EHCP and those deemed vulnerable through having support through Children's Services as outlined in the guidance from the Department for Education (DfE) and Public Health England (PHE). [-Critical Workers who can access schools occupational settings-Updated on the 5<sup>th</sup> May 2020.](#)

From the week commencing 15th June the school will welcome back children in nursery, reception, year 1 and year 6, alongside priority groups as identified by the [DfE Guidance Coronavirus \(COVID-19\) Implementing protective measures in education and childcare settings-11<sup>th</sup> May 2020.](#)

The school are also following the DfE guidance : [Actions for schools during the coronavirus outbreak - 28<sup>th</sup> April 2020.](#)

The school have adopted the guidance provided in the DfE and PHE [Coronavirus \(COVID-19\) guidance for educational settings](#) -Updated 7<sup>th</sup> April 2020.

The school have staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE; [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#). -Updated on the 5<sup>th</sup> May 2020.

Where need identified individual risk assessments have been completed for identified staff members.

The school have also identified staff and pupils that are clinically vulnerable and are following the guidance from the Cabinet Office; [Staying at home and away from others \(social distancing\)](#) (Point 6), updated on the 1<sup>st</sup> May 2020. Where need identified individual risk assessments have been completed for identified staff members.

The school are maintaining a register of all clinically extremely vulnerable and clinically vulnerable staff and pupils and regular contact is undertaken to check on their wellbeing.

Staff, Parents and Carers who are in school are regularly reminded to stay at home if they are experiencing signs of illness out lined in the [guidance from the NHS](#). The school are maintaining a register of all vulnerable staff and pupils and regular contact is undertaken.

Where need is identified for relevant pupils the school are following the DfE [Guidance for Conducting a SEND risk assessment during the coronavirus outbreak](#)- Updated the 7<sup>th</sup> May 2020.

The school are following the guidance [COVID-19:Cleaning of non-healthcare settings](#)- Updated 26<sup>th</sup> March 2020.

The school have considered the guidance provided by the DfE- [Opening schools for more children and young people :initial planning framework for schools in England](#) - Updated 12 May 2020 and [Planning guidance for primary schools](#) -Published 14 May 2020.

Staff, Parents/Carers have been advised that casual clothing is to be worn to school, it is strongly advised that clean clothing be worn each day.

Parents/Carers are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the school communication links.

PHE have a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents- 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)

Durham County Council are working with partner agencies and following national guidance.

For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team -[hsteam@durham.gov.uk](mailto:hsteam@durham.gov.uk) and 03000 263430.

## Howden le Wear Primary School – School Specific Risk Assessment

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px;">2</div> <div style="border: 1px solid black; padding: 5px;">3</div> <div style="border: 1px solid black; padding: 5px;">4</div> <div style="border: 1px solid black; padding: 5px;">5</div> <div style="border: 1px solid black; padding: 5px;">6</div> </div>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

**Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15**

Risk Assessment Completed by	Chris Baines, Headteacher on Friday 29 <sup>th</sup> May 2020				
Reviews carried out	Weekly				
Task Description	Re-Opening School to Nursery Reception, Year 1 and Year 6. Including Key Worker children				
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members				
Hazards/Consequences	Existing Control Procedures	Likelihood (a)	Severity (b)	Residual Risk (a x b)	Priority
<b>Re-opening school to Nursery, Reception, Year 1 and Year 6 - Phased return</b>	<p>W/C 1<sup>st</sup> June - Critical key worker/Vulnerable children and Nursery only.</p> <p>W/C 8<sup>th</sup> June – Critical key worker/Vulnerable children and Nursery only.</p> <p>W/C 15<sup>th</sup> June – Year 6</p> <p>W/C 22<sup>nd</sup> June – Year 1</p> <p>W/C 29<sup>th</sup> June – Reception and Nursery</p> <p>Children will be grouped into hubs according to numbers of children returning (which will inform how many hubs are required per year group), general ability and mix of boys / girls. Hubs will not be organised according to friendship groups as this does not promote social distancing.</p>	<b>3</b>	<b>4</b>	<b>12 – Medium Risk</b>	
<b>Before/After School Entry/Exit Procedures.</b>	<p>There will be a coordinated system of entrance to school with hub groups using a variety of entrances that provide the most accessible, direct route from the main school gate to classrooms. To further avoid congestion, 45 minutes will be allocated to the morning arrival (8.45am – 9.30am) and another 45 for the afternoon departure (2.45pm -3.30pm). Parents will be encouraged to drop off/collect within their specified timeframe. The main school entrance gate will be used for entry and exit. This will enable parents to remain outside school grounds when collecting / dropping off. Key worker children in demountable hub will enter and exit via side path and across playground. Parents of key workers will ring bell on side gate on arrival / exit. Children then brought to gate to avoid parents on school site.</p> <p><b>Key Worker Hub</b> – Side gate access, across playground</p> <p><b>Year 6</b> – (based in Y4/5 class) Main pedestrian gate – collected by staff at main gate – side path onto playground – entry via KS2 entrance.</p>	<b>3</b>	<b>4</b>	<b>12 – Medium Risk</b>	

	<p><b>Year 1</b> – (based in Y1 class) Main pedestrian gate – collected by staff at main gate – side path onto playground – entry via KS1 entrance.</p> <p><b>Reception Hub 1</b> – (based in EYFS room) Main pedestrian gate – collected by staff at main gate – entry via Reception gate into EY Outdoor Area</p> <p><b>Reception Hub 2</b> – (based in Year 3 classroom) Main pedestrian gate – collected by staff at main gate – side path onto playground – entry via KS2 entrance.</p> <p><b>Nursery Hub</b> – (based in Nursery EY area) Main pedestrian gate – collected by staff at main gate – side path onto playground – entry via nursery gate from playground.</p> <p><b>Capacity:</b>  Key worker Hub of up to 15 in the demountable classroom  Y1/6 pupils will be in Hubs of up to 12  Early Years Hubs up to 8 pupils per hub</p> <p><i>*See Operational Plan for specific group arrangements.</i></p>				
<b>Transport on and off school site</b>	<p>Children walk to school or travel in family cars. No school transport is provided.</p> <p>Taxi transfers for vulnerable children, drop off pick up from car park. Taxi drivers aware of protocols and procedures for this.</p> <p>Parents encouraged to walk to school with children as parking is limited around the school site.</p>	<b>3</b>	<b>2</b>	<b>6 – Low Risk</b>	
<b>Handwashing</b>	<p>Handwashing will take place immediately on entry to the classroom and before leaving for home. Handwashing will also take place every time a child goes outside or comes back in; before lunch or snack; after coughing or sneezing and after toileting. Handwashing will be supervised within the classroom or allocated toilets from a distance. Liquid soap will be used and children will have access to hand moisturiser to prevent sore, cracked hands.</p> <p>Staff will have continual access to hand sanitizer.</p>	<b>3</b>	<b>4</b>	<b>12 – Medium Risk</b>	

**Lunchtimes/Playtimes**

Morning staggered break-time will be 15 minutes in length for each hub.

The staggered lunchtimes will include 20 mins in classroom to eat lunch followed by 25 mins outside.

Hubs will rotate around the following outdoor spaces at times that are coordinated to avoid cross overs. Each hub will have access to and area of 'play' for the day, except EYFS who will have exclusive use of the Forest area of the school field. EYFS also do not have an allocated morning break in line with rest of school. EYFS break/snack to be organised by EY Leader.

Any equipment used will be sanitised and wiped in advance of a new group using the next day. Allocated play areas are:

- Football Pitch
- Demountable Playground
- Key Stage 1 Playground
- Key Stage 1 enclosed outdoor area
- School Garden Area

Hub	Start Time	Break	Lunch	Finish
Key Worker	8am	10.30am - 10.45am	12.30pm – 1.15pm	3.30pm
Year 6	8.45am	10am – 10.15am	12.15pm – 1pm	2.40pm
Year 1	8.55am	10.15am – 10.30am	12pm – 12.45pm	2.50pm
EYFS Hub 1	9.05am	N/A	11.45am – 12.30pm	3.00pm
EYFS Hub 2	9.15am	N/A	11.45am – 12.30pm	3.10pm
EYFS Hub 3	9.25am	N/A	11.45am – 12.30pm	3.20pm

Lunchtimes have been shortened to 45 minutes in order to reduce the unstructured playing out time to a minimum. The outdoor climbing / play equipment will not be accessible. The 'tyre' area will be accessible for children.

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**16 – High Risk**

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**16 – High Risk**

<p><b>Classrooms</b></p>	<p>Children will sit at their own tables, at least 2m well-spaced apart. An initial look at spacing suggests this is manageable. SLT have moved furniture and marked areas for children to sit. Staff have clear instructions to segregate at a distance of 2m at the front of the classes in KS1 &amp; KS2 classrooms.</p> <p>EYFS will be making the most of our outdoor spaces for hubs to work in and encourage social distancing. In the EYFS there are designated tables for children to sit at when required and also designated spots / markers for sitting on the floor area.</p>	<p>3</p>	<p>4</p>	<p>12 – Medium Risk</p>	
<p><b>Resources/Pupil Supplies</b></p>	<p>Children have their own tray with basic equipment in. They will sit at the same seat every day.</p> <p>Tables will be cleaned before eating whilst children are not at their desks.</p> <p>Pupils will not share resources.</p> <p>Hubs will be allocated a small amount of equipment for use at breaktime and lunchtime. They are for the sole use of that hub and will be cleaned after every use.</p> <p>Children will work in their books that will remain in their trays. They may be provided paper/worksheets as required and kept in manila wallets in their trays. Verbal feedback or self-marking when appropriate is the preferred method of feedback on work to children. No written marking will take place.</p> <p>iPads will be cleaned before and after use with an antibacterial wipe.</p> <p>Class PC computers will be accessible but will need to be wiped with antibacterial wipes before and after each use.</p> <p>Early Years will be unable to share equipment. Outdoor large play equipment will be unavailable. Children will have available to them toys and resources that meet the learning needs of the day, as directed by the EYFS Leader. These will be sanitised and washed on a daily basis.</p>	<p>3</p>	<p>4</p>	<p>12 – Medium Risk</p>	
<p><b>Contamination of outdoor play equipment</b></p>	<p>Pupils cannot use the outdoor play equipment to climb, swing etc.</p>	<p>3</p>	<p>4</p>	<p>12 – Medium Risk</p>	

	<p>Early years hubs will be given a designated set of personal equipment including a bike / scooter which will be sanitised before and after use.</p>	4	4	16 – High Risk	
<p><b>Primary Age Pupils / EY Lack of understanding</b></p>	<p>Children will be taught the expectations and reminded of the regulations / behaviour systems in place relating to social distancing not touching faces, fingers in mouth etc.</p> <p>Handwashing will be supervised as far as possible using rhymes and songs with EY children.</p>	4	4	16 – High Risk	
<p><b>Facilities and Premises</b></p>	<p>To prevent infection spread on handles and for air flow, where possible, classroom doors and windows should be kept open.</p> <p>Staff have antibacterial spray and disposable wipes in each class which can be used as appropriate.</p> <p>Corridors are too narrow to pass at a safe distance so therefore staff and pupils must strictly adhere to the ‘one hub per corridor’ system and if necessary children will be supervised by staff who will make them wait in appropriate safe places while others pass. It will be made explicitly clear to children that they must not pass on a corridor.</p> <p>A one-way system is operational in the hall and hazard tape denotes the designated walking route through the hall.</p> <p>Outside areas for drop off and pick up are marked with 2m spaced waiting spaces. The main entrance office / reception area has signage for 1 in,1 out and hand sanitiser is available to use before and after signing in. All staff are asked to wash hands on entry to the building in the toilet adjacent to the entrance.</p> <p>Markings will be in place outside of class / key stage entrances so pupils can line up 2m apart as they enter and wait to wash hands.</p> <p>Soap, hand wash, tissues and other related products will be</p>	3	4	12 – Medium Risk	



<p><b>Cleaning</b></p>	<p>available in all teaching areas. Lidded bins will be provided in all classrooms for disposal of tissues and any other waste.</p> <p>*See Organisational plan for specific group arrangement</p> <p>*See re-opening checklist.</p> <p>Cleaners will undertake usual cleaning at the end of the school day. Cleaners will clean toilets and door handles at lunch time. School staff will clean iPad / computers / school telephones / walkie-talkies before and after use.</p> <p>School staff will have continual access to antibac spray, blue roll and anti bac wipes to use, if they wish, as appropriate although will not be asked to undertake any routine cleaning they can dynamically assess where they feel appropriate. All items will be on the COSH register.</p> <p>Tissue bins (with lids) are to be double bagged when emptied.</p> <p>*See Cleaning Schedule</p>	<p>3</p>	<p>4</p>	<p><b>12 – Medium Risk</b></p>	
<p><b>First Aid/Possible COVID-19 Symptoms</b></p>	<p>First Aid equipment is available in classrooms for each hub to access. All staff are First Aid trained. Where possible, teachers should provide minor first aid to any child who requires it, using appropriate PPE. If an ice pack is required or additional First Aid such as ambulance assistance, the main office should be contacted immediately via phone or walkie-talkie. Protective equipment, such as gloves and a mask, should be worn when First Aid is administered. All classrooms will have a PPE ‘Grab Bag’ supplies.</p> <p>Visors will be kept in key locations around the school and will be cleaned with sanitiser before and after use.</p> <p>Training on the safe use of PPE will be provided to staff in advance of year groups returning.</p> <p>PPE review of supplies to take place every Friday – office staff to complete.</p> <p>Children showing signs of Covid-19 will be isolated in the Headteacher’s Office until parents can collect them. Suitable</p>	<p>3</p>	<p>4</p>	<p><b>12 – Medium Risk</b></p>	

<p><b>Shielding Staff</b> (Medical complications relating to pre-existing medical condition/ Medical complications relating to medical treatment)</p> <p><b>Clinically Vulnerable Staff</b> (Including pregnancy)</p>	<p>PPE equipment must be worn when supporting / caring for such children. HT will sanitise afterwards and cleaners will clean HT Office asap. Before pupils return, ensure parent contact details are up to date and accurate.</p> <p>*See PPE Matrix.</p> <p><b>Govt guidance states:</b> If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>The school has no members of staff who are currently Shielding.</p> <p>The school has no members of staff who are currently Clinically Vulnerable</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	
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<p><b>Vulnerable Staff</b> (Current Medical issues giving rise to increased risk of catching Coronavirus or increased risks associated with symptoms)</p>	<p>The school has two member of staff who are classified as vulnerable. Neither member of staff have received a letter from GP asking them to self-isolate / state they are clinically vulnerable. Following consultation with these staff, they are to return to work but will not be involved in the provision of hubs or having daily direct contact with children in hubs. Social distancing with other staff when in school.</p>	<p>3</p>	<p>4</p>	<p>12 – Medium Risk</p>	
<p><b>Potential Symptoms (General)</b> Significant breathing difficulty. High Temperature Coughing and sneezing</p>	<p>General precautions as advised by the Government are to be strictly observed: Tissues widely available for staff and pupils; Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze; Put used tissues in the bin immediately; Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available; Try to avoid close contact with people who are unwell; Don't touch your eyes, nose or mouth if your hands are not clean.</p>	<p>3</p>	<p>4</p>	<p>12 – Medium Risk</p>	
<p><b>Visitors to premises: Including Contractors and customers</b></p>	<p>Each person in school, staff, pupil or visitor will where possible maintain a practical 2m distance away from each other and not get into close proximity with each other if it can be avoided.</p> <p>Visitors will be by appointment only and will be assessed for risk on arrival. Ask if they are displaying symptoms, asked to wash hands, reminded to remain 2m apart, practise good hand hygiene, offer of PPE. Office staff to do this.</p> <p>Kitchen supplies for Taylor Shaw will be delivered directly to the kitchen door. Kitchen supply staff cannot enter the school building.</p> <p>All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site. *See Visitors Risk Assessment for more information</p>	<p>3</p>	<p>4</p>	<p>12 – Medium Risk</p>	

<p><b>Emergency Procedures</b></p>	<p><b>Fire</b>  Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</p> <p>Designated fire evacuation ‘muster’ points will be allocated to each hub of children.</p> <p>Should the emergency services be required to visit the site, they will need to follow the usual procedures taking into account social distancing as much as is possible, given the individual circumstances.</p> <p>Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points.</p> <p>A fire drill will be carried out W/C 15th June 2020 with key/critical children &amp; Year 6 and be repeated weekly when additional groups return to school.</p> <p>The school’s caretaker ensures that that weekly testing of the fire alarm is carried out to ensure legal requirements are met.</p> <p><b>Lockdown</b>  Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid</p>			<p><b>Risk</b></p>	
<p><b>Handling Cash</b></p>	<p>No cash to be handled in school.</p>	<p><b>3</b></p>	<p><b>4</b></p>	<p><b>12 – Medium Risk</b></p>	
<p><b>Staff room/eating and safe use of facilities</b></p>	<p>Staff room initially relocated to hall where improved social distancing can take place and more people can be accommodated. This would be inside the hall one way system for walking. Staff to be provided with blue roll and antibac spray to clean down tables after use. All uneaten food and drink to be</p>	<p><b>3</b></p>	<p><b>4</b></p>	<p><b>12 – Medium Risk</b></p>	

<p><b>Deliveries</b></p>	<p>disposed of in bin or rubbish bag.</p> <p>Staff should wherever possible bring in packed lunches and a flask for hot drinks. Staff can use the boiler facility in the staffroom and tea/coffee will be available from the kitchen hatch in the hall. Staff are encouraged not to use kettles, microwaves, fridges etc but these will still be available should staff choose to use. Antibac spray / blue roll is provided so staff can wipe down equipment before and after use. Antibac hand soap is also available.</p> <p>Staff chairs will be allocated / organised to ensure social distancing</p> <p>Staff to be encouraged to remain on site during lunch and breaks to avoid external contact with others and then returning to school. When this is not possible, staff are advised to maintain social distancing whilst off-site.</p> <p>Restrict the number of people using main staff room at any one time. <b>Maximum occupancy 4 people</b></p> <p>Maximum occupancies (1 person every 2 metres) identified on the door.</p> <p>Staff toilets ((main entrance / disabled toilet / demountable) will be cleaned additionally at lunchtime. Antibac spray and blue roll is available in case staff would like to sanitise items before and after use. This is not compulsory or encouraged, but the facility is available if staff wish to use it. Gloves are available if staff choose to undertake this practice.</p> <p>Antibacterial hand soap and hypoallergenic moisturiser is available for use.</p> <p>Taylor Shaw and school advise all delivery drivers that no goods or food should be physically handed over or delivery drivers entering the school building.</p> <p><b>Main School Deliveries</b> – will be left outside the main office door. Advise all delivery drivers that no goods or food should be physically handed over.</p>	<p>3</p>	<p>4</p>	<p>12 – Medium Risk</p>	
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<p><b>Meeting Rooms/Offices</b></p>	<p>Decide on a location as a set drop-off point agreed in advance.</p> <p>Kitchen deliveries will be left outside the kitchen door. Advise all delivery drivers that no goods or food should be physically handed over.</p> <p>Maximum occupancy is displayed on doors and rooms will be rearranged / chairs removed etc to help ensure capacity is not exceeded.</p> <p>2m spacing all rooms.</p> <p><b>Room Maximum Capacity:</b>  Main Office: 3 – 2 x office staff plus one other  HT Office: 3 - 2 only sitting at PCs / one visitor stood at door.  Staff room: 4 people  Demountable: 15 pupils plus 2 staff  Nurture Room: 5 pupils plus 2 staff  Classrooms KS1 / KS2: 12 pupils &amp; 2 adults  Classroom EY 8 pupils &amp; 2 adults  Nursery EY 8 pupils &amp; 2 adults  Hall 18 pupils &amp; 3 staff  Library Area – 2 pupils plus 1 adult</p> <p>The maximum occupancy of all rooms will be communicated with staff. All rooms will have a large A3 sign displaying the occupancy on the door.</p> <p>Windows are to be open to encourage increased natural ventilation in all offices &amp; classrooms.</p> <p>Doors should be left open in the hall where possible to supplement the natural ventilation.</p> <p>Staff should leave their desks as clear as possible so that it can be easily cleaned. Staff have sanitiser to clean their laptop / desk / telephone &amp; other equipment during the day, if they so wish. This is not compulsory, but available if staff wish to</p>	<p>3</p>	<p>4</p>	<p>12 – Medium Risk</p>	
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<p><b>Contact due to personal / intimate care</b></p>	<p>undertake this.</p> <p>Anti bac wipes are available at the photocopier and main door if staff wish to wipe down before use. Staff are encouraged to wash hands after using equipment such as the photocopier. They are encouraged to photocopy (print) directly from their laptop to minimise touching of photocopier.</p> <p>Waste bins for designated tissues will be labelled for tissues. Bins will have swing lids, limiting contact with the bin.</p> <p>Staff and pupils must wash hands after disposing of a tissue in a bin. Separate bins for paper towels will be available for after handwashing.</p> <p>Staff must wear the normal personal protective equipment they need for giving intimate/personal care. (gloves, apron, mask, visor)</p> <p>In cases of personal / intimate care, encourage children to change themselves whilst maintaining a social distance at all times if possible. *See PPE Matrix</p>	<p>3</p>	<p>4</p>	<p><b>12 – Medium Risk</b></p>	
<p><b>Staff Illness Contingency</b></p>	<p>In the event of a hub staff member being unable to attend work, in the short term (max 5 days) the hub could still be operational with other staff not associated with another hub covering break/lunch.</p> <p>Staff absence expected to be beyond 5 days would result in an available member of staff being identified to permanently link to and work in the hub.</p> <p>In the case of cleaning staff absence, an alternative cleaner would be sought through Beverley Attle and DCC Cleaning Services.</p> <p>In the event of Headteacher absence, the Deputy Headteacher would deputise. They would become the DSL.</p> <p>In the event of Deputy Headteacher absence, Mrs Salkeld would lead the Year 6 hub, whilst the Headteacher would take on the</p>				

	<p>role of SENDCo.</p> <p>In the event of both the Head and Deputy being absent Mrs Craig and Mrs Campbell would be the designated school leaders. Mrs Craig would be removed from her EYFS hub to facilitate leadership duties. Mrs Craig would be the DSL and SENDCo.</p> <p>Staffing levels in school will be monitored and if insufficient staff are available at short notice, hubs may need to be closed and / or the whole school in consultation with the governing body.</p> <p><b>*Throughout the re-opening process there will be incidents that require a dynamic risk assessment – An assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.</b></p>				
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**Durham Local Authority  
Infection Control COVID-19 General School Risk Assessment**

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<p><b>Limiting the Spread of Coronavirus (COVID-19) to the school community.</b></p>	<p><b>M</b></p>	<p>-Only pupils in Nursery, Reception, Year 1, Year 6, and pupils who are vulnerable or have parents that are key workers are accessing the school site.</p> <p>-Registers are taken each day of pupils present.</p> <p>-Staff arrive on site prior to the start of the school day and report to the identified member of the SLT.</p> <p>-Pupils are met each day at the identified entrance for their class by a staff member.</p> <p>-Parents will not be permitted into the school building.</p>	<p>-Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have.</p> <p>- Head teacher to remind parents/carers and staff via newsletters etc. that where children or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for households with possible coronavirus infection.</a></p> <p>-Pupils and Staff displaying symptoms will <b>not be</b> permitted into school until <a href="#">7/14-day isolation completed.</a></p> <p>-The Governing body of the school are to be informed of staff members and Parent/Carers concerns.</p>	<p><b>L</b></p>	<p><b>Parents/ Carers and Staff-On Going.</b></p> <p><b>Head teacher-On Going.</b></p> <p><b>Head teacher-Where need identified.</b></p> <p><b>Head teacher-Immediate</b></p>
<p><b>Staff and Pupils not attending school</b></p>	<p><b>M</b></p>	<p>-Registers are maintained each day for pupils that are knowingly attending the school</p> <p>-Staff are on a rota for supporting pupils at the school.</p>	<p>-Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence.</p> <p>-Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence.</p> <p>-Where need is identified staff/families advised to follow <a href="#">guidance from the NHS</a></p>	<p><b>L</b></p>	<p><b>Parents/ Carers and Staff-On Going.</b></p> <p><b>Staff-On Going</b></p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<b>Transport on and off the school site.</b>	<b>M</b>	<ul style="list-style-type: none"> <li>-The LA are liaising with transport providers to ensure social distancing takes place on transport vehicles.</li> <li>-Pupils will be met by staff members at the usual drop off/pick up points on the school site.</li> <li>-Pupils closest to the driver will get off the vehicle first, ensuring social distancing.</li> <li>-Staff will ensure that social distancing takes place.</li> </ul>	-Pupils and Parents/Carers will be made aware of the instructions to follow		
<b>Pupil/Staff member living with a shielded or clinically vulnerable person</b>	<b>H</b>	-If a pupil or staff member lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, the DfE have advised that they can attend the school.		<b>L</b>	<b>Head teacher-Where identified</b>
<b>Pupil /Staff member living in a household with someone who is extremely clinically vulnerable</b>	<b>H</b>	<ul style="list-style-type: none"> <li>-If a pupil or staff member is living with someone who is extremely clinically vulnerable it is advised by the DfE that pupils/staff only attend the school if stringent social distancing can be evidenced and adhered to.</li> <li>- If stringent social distancing cannot be adhered to pupil and staff cannot be on the school site.,</li> </ul>	<ul style="list-style-type: none"> <li>-Where the school cannot adhere to stringent social distancing the school do not expect staff/pupils in this category to attend the school site</li> <li>-Where need identified pupils will be supported to learn at home.</li> <li>-Staff will be given tasks to complete from home where appropriate.</li> </ul>	<b>L</b>	<b>Head teacher-Where identified</b>
<b>Entrance to the school site and building</b>	<b>M</b>	<ul style="list-style-type: none"> <li>-Access to the school site to be controlled, several entrance gates are used to allow Pupils and Parents/Carers to follow onto the school site.</li> <li>-Separate Entrance doors for each year group clearly identified.</li> <li>-Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child.</li> <li>-Pupils, Parents/Carers advised to maintain social distancing when entering the school site.</li> <li>-The start of the school day has been staggered to allow controlled access into the</li> </ul>	<ul style="list-style-type: none"> <li>-Pupils, Parents reminded prior to the 1<sup>st</sup> June 2020 to ensure social distancing when on the school site.</li> <li>-Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site.</li> <li>-Staggered start times introduced for Nursery, Reception, Year 1 and Year 6 and times communicated to parents via school communication links and updates provided where need identified.</li> <li>-Staggered start times to be considered where sufficient entrance doors are not available to deal with the number of pupils or vulnerable pupils accessing the school.</li> </ul>	<b>M</b>	<b>Staff/Head teacher-On Going</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>school building by pupils.</p> <ul style="list-style-type: none"> <li>-Parents not permitted to enter the school building unless need is essential.</li> <li>-Pupils are met each day at the identified entrances for their year group class by a staff member.</li> <li>-Pupils store outdoor clothing and bags in designated area.</li> <li>-Staff store their bags in lockers, store cupboards.</li> <li>-Those pupils with clearly named packed lunches and water bottles are to store them in their bags or kept separately within a designated space in the classroom.</li> <li>-Staff members will wipe packed lunch boxes and water bottles over with a cloth that has had anti-bacterial spray applied to it.</li> <li>-Pupils are supervised to wash their hands at the start of the school day. Pupils taught / reminded how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>-Staff to wash their hands with pupils at the start of the school day.</li> <li>-Staff and pupils presenting with symptoms at the start of the school day are isolated in the isolation room and next of kin/parents contacted.</li> </ul>	<p>Start times communicated to parents via school communication links and updates provided where need identified.</p> <ul style="list-style-type: none"> <li>-Parents/Carers advised to leave the school site immediately once their child has entered the building.</li> <li>-School entrances and site secured at the start of the school day.</li> <li>-Staff, Pupils, Parents/Carers will be informed to only bring essential items needed for that day.</li> </ul> <p>Staff to utilise the information available from <a href="#">eBug website</a></p>		
<p><b>Maintaining infection control /hygiene standards within the school building</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- Guidance followed for the cleaning of non health care settings.</li> <li>-<a href="#">Spillage policy in place.</a></li> <li>- Pupils parents/carers advised to ensure that pupils aim to wear clean clothing each day that they attend school. The same will be applicable</li> <li>-Pupils taught how to wash their hands by staff members. Pupils that need support to</li> </ul>	<ul style="list-style-type: none"> <li>- Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified.</li> <li>-Cleaning checklist to be put in place for the school.</li> <li>-Staff to utilise the information available from <a href="#">eBug website</a></li> <li>-Staff to take responsibility for their own</li> </ul>	<p><b>M</b></p>	<p><b>Staff-On-going</b></p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>wash their hands are supported by a member of staff.</p> <ul style="list-style-type: none"> <li>-Where need identified alcohol gel be made available to staff and pupils.</li> <li>-Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff <a href="#">follow the guidance provided</a></li> <li>-Handwashing <a href="#">posters</a> located in pupil and staff toilet areas and in the classroom areas.</li> <li>- Pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> <li>- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>-Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.</li> <li>- Pupils and Staff ensure that they thoroughly dry their hands.</li> <li>-Infection Control Risk assessment in place to manage other biological hazards within the school community.</li> <li>-Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>-Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils.</li> <li>- Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis.</li> <li>-Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine</li> </ul>	<p>personal hygiene through out the school day.</p> <ul style="list-style-type: none"> <li>-Tissues to be made available in each classroom. Pupils taught to follow the guidance 'Catch it, Bin it, Kill it', and avoid touching their faces, noses etc. whilst at school.</li> <li>-Consideration be given to using hand towels and not hand dryers to ensure that hands are dried thoroughly.</li> <li>-Waste bins to be emptied throughout the school day and placed in the external bin store.</li> <li>-The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc.</li> <li>-Where need identified pupils to eat their lunches in their classrooms.</li> <li>-Classroom surfaces to be cleaned if classroom used as a dining area.</li> <li>-All bins emptied at the end of each school day and placed in the external bin store.</li> <li>-Parents advised to ensure that pupils wash their hands when they <b>return</b> to the home environment.</li> <li>-Cleaning regime checklist to be implemented to include; toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, stationery items and the staff areas.</li> <li>- The Governing body of the school are to be informed of Staff members and Parent/Carers' concerns.</li> </ul>		



Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
					Head teacher-Immediate
<p><b>Maintaining infection control in the Classrooms/Hall areas</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>-Pupils placed in class sizes of 15 or less and allocated a classroom with the same teacher/TA each day.</li> <li>-Additional areas changed into classrooms e.g. libraries, dance studios where need identified</li> <li>-Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing.</li> <li>-Soft furnishings, toys etc. around the classroom to be relocated during the phased opening of the school or covered if the covers can be washed / cleaned after use</li> <li>-Windows and doors are opened to allow natural ventilation during the school day.</li> <li>-Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>-Rota in place for lunchtime and break time periods.</li> <li>-Timetable reviewed to reduce the need for pupils to move about the building.</li> <li>-Outdoor activities to be carried out on a rota basis to ensure social distancing.</li> <li>-Where possible teaching activities to be carried out in the outdoor areas of the school.</li> <li>-Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.</li> <li>-Where classrooms/halls are unoccupied doors are to be closed.</li> <li>-Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils.</li> <li>-Robust cleaning regime in place in the</li> </ul>	<ul style="list-style-type: none"> <li>-Where possible pupils to be issued with a stationery pack and exercise book that is specific to them.</li> <li>-Consideration needs to be given to how much space the Nursery and Reception area will need to be able to encourage social distancing.</li> <li>- The Governing body of the school are to be informed of Staff members and Parent/Carers concerns</li> </ul>	<p><b>M</b></p>	<p><b>Staff-On Going</b></p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>Nursery/Reception area.</p> <p>-Waste bins located in classroom/hall areas</p>			
<b>Moving about the building/school site</b>	<b>M</b>	<p>-Clear direction given to parents via the school's communication links for the start and end of the school day.</p> <p>-Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas.</p> <p>-Where need identified some pupils will eat their lunch in their classrooms.</p> <p>-Rota in place to access the outdoor play areas at the school.</p> <p>-Alternative external routes to be adopted to access outdoor play areas etc.</p> <p>-Social distancing measures adhered to where possible.</p> <p>-Posters in place reminding pupils to maintain a 2-metre distance.</p> <p>-Pupils are always supervised when moving about the building.</p> <p>One-way systems where possible put in place on stairways.</p> <p>-Pupils and staff advised to stick to the left-hand side of corridor areas. Consideration be given to placing directional signs around the school site.</p>	<p>-Movement about the building monitored throughout the school day.</p> <p>-Rotas changed where need identified.</p> <p>-Cleaning regime in place for</p>	<b>L</b>	<b>Head teacher- On Going</b>
<b>Transport on and off the school site.</b>	<b>M</b>	<p>-The LA are liaising with transport providers to ensure social distancing takes place on transport vehicles.</p> <p>-Pupils will be met by staff members at the usual drop off/pick up points on the school site.</p> <p>-Pupils will get off the vehicle and will be given direct instruction when to do so to ensure social distancing takes place.</p>	<p>-Pupils and Parents/Carers will be made aware of the instructions to follow via the school's communication links.</p> <p>-Where possible Parents/Carers to transport pupils to the school site.</p>	<b>L</b>	<b>Head teacher/ Parents/ Carers-On going</b>
<b>Welfare facilities</b>	<b>M</b>	<p>-Staff supervise pupils when washing their hands in the toilet areas.</p> <p>-Toilet facilities cleaned at regular intervals</p>			

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</p> <p>-Lunch time and breaktime rota in place for staff accessing the staff room area.</p> <p>-Windows are opened in the staff room when it is occupied by staff members.</p> <p>-Position of furniture within staff room areas reviewed to ensure social distancing.</p>			
<b>Personal Protective Equipment (PPE)</b>	<b>M</b>	<p><b>- Wearing a face covering or face mask in schools is not recommended.</b></p> <p>-Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19.</p> <p>-Staff follow good hand <a href="#">washing practice</a>.</p>	<p>-The school is to hold a supply of PPE- disposable gloves, aprons and face masks on the school site.</p>		
<b>Challenging behaviours displayed</b>	<b>M</b>	<p>-Pupils with challenging behaviours identified.</p> <p>-Risk assessments are in place for pupils who demonstrate challenging behaviours.</p> <p>-Relevant staff are Team Teach Trained.</p> <p>-Where need identified Team Teach techniques are applied, including restraint.</p>	<p>-Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out.</p> <p>-Where restraint has had to be carried out review the risk assessment in place.</p> <p>-Review whether PPE is required when managing challenging behaviours.</p> <p>-Where need identified review the Behaviour Policy.</p>	<b>M</b>	<b>Staff/Pupils- Where need identified.</b>
<b>First Aid Provision and support with medication</b>	<b>M</b>	<p>-Staff are first aid trained.</p> <p>-Where paediatric pupils are present, trained paediatric staff are present in the building.</p> <p>-Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use</p> <p>-Staff to wash their hands prior to administering first aid</p> <p>-Staff to wear disposable gloves when providing first aid support.</p> <p>-Staff to wash their hands after providing first</p>	<p>-Gloves and first aid items used to be double bagged and placed in the waste bin.</p> <p>-Waste bins emptied throughout the school day.</p> <p>-Ensure that a stock of disposable gloves are available for staff use.</p>	<b>L</b>	<b>Staff-On going</b>



Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		aid support. -Medication policy in place. - Staff to wash their hands prior to support with medication and after support.			
<b>Emergency Situations</b>	<b>H</b>	-There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis. -In the event of the fire alarm sounding staff are to direct pupils to evacuate the building. -Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that pupils have with other age groups /staff members. -Staff and pupils are to maintain social distancing where possible when evacuating the building. Staff and pupils are to maintain social distancing when registers are being taken at the assembly point. -Staff and Pupils re entering the building is to be staggered. -Staff and pupils are to wash their hands when they re enter the building.	-The Caretaker/Premise manager is to check the fire alarm control panel at the start of each school day to ensure that the fire alarm system is operating correctly. -Any faults are to be reported immediately to the Contractor who tests and inspects your schools fire alarm system. -The Caretaker/Premises manager is to undertake their usual weekly checks of the fire alarm system.	<b>L</b>	
<b>End of the school day</b>	<b>M</b>	-Pupils/Staff will wash their hands before they leave the school site. -Water bottles and lunch bottles taken home from school each day -Only one Parent/Carer permitted to collect their child from the school site. -Parents/Carers to ensure that they follow social distancing. -Parents/Carers directed to leave the school site immediately once they have collected their child. -Staff control the flow of pupils leaving the	-Parents/Carers to keep the school up to date who will be collecting their child from school. -Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. -Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home.	<b>L</b>	<b>Parents/ Carers-On Going</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>school building to encourage social distancing.</p> <ul style="list-style-type: none"> <li>-Year 6 permitted to walk home from school but are reminded to socially distance.</li> <li>-Gates are secured to the school site.</li> <li>-Gates and entrance doors are included in the cleaning regime at the school.</li> </ul>			
<b>Staff who are pregnant.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>-Staff members who have informed the Head teacher that they are pregnant are not currently in school.</li> </ul>	<ul style="list-style-type: none"> <li>-Staff members to inform the Head teacher at the earliest convenience if they are pregnant.</li> <li>-Pregnant employees are at a greater risk from the Corona virus.</li> <li>-Pregnant staff to refrain from work.</li> <li>-Pregnant staff are to follow the guidance on social distancing.</li> </ul>	<b>H</b>	<b>Staff/ Head teacher-On going</b>
<b>Office areas</b>	<b>H</b>	<ul style="list-style-type: none"> <li>-The maximum occupancy of the office areas have been calculated to ensure social distancing.</li> <li>-Where possible desks have been placed side by side</li> <li>-View panels located in office doors so that the number of staff located in office spaces can clearly be identified.</li> <li>-The doors of Offices in use can be wedged open when occupied.</li> <li>-Where available, windows are opened whilst the office area is in use.</li> <li>-Staff leave their desks as clear as possible so that it can be easily cleaned.</li> <li>-Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day.</li> <li>-Staff undertake other activities that allow them to leave the office area over the course of the school day.</li> <li>-Mobile partitions used where possible to separate large office areas.</li> </ul>	<ul style="list-style-type: none"> <li>-Where waste bins do not have lids place an object over the waste bin to act as a lid.</li> </ul>	<b>L</b>	<b>Caretaker/ Premise Manager-On Going.</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<b>Visitors to the school</b>	<b>H</b>	<ul style="list-style-type: none"> <li>-Where possible visitors to the school site be limited.</li> <li>-Trade persons attending the school site to complete statutory testing to be permitted on site. Where possible appointments to be made outside of school hours.</li> <li>-All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.</li> <li>-Visitors are always supervised whilst on the school site. Social distancing maintained.</li> </ul>		<b>M</b>	
<b>Deliveries to the school</b>	<b>M</b>	<ul style="list-style-type: none"> <li>-Only essential items are ordered by the school.</li> <li>-Identified staff take responsibility for deliveries made to the school.</li> <li>-Staff members wash their hands before and after decanting orders and storing them away.</li> <li>-Kitchen deliveries are made directly to the kitchen area.</li> <li>-On decanting products, products are to be wiped down and stored away.</li> <li>-Packaging to be placed in the external bin store.</li> </ul>		<b>L</b>	
<b>Staff Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>-Staff have been provided with Public Health England <a href="#">Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</a> link.</li> <li>-Staff receives sufficient breaks during the school day.</li> <li>-Staff encouraged to leave the school site shortly after the end of the school day.</li> </ul>	<ul style="list-style-type: none"> <li>-Staff to discuss concerns with the SLT</li> <li>-Where need identified staff are to be referred to DCC Occupational - <a href="mailto:occhealth@durham.gov.uk">occhealth@durham.gov.uk</a></li> <li>-Staff to be reminded of the counselling services available to all DCC staff-<a href="#">Health Assured</a> on 0800 716017.</li> </ul>	<b>L</b>	<b>Staff-On-going</b>
<b>Deep Clean</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- A deep clean of all areas of the school to be carried out during the Summer break.</li> <li>-The deep clean is to include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas.</li> </ul>		<b>L</b>	

Date of assessment review	Signatures