


GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: CORONAVIRUS (COVID-19) – Schools Full Opening V9 updated May 21
 Used with Existing Risk Assessments & Current Government Guidance

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PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Lady Manners School, Shutts Lane, Bakewell, DE45 1JE				Reviews			
Assessment carried out by	Bernard Charlesworth	Signature		Date	Reviewed by	Changes Made	
				10/07/20	DCC H&S Team	Y	
				17/07/20	SLT, H&S Governor	Y	
				23/10/20	SLT	Y	
				30/11/20	DCC, SLT, Unions, Governors. V6	Y	
				22/02/21	SLT, Unions, Governors, DCC V8	Y	
				28/05/21	SLT, Unions, Governors, DCC V9	Y	

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

Name of Manager confirming and agreeing Assessment: Janet Snell
 Signature: 

This document should be read by all staff who need to be made aware of and abide by the findings of this risk assessment. It is an overarching risk assessment for the school as a whole and additional detailed operational risk assessments are prepared for specific departments and areas of operation.

RISK ASSESSMENT

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

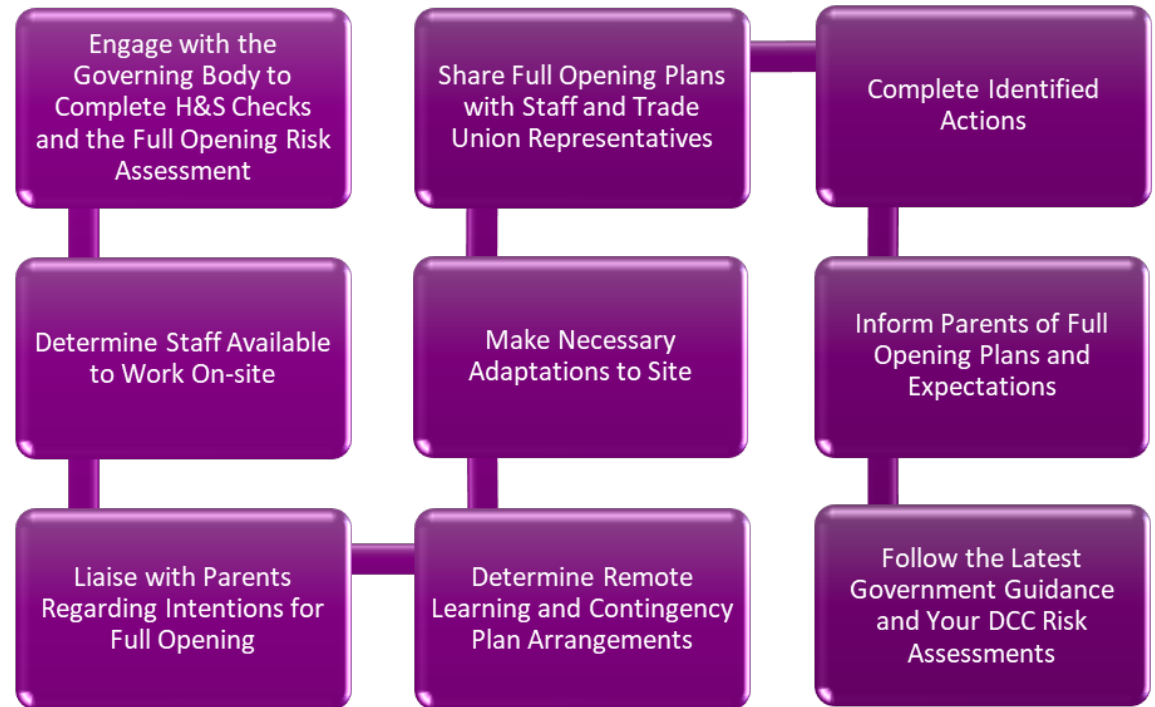
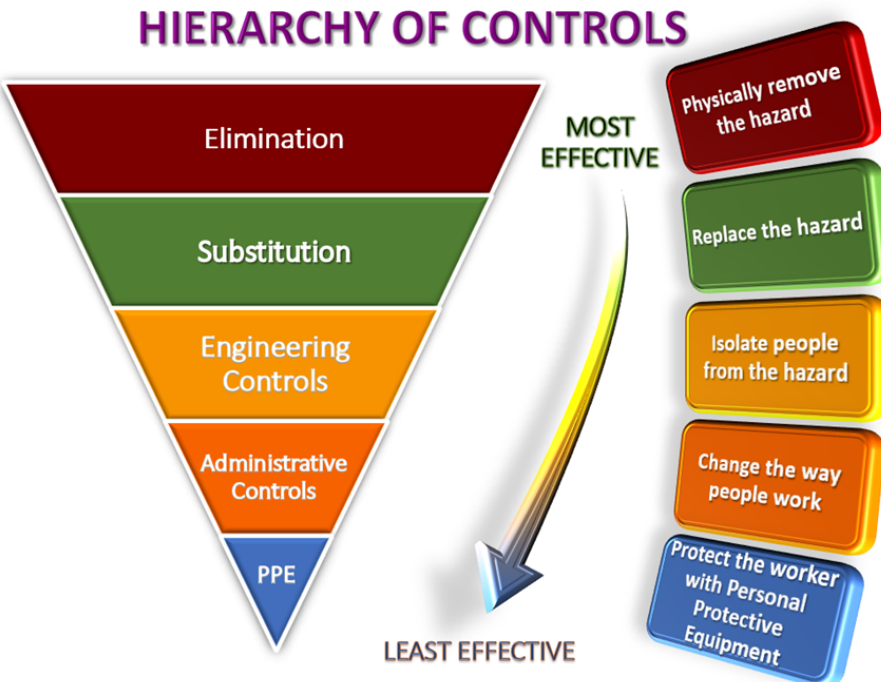
Print Name	Signature	Date	Print Name	Signature	Date

Preparation Steps for Full Opening

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

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

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



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

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

We're Here to Help

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

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

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Unsafe Buildings <i>Operating in a different manner to normal operations</i>	Senior Leadership Team / Site Management Team have held meetings to review the school site and specify entry/exit points and classroom use.	✓	SLT	The school/establishment is following current guidance for building and services safety e.g. Legionella Flushing Update 2021.01. (Available to download from the 'COVID-19 RESOURCES for SCHOOLS' traded services page). Attendance procedures. Daily reports to the DfE during the partial closure period. Back-ups include the secondary "end of class bell". The site team, medical, pastoral and reception staff also have radios.		
	All the usual pre-term building checks are undertaken to make the school safe and all statutory inspections are up to date and compliant e.g.	✓	SLT			
	<ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • Portable appliance testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 					
	Contact is made with the Premises Team if any problems are identified.	✓	SLT			
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place, including arrangements for any deliveries.	✓	SLT			
	The fire risk assessment has been reviewed and appropriate controls are in place.	✓	SLT			
	The school has a system for knowing who is in the school when open.	✓	SLT			
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary).	✓	SLT			
Door closers have been checked and adjusted/tensioned to ensure the door closes gently instead of slamming.	✓	SLT				
Most fire doors that are kept open are held open by a suitable fire door retainer that releases the door automatically in the event of a fire.	✓	SLT				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Unsafe Buildings</p> <p><i>Operating in a different manner to normal operations</i></p>	<p>Fire drills are undertaken and recorded</p> <ul style="list-style-type: none"> Someone is in charge to coordinate the fire drill and communicate with others who might be using other areas of the site (additional fire marshals are used where required) A known fire drill is done first to reassure staff and students. Social distancing is aimed for at all times during the fire drill, including the final assembly point(s). One or more external areas of the school are used to achieve social distancing A debrief is undertaken to share any lessons learnt 	✓	SLT	➤		
	<p>Alarm point checks are recorded.</p>	✓	SLT			
	<p>There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off.</p>	✓	SLT			
	<p>Staff know where utility isolation points and firefighting equipment are.</p>	✓	SLT			
	<p>Personal Emergency Evacuation Plans are in place for students/staff who need assistance to evacuate the building.</p>	✓	SLT			
	<p>A risk assessment review has been undertaken to take account of the new situation relating to the change in the nature of the provision being made and the provisions of COVID-19 Government guidance so far as is reasonably practicable.</p>	✓	SLT			
	<p>Staying COVID-19 Secure notice is displayed for (non-teaching/childcare work areas e.g. office) to show staff that the school has complied with managing the risk of coronavirus (COVID-19) where possible. Click on the link to download the Staying COVID-19 Secure notice https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice</p>	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of hygiene provision and effective cleaning COVID-19: cleaning of non-healthcare settings outside the home	Additional cleaning schedule is agreed and implemented with site staff/cleaners/cleaning contractors, which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school.	✓	SLT	Additional cleaners have been employed since September 2020		
	Working hours for cleaning staff are increased in agreement with staff.	✓	SLT	Reviewed and adjusted to meet changing needs.		
	Site staff/cleaners follow (existing) cleaning procedures and risk assessments with special attention given to frequently touched surfaces (contact points) e.g. light switches, handrails, door handles, toilets etc.	✓	SLT			
	Classrooms, desks and chairs are cleaned at the end of the day and between different groups using the same furniture.	✓	SLT			
	To facilitate cleaning, unnecessary items are stored safely, including those stored in the classroom.	✓	SLT			
	All areas used for eating are thoroughly cleaned at the end of each sitting/break, including chairs, door handles, and payment devices.	✓	SLT	Contactless cards purchased		
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception/delivery drop off areas for staff and visitors to use.	✓	SLT			
	The toilets are cleaned frequently to take account for the number of students accessing the facilities.	✓	SLT			
	To evidence the cleaning routine a tick sheet is signed and dated by the person carrying out the cleaning for each area where possible.	✓	SLT			
Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply.	✓	SLT				

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<p>(Continued)</p> <p>COVID-19: cleaning of non-healthcare settings outside the home</p> <p>Lack of hygiene provision during deliveries</p>	Vending machines are taken out of use for the foreseeable future as continual hygiene cannot be maintained.	✓	SLT	Contactless machines and sanitisers available. Vending machines only available in the 6 th form Centre		
	The school/setting would pursue; <ul style="list-style-type: none"> • replacement/cover site staff if the duties are contracted in • sharing site staff support from another school/setting • external cleaning services • temporary workers if alternative arrangements cannot be made. 	✓	SLT			
	If identified areas cannot be cleaned, the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds.	✓	SLT			
	When placing orders for delivery, the company is informed of the school's protocol for accepting deliveries.	✓	SLT			
	Deliveries are kept to a minimum where possible.	✓	SLT			
	Contact between staff and delivery staff/drivers is minimised through temporary drop off and pick up zones.	✓	SLT			
	Staff do not let delivery staff/drivers come into the school building unless it is essential for the delivery or for them to use a toilet whereby, they use hand sanitiser before entering the building.	✓	SLT			
	While packaging is not known to present a specific risk, delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling	✓	SLT			
	Staff will wash/sanitise (alcohol hand gel 60% minimum) their hands immediately if they sign for any deliveries.	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Planning shortcomings	The school 'CORONAVIRUS (COVID-19) – Schools Full Opening risk assessment' is reviewed regularly & when there are significant changes.	✓	SLT	➤		
Guidance for schools: coronavirus (COVID-19)	Governors are clear on their role in providing support to Headteachers/ leaders in the current situation and the full opening of the school.	✓	SLT			
Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak	Headteachers/leaders are clear on what Governors need to know and how frequently they receive information.	✓	SLT			
	Governors are satisfied that health and safety arrangements for COVID-19 are in place and in line with DfE guidelines.	✓	SLT			
	Communication between Headteachers and Governors is clear and understood and virtual governing body meetings are undertaken.	✓	SLT			
	Business Manager ensures regular checks are made with Derbyshire County Council Health and Safety S4S Resources page and Government updates (including H&S COVID-19 FAQ's).	✓	SLT			
	Union representatives are consulted on full opening plans.	✓	SLT			
Guidance for full opening: special schools and other specialist settings	A record (including contact details) is kept of all visitors for 21 days.	✓	SLT			
	In addition to the Government guidance and Derbyshire County Council risk assessments, the school/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread.	✓	SLT			
	When risk assessments are reviewed and updated, these are shared with employees, particularly relating to Coronavirus infection and the possibility that PPE may be required.	✓	SLT			
Actions for schools during the coronavirus outbreak	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/HR or Line Manager	✓	SLT			
	The school communicates appropriately with their most vulnerable students and a risk mitigation form is completed for all students with an EHCP to ensure necessary support is provided.	✓	SLT			

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(Continued) Planning shortcomings	Contingency planning with Local Authority is in place and additional resource identified.	✓	SLT	➤		
	Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.	✓	SLT			
	All staff and students (visitors) are informed of the rules and procedures for social distancing and hygiene precautions	✓	SLT			
	Contact is maintained with families where there are vulnerable students that are not attending school due to parent/carer decision and multi-agency arrangements are in place to support early help.	✓	SLT			
	The approach and expectations around school uniform has been determined and communicated with parents.	✓	SLT			
	Changes to the school day/timetables have been shared with parents.	✓	SLT			
	The approach to preparing students for a return to academic work and new social situations is developed and shared by all teaching staff (This includes bringing together students who have remained in school during closure and those at home and celebrating non-academic achievements of students whilst at home/ during school closure).	✓	SLT			
	Available large spaces and appropriate timetabling is identified e.g. dining areas, halls, studios, particularly in outdoor areas.	✓	SLT			
	Arrangements are in place for before/after school clubs for them to implement the necessary protective measures.	✓	SLT			
	Arrangements are in place to use of alternative sites in co-operation with the responsible organisation.	✓	SLT			
	Re-orientation support for school leavers is developed.	✓	SLT			
Online/website support for families and young people around transition is available.	✓	SLT				

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(Continued) Planning shortcomings	Plans are in place for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> • Early Years to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 	✓	SLT	➤		
	Ongoing communications (posters, emails, inductions, briefing, toolbox talks) are available/ provided to all staff and students, which includes: <ul style="list-style-type: none"> • Risks and symptoms of COVID-19 • Advice regarding self-isolation of those showing signs or symptoms • Social distancing measures • Changes to timetable • Emergency procedures (i.e. first aid, fire) • Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) • Recommendations on transport to and from school including encouraging students to walk or cycle to school where possible • Education resources such as e-bug and PHSE • Expectations when in school and at home 	✓	SLT			

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<p><i>(Continued)</i></p> <p>Planning shortcomings</p>	<p>The impact of COVID-19 on families and whether any additional support may be required is considered concerning financial, increased free school meals eligibility, referrals to social care and other support and pupil premium grant / vulnerable groups.</p>	✓	SLT	➤		
	<p>The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, students and parents.</p>	✓	SLT			
	<p>Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. See Appendix 1 (A3 flowchart).</p>	✓	SLT			
	<p>The school maintains an up-to-date list (including contact information) for each member of staff, student and group/bubble to quickly identify all contacts and groups to which an individual belongs. These groups may include:</p> <ul style="list-style-type: none"> • Teaching staff, rotary staff, supply staff, site staff, fixed teams, classmates, and others that provide additional in-school supports. • Students on the same bus route, the assigned driver and bus monitors. • Students attending before and after school programs 	✓	SLT			
	<p>As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.</p>	✓	SLT			
	<p>Parents are required to follow any relevant school risk assessments, rules, current Coronavirus (COVID-19) Government guidance and meet hygiene expectations, which should also be communicated in the home environment.</p>	✓	SLT			

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<p><i>(Continued)</i></p> <p>Planning shortcomings</p>	<p>The school has sufficient provision to administer medication, first aid and provide intimate care, operating to the latest additional guidance</p> <ul style="list-style-type: none"> • PPE requirements for staff • PPE in Schools Quick Guide for Coronavirus (COVID-19). 	✓	SLT	➤		
	<p>The school understands the NHS Test and Trace process and how to contact our local Public Health England health protection team. The schools have informed staff members and parents/carers the importance to engage with the NHS Test and Trace process to;</p> <ul style="list-style-type: none"> • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). 	✓	SLT			
	<p>PPE requirements are understood, and appropriate supplies are in place including long term approach to obtaining adequate PPE supplies.</p>	✓	SLT			
<p>School safeguarding policy and procedures are not in place due to COVID-19</p> <p>Ofsted: coronavirus (COVID-19) rolling update</p>	<p>Consideration has been given to any children and young people who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.</p>	✓	SLT	➤		
	<p>Safeguarding remains highest priority and policy is updated to reflect changes.</p>	✓	SLT			
	<p>All staff are briefed on updated safeguarding arrangements, including those contacting families of students that are not attending school.</p>	✓	SLT			
	<p>Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable children and young people to return to school.</p>	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>School safeguarding policy and procedures are not in place due to COVID-19</p>	Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission.	✓	SLT	➤		
	All Designated Safeguarding Leads have access to advice from the Local Authority and multi-agency teams.	✓	SLT			
	The school considers dynamically any day to day changes to the health and safety arrangements including changes to evacuation procedures (depending on the use of classrooms), entry and exit points and Critical Incident and Lockdown procedures whilst factoring in social distancing requirements.	✓	SLT			
<p>Staffing arrangements unprepared</p>	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff, first aiders, fire wardens.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • First aider (trained at the level for the relevant age group and associated risks of the school) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/Cleaner, site support staff • Office staff member 	✓	SLT	➤		
	Designated safeguarding leads are provided with more time where possible in the first weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to social care and other agencies.	✓	SLT			
	Designated Safeguarding Leads capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from students.	✓	SLT			

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<p><i>(Continued)</i></p> <p>Staffing arrangements unprepared</p>	Individual risk assessments are in place following the Derbyshire County Council 'Guidance for Schools Individual Risk Assessment for Staff Categorised as at Higher Risk from COVID-19'.	✓	SLT	The Staff Individual Risk Assessment and Guidance that had been redrafted by Schools HR can be found on schoolsnet (click on link).		
	Plans to respond to increased sickness levels are in place with cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	✓	SLT			
	Consideration has been given for staff to wear appropriate clothing who undertake personal care with students as they may need to change and wash them more regularly.	✓	SLT			
	Approaches for meetings and staff training is in place.	✓	SLT			
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision has been agreed and communicated.	✓	SLT			
	Consideration has been given to the options for redeployment of staff to support the effective working of the school.	✓	SLT			
	For any redeployment taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.	✓	SLT			
	Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.	✓	SLT			
	Arrangements for accessing testing, if and when necessary, are in place and staff are clear on returning to work guidance (the Government are planning to issue test kits to schools in Autumn) .	✓	SLT	LFD test kits are available for all staff and can be collected from reception		
	The approach for inducting new starters has been reviewed and updated in line with current situation.	✓	SLT			
Return to school procedures are clear for all staff and arrangements to return any furloughed staff are in place.	✓	SLT				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Staffing arrangements unprepared</p>	The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff.	✓	SLT	➤		
	Staff receive regular briefings on day to day school matters.	✓	SLT			
	Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders.	✓	SLT			
	Flexible working arrangements needed to support any changes to usual working patterns are agreed.	✓	SLT			
	Staff workload expectations are clearly communicated	✓	SLT			
	Staff training required to implement any changes that the school plans to make, either delivered remotely or in school is scheduled.	✓	SLT			
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	✓	SLT			
	Arrangements are in place for any visitors/ contractors on site, with protocols and expectations shared.	✓	SLT			
	Arrangements are in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders with protocols and expectations shared.	✓	SLT			
	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	✓	SLT			
	Staffing allocations to groups have been determined, minimising contact with multiple groups as much as possible.	✓	SLT			
Consideration of available testing for school staff is updated according to latest government advice: Test and Trace .	✓	SLT				

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Classroom arrangements not organised	Classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues have been considered and good ventilation implemented where possible.	✓	SLT	<p>➤ Note; studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment) e.g.</p> <ul style="list-style-type: none"> ➤ plastic up to 72 hours ➤ stainless steel up to 48 ➤ cardboard 24 hours ➤ copper 4 hours. 		
Classrooms have been re/arranged to allow as much space between individuals as practical.	✓	SLT				
Appropriate resources are available within all classrooms e.g. IT, age specific resources. sharing of equipment is limited to the bubble.	✓	SLT				
All furniture not in use has been removed from classrooms and teaching spaces with safe storage arranged for unused furniture.	✓	SLT				
Shared materials and surfaces are cleaned and disinfected more frequently.	✓	SLT				
Where shared materials are not cleaned between groups/bubbles they are left unused and out of reach for a period of 48 hours (72 hours for plastics).	✓	SLT				
Non-essential equipment or resources, which are not easily washable or wipeable have been removed. This may include items such as soft furnishings, cushions and beanbags in classrooms dependent on how effectively they can be cleaned.	✓	SLT				
Furniture has been arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	✓	SLT				
Classroom/area arrangements are reviewed regularly.	✓	SLT				
Classroom and timetable arrangements do not allow for all students to attend in line with guidance	New timetables arrangements are agreed and confirmed for each year group to allow for reduced interaction between year groups whilst considering the need to move between basic class spaces.	✓	SLT	➤		
Consideration of staffing changes to cover absence has been undertaken.	✓	SLT				
Arrangements in place to support students when not at school with remote learning at home.	✓	SLT				

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Precautionary transmission measures not being followed in school	Staff, students and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia).	✓	SLT	Parents, carers, schools and settings do not need to take staff, pupil or children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus Hand washing in hot water instead of cold water does not significantly affect the killing of germs, it is the washing with soap that does. However washing hands in cold water, may lead to staff/students visitors not washing their hands thoroughly in which case hand sanitisers can be used as a short term measure. Face masks are not required to be worn by staff and students in classrooms, corridors and indoor communal areas. They are only required to be worn by staff where the 2m social distancing cannot be maintained. This will be reviewed at Easter 2021 Face masks are required on the school buses.		
	All persons should remain on site once they have entered the school premises unless they have a valid reason to leave, which has been authorised by a member of the senior management team whilst considering the risk of cross infection to others.	✓	SLT			
	Where safeguarding and security is not adversely affected, all <ul style="list-style-type: none"> • internal doors that are not designated fire doors • fire doors with automatic closers • doors that do not need to be kept closed for security reasons are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates	✓	SLT			
	Staff will follow the Derbyshire County Council 'PPE requirements for staff' guidance where required. Note; most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.	✓	SLT			
	Hand sanitiser (alcohol hand gel 60% minimum) is available for use at multiple use touch screen sign in, touch screen payment and fingerprint ID contact points.	✓	SLT			
	Staff and students wear face masks or face coverings in schools if required in line by DfE guidance and identified as a requirement of a risk assessment.	✓	SLT			
	Electronic/touch screen "signing in" systems are cleaned/wiped down regularly.	✓	SLT			
Visitors are informed/asked to use their own pen to sign in at reception (no school pens are kept with the sign in book/register) or school staff sign them in	✓	SLT				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Precautionary transmission measures not being followed in school</p>	The school uses a cashless system to limit cash handling.	✓	SLT	<ul style="list-style-type: none"> Contactless cards issued. Mobile phone app for staff & 6th form students to pre-order lunch. Wall mounted sanitisers in every classroom. <p>With regards to ventilation and heating, the school takes a pragmatic approach to avoid stagnant air that may include:</p> <ul style="list-style-type: none"> Areas are ventilated at the start and close of day. Adequate ventilation and use of internal fans and open doors (<i>not fire doors unless designed to be open</i>) will reduce stagnant air and the risk of transmission. HSE - Air conditioning and ventilation. Many windows and external doors as possible are partially opened narrowly, rather than opening one or a limited number very wide (<i>opening more windows and external doors narrowly will allow fresh air in but reduce drafts</i>). Windows/doors are closed in unoccupied rooms i.e. breaks & lunch breaks. Staff & students dressed appropriately i.e. attire/uniform flexibility, warm clothes/layers. Heating systems adjusted to increase temperature. Appropriate temporary heating equipment is used, and power capacity managed. 		
	All staff, students and visitors will wash/sanitise (alcohol hand gel 60% minimum) their hands more often than usual, including before and after eating and before and after using shared equipment.	✓	SLT			
	The school endeavours to keep equipment sharing to a minimum.	✓	SLT			
	Hand sanitiser/sanitizing wipes station is next to the office's shared work equipment e.g. printers, fax machine, copier etc, so staff can clean their hands after each use.	✓	SLT			
	Handwashing techniques are explained to all students and the supervision of pupil's washing hands correctly is periodically undertaken by staff.	✓	SLT			
	<p>All students are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"> before leaving home and on arrival at school after using the toilet and after breaks and sporting activities when they change rooms before food preparation and eating any food, including snacks before leaving school. 	✓	SLT			
	The school has enough hand washing and/or hand sanitiser 'stations' available so that all students and staff can clean their hands regularly.	✓	SLT			
	<p>Teachers (and support staff) follow and regularly reiterate the hygiene message to students;</p> <ul style="list-style-type: none"> cover your cough or sneeze with a tissue if you don't have any tissues available, then cough and sneeze into the crook of your elbow throw the tissue in a bin avoid touching your eyes, nose and mouth with unwashed hands. 	✓	SLT			
	Hand washing facilities identified for each learning zone.	✓	SLT			
	External doors and windows are opened and appropriately secured to allow additional ventilation, where possible (including offices).					

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to	Date to be actioned
<i>(Continued)</i> Precautionary transmission measures not being followed in school	The amount of shared resources that are taken home and the exchange of take-home resources between children, young people and staff are limited.	✓	SLT	<p>Note; good hand hygiene helps stop the spread of COVID-19. Washing with soap and water is the best way to get rid of germs and using an alcohol-based sanitiser should be your second choice, because the benefit of soap is that mechanical friction from scrubbing produces a foam that can cover a large surface area and gets into every nook and cranny of your skin and also removes debris.</p> <p>There is no centralised ventilation system in school.</p> <p>Emailed and made available on MyVLE</p>		
	Equipment and resources per child are provided for to prevent the sharing of stationery and other equipment where possible.	✓	SLT			
	Any shared classroom materials and surfaces are cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups).	✓	SLT			
	Practical lessons can proceed if equipment is cleaned thoroughly and the classroom is occupied by the same children or young people in one day, or properly cleaned between groups.	✓	SLT			
	The centralised ventilation system that removes and circulates air to different rooms is turned off. In these situations, advice is also sought from the schools facilities management/Property Services.	N A				
	Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching.	✓	SLT			
	Sufficient training is given to Teachers, if cleaning materials are to be placed in classrooms, including safe use and secure safe storage of products.	✓	SLT			
	Bin liners are used in all bins and emptied daily.	✓	SLT			
	Enhanced cleaning and disinfecting guidance are available to staff for use if required.	✓	SLT			
	Adequate cleaning supplies are in place including longer-term arrangement for continual supply.	✓	SLT			
	PPE in Schools Quick Guide for Coronavirus (COVID-19) has been shared with all relevant staff.	✓	SLT			
	PPE requirements are understood and appropriate supplies are in place.	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Social distancing failure	<p>The schools will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. Applying an overarching principle to reduce the number of contacts between children and staff. This will always be dependent on;</p> <ul style="list-style-type: none"> • <i>children's ability to social distance</i> • <i>the lay out and facilities of the school</i> • <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</i> 	✓	SLT	<p>REMEMBER; it is important that the smaller you can get the groups 'bubbles' whilst delivering a broad and balanced curriculum, the more effective your management of cross infection will be, and this will prove evident in the event of a confirmed COVID-19 case.</p> <p>Note; The Government's guidance recognises that maintaining distance or forming bubbles could be particularly difficult in special settings, particularly given the need for staff to administer care support and provide therapies to the children and young people attending. However, the average number of students or students attending a special school or special post-16 institutions is much lower than the average number in a mainstream school, and this in itself, will help to limit the number of contacts for any individual.</p>		
	Year group sized 'bubbles' are implemented where class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school.	✓	SLT			
	After the school has assessed the manageable group 'bubble' sizes that suit the schools particular circumstances, they are kept apart from other groups where possible and older children are encouraged to keep their distance within groups.	✓	SLT			
	Smaller groups the size of a full class is implemented where it can be achieved, as this helps to reduce the number of people who could be asked to isolate should someone in group become ill with Coronavirus COVID-19.	✓	SLT			
	Steps to limit interaction, sharing of rooms and social spaces between groups is undertaken as much as possible to minimise transmission risks and to minimise the numbers of students and staff who may need to self-isolate in the event of a confirmed COVID-19 case.	✓	SLT			
	The school is organised into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.	✓	SLT			
	All teachers and other staff who operate across different classes and year groups in order to facilitate the delivery of the school timetable will ideally try and keep a 2 metre distance from students and other staff as much as they can.	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Social distancing failure</p>	All essential face to face staff (adult) meetings are organised to maintain social distancing of 2m, or 1m with risk mitigation where 2m is not viable in well ventilated areas.	✓	SLT	<p>Note; although siblings may also be in different groups, endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits.</p>		
	Teaching assistants are deployed to lead groups or cover lessons, under the direction and supervision of a qualified teacher (any redeployments is not at the expense of supporting students with SEND).	✓	SLT			
	Supply teachers, peripatetic teachers, SEND specialists and/or other temporary staff who move between schools should minimise contact where possible and maintain as much distance as possible from others.	✓	SLT			
	Clear messaging to students on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.	✓	SLT			
	Students/children who would normally be in their class groups for the majority of the classroom time, can mix into wider groups for the provision of specialist teaching, wraparound care and transport.	✓	SLT			
	The EYFS environment is re-organised to meet requirements of social distancing including groups who do not mix with other children or other small groups.	NA				
	Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice that unlike older children and adults, early years and primary age children cannot be expected to remain socially distanced apart from each other and staff always.	NA				
	Resources are arranged to be used by small groups to limit the risk of cross contamination with unnecessary sharing avoided.	✓	SLT			
	If EYFS staff are required to change young children's nappies the correct PPE is worn when carrying out such intimate care (see PPE guidance).	NA				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Social distancing failure</p>	<p>As much as possible, students and staff social distance and are spaced apart and the following strategies are considered;</p> <ul style="list-style-type: none"> • The use of staff rooms and offices are staggered to limit occupancy • Staff model social distancing consistently • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/corridors • Classroom design to support social distancing/hygiene measures • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Circulation plans have been reviewed and amended • Circulation routes are clearly marked with appropriate signage • One-way systems are in operation where feasible • Corridors are divided where feasible • Appropriate supervision levels are in place • Large gatherings such as assemblies or collective worship with more than one group bubble are avoided. • Avoiding unnecessary gatherings • Social distancing floor markers are used where queues cannot be eliminated and students entering/leaving the classroom follow a "one person at a time" rule • The movement of students around the school is minimised • Outdoor space is encouraged (weather dependent) • Maximum occupancy of lifts to 2 persons where social distancing with mitigation can be achieved (side-by-side or facing away from each other) unless emergency or medical requirements necessitate more than 2 is in place with all staff and students informed. 	✓	SLT	<p>The approaches of separating groups and maintaining distance are not 'all-or-nothing' options and every measure taken will still bring benefits even if implemented partially.</p> <p>See detailed guidance from SLT regarding the arrangements with regular reviews and updates</p>		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Social distancing failure</p>	Lesson change overs are staggered to avoid overcrowding	✓	SLT	<p>Note; Schools are not expected to create NHS QR code posters for their entrance or their classrooms as they have registers. The school may use QR code posters if hosting an event with external guests on the premises, or if the premises are let out during evenings, weekends or holidays to external providers.</p> <p>https://www.gov.uk/create-coronavirus-qr-poster</p>		
	Where possible, students stay in classrooms and staff move around	✓	SLT			
	Break times and lunch times are structured and closely supervised	✓	SLT			
	Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points.	✓	SLT			
	Movement of students around the school is minimised and staggered to reduce large groups of students/staff gathering as much as possible (brief, transitory contact, such as passing in a corridor, is low risk).	✓	SLT			
	Students are briefed regularly regarding observing social distancing guidance whilst circulating.	✓	SLT			
	Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.	✓	SLT			
	Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/students are kept safe and well cared for.	✓	SLT			
	Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes	✓	SLT			
	School entrance reception desk/point has a screen or a physical barrier that creates a 2-metre gap between the visitor and member of staff.	✓	SLT			
	Visitors are reminded to keep a 2-metre gap between other visitors (use of social distancing floor markers are ideal in these areas).	✓	SLT			
To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries.	✓	SLT				

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

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Home visits to be undertaken by staff	Home visits are only undertaken if it is absolutely necessary.	✓	SLT	➤ Staff should follow the latest guidance including checking that the family do not have any symptoms, wearing a face mask where the 2m distance cannot be maintained and sanitising hands before and after the visit.		
	Staff will use their own vehicle to get to the visit and once they arrive, they will knock on the door and step back to maintain social distancing.	✓	SLT			
	Staff will consider whether it is possible to have a conversation with parents and students via an open window.	✓	SLT			
	Lone working risk assessments/procedures are adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with school.	✓	SLT			
Students' behaviour on return to school does not comply with social distancing guidance	The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, students and parents.	✓	SLT	➤		
	All staff understand the new rules and routines, including the use of sanctions and rewards.	✓	SLT			
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches;</p> <ul style="list-style-type: none"> • handwashing • social distancing • good hygiene to limit cross infection • code of conduct to be signed by students and parents for repeat offenders • Risks assessments around students who might struggle to follow expectations. 	✓	SLT			
	Staff, students and parents are regularly reminded of their responsibilities and behaviours on the School site.	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Insufficient staff and pupil wellbeing	Cover arrangements for Headteachers/leaders are in place.	✓	SLT	➤ Note; some students with complex needs will struggle to maintain as good respiratory hygiene as their peers. This would be considered through a risk assessment process in order to support these students and the staff working with them and is not a reason to deny these students face to face education.		
	Staff are aware of how to access support for issues such as anxiety, mental health, resilience, behaviour, including bereavement, behaviour in addition to safeguarding in general.	✓	SLT			
	Staff have access to a range of support services and feel well prepared to support students with issues that are impacting on their health and wellbeing. This is differentiated for students attending school and those still at home.	✓	SLT			
	Staff are mindful and supportive to students and fellow colleagues who may have experienced loss and require time to express their feelings.	✓	SLT			
	Some students with SEND are provided with specific help and preparation for the changes to routines and teachers and special educational needs coordinators will have plans to meet these needs, for example using social stories.	✓	SLT			
	Pastoral and extra-curricular activities provision is available to all students designed to: <ul style="list-style-type: none"> support the rebuilding of friendships and social engagement address and equip students to respond to issues linked to coronavirus support students with approaches to improve their physical and mental wellbeing (including accessing the Educational Psychology Service) 	✓	SLT			
	The approach to promoting and supporting attendance for all students has been established, including those who may be anxious.	✓	SLT			
	Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per Government guidance.	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
The start and end of the school day create risks of breaching social distancing guidelines	Start and departure times are staggered where possible	✓	SLT	Large number of out-of-catchment students use school buses so not possible to stagger arrivals and departures. Other measures put in place include <ul style="list-style-type: none"> assembly points for the first week, designated routes to form rooms additional staff supervision for arrivals and departures, 		
	The number of entrances and exits to be used is maximised; where possible each year group to enter through its own access point.	✓	SLT			
	Different entrances/exits are identified and used for different groups.	✓	SLT			
	Staff and students are briefed, and signage provided to identify which entrances, exits and circulation routes to use.	✓	SLT			
	When staff, students or visitors arrive at school wearing face coverings, they should be removed and disposed of in a covered bin (if enough space wheelie bin near the entrance) or if the face coverings are reusable they are placed in a sealed plastic bag to be taken home. After removing the face covering, individuals must wash or sanitise their hands immediately. This process is communicated to all staff, students and parents.	✓	SLT			
	A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised.	✓	SLT			
	Floor markings are visible where it is necessary to manage any queuing.	✓	SLT			
	Attendance patterns have been optimised to ensure maximum safety.	✓	SLT			
	A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress.	N A				
Parents should not enter the school buildings to drop off or collect children.	✓	SLT				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Inadequate social distancing and cross infection risk during Catering Service delivery	lunchtimes are staggered to align with start and finish times where possible.	N A		This is not required as the school has three dining areas on site and year groups will be separated.		
	Lunchtime arrangements are discussed with the school Catering Team to promote a cohesive approach to the service.	✓	SLT	Arrangements have been made for where and when each year group will have lunch		
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that students/children do not mix with students/children from other groups.	✓	SLT			
	Dining tables and associated furniture with high traffic touch points are cleaned using an appropriate cleaning product between groups/bubbles.	✓	SLT			
	Throughout meal service times, appropriate social distancing rules in queues, seating and eating are followed.	✓	SLT			
	Staff, students and visitors are reminded to wash their hands prior to eating.	✓	SLT	Sanitisers available in all the lunch areas.		
	Groups are kept apart as much as possible and tables are cleaned between each group. Where this is not possible, students will have their lunch in their classrooms based on co-operation with and following all school/catering supplier/kitchen risk assessments.	✓	SLT	3 separate dining areas. Tables cleaned between groups		
	Trays/crockery/utensils are handed to the students individually by a member of staff wearing appropriate PPE gloves to minimise cross infection.	✓	SLT			
	Students do not carry plates/trays of food/drinks up or down stairs.	✓	SLT			
	Trays/crockery/utensils are returned to a designated point by the individual students/staff where possible.	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Unmanaged toilet arrangements <i>Queues for toilets and handwashing risk non-compliance with social distancing measures</i>	Toilets are allocated to specific groups 'bubbles' where possible to assist with reducing the mixing of groups.	✓	SLT	➤ hand dryers do not contribute to the spread of coronavirus. Both paper towels and warm air hand dryers offer a hygienic way to dry hands. ➤		
	Queuing zones for toilets and hand washing have been established and are monitored.	✓	SLT			
	Floor markings are in place to promote social distancing.	✓	SLT			
	The number of children using the toilet at any one time is limited where possible and different groups using the same facilities at the same time are avoided where possible.	✓	SLT			
	Staff will follow social distancing when using toilet areas.	✓	SLT			
	Students are encouraged to access the toilet during class/throughout the day to help avoid queues.	✓	SLT			
Contractors / Essential Repair Work Working safely during coronavirus (COVID-19)	Only contractors carrying out essential work are allowed on the school site.	✓	SLT	➤		
	Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared.	✓	SLT			
	Contractors are to adhere to hygiene and social distancing rules.	✓	SLT			
	All contractors are to wash their hands/use hand sanitiser upon entering the site.	✓	SLT			
	Site briefing carried out explaining health & safety, social distancing rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas.	✓	SLT			
	The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned where required.	✓	SLT			
	Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
Contractors / Essential Repair Work	Contractors will be responsible for removing (where required) all rubbish they have created and to clean their area of work prior to leaving.	✓	SLT	➤		
	All contractor details are logged for emergency eventualities and Track & Trace purposes.	✓	SLT			
Driving to and from work Coronavirus (COVID-19): safer travel guidance for passengers	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can.	✓	ALL	➤		
	Staff should wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. If the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle).	✓	ALL			
Transport failings	The school will follow DCC School Transport guidance and information derbyshire.gov.uk/septschooltransport .	✓	SLT	➤ The School Transport Sections web page includes: <ul style="list-style-type: none">• Home to School Transport,• Home to School Transport for Students with Special Educational Needs & Disabilities (SEND)• and other associated documents.		
	Arrangements are in place with transport providers to support any staggered start/end times along with school staff to support boarding and disembarking where possible.	✓	SLT			
	Checks are made with the school's arranged transport provider(s) to ascertain that they are following Government Coronavirus (COVID-19): safer transport guidance for operators?	✓	SLT			
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	✓	SLT			
	Parents should ensure their children over 11 wear face coverings while travelling on public or school buses unless they are exempt and provide them with hand sanitiser to use upon boarding and/or disembarking.	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i> Transport failings	Information shared with parents regarding students travelling to school, encouraging walking and avoiding public transport as much as possible.	✓	SLT	➤		
	Support is in place for children and young people who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	✓	SLT			
Curriculum/ learning environment COVID-19: suggested principles of safer singing	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?	✓	SLT	➤		
	Each activity is risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none">• Music• PE – including no contact sport• Practical science lessons• All other Curriculum Departments	✓	SLT			
	The following points (not exhaustive) is used to reduce the risk when students are playing instruments or singing in small groups such as in music lessons; <ul style="list-style-type: none">• physical distancing• playing outside wherever possible,• limiting group sizes to no more than 15• positioning students back-to-back or side-to-side• avoid sharing instruments• ensuring good ventilation	✓	SLT			
	Singing, wind and brass playing in larger groups such as school choirs, or school assemblies is not undertaken.	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Curriculum/ learning environment</p> <p>Physical education</p>	<p>School staff will consider the following points (not exhaustive) to reduce the risk for students undertaking physical education;</p> <ul style="list-style-type: none"> • students kept in consistent groups • sports equipment thoroughly cleaned between each use by different groups • contact sports avoided (for example rugby/football/netball/basketball/hockey) • outdoor sports prioritised where possible • using indoor spaces maximising distancing between students • scrupulous attention to cleaning and hygiene • ensure enough tissues available for good respiratory hygiene 	✓	SLT	<p>Use of an effective lasting chemical treatment to enhance cleaning regimes.</p>		
	<p>Changing areas (if used) are cleaned after every lesson (wiping surfaces).</p>	✓	SLT			
	<p>There is sufficient standard cleaning equipment is available and those undertaking the cleaning task are competent to do so.</p>	✓	SLT			
	<p>The school will work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.</p>	✓	SLT			

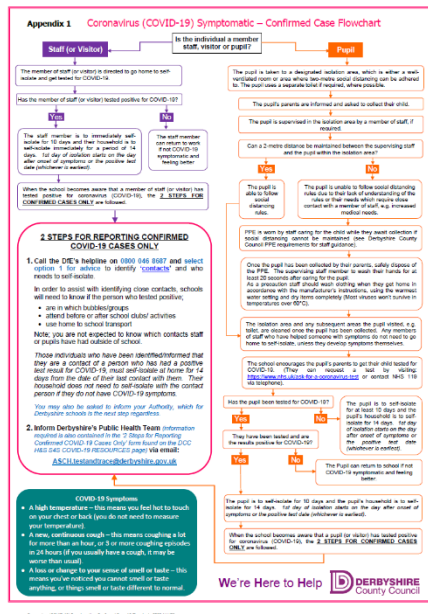
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Contingency planning for local Coronavirus COVID-19 outbreak Coronavirus (COVID-19) contingency framework for education and childcare settings	Where a class, group or small number of students need to self-isolate, or there is a local lockdown requiring students to remain at home, the school has the capacity to offer immediate remote education.	✓	SLT	➤		
	In developing contingency plans the school has considered: <ul style="list-style-type: none"> • All students have access to appropriate technology. • Using a curriculum sequence that allows access to high-quality online and offline resources and teaching videos linked to the school’s curriculum expectations • Giving access to high quality remote education resources • Selecting online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use • Providing printed resources for students who so not have suitable online access • Recognising that younger students and students with SEND may not be able to access remote education without adult support. 	✓	SLT			
	When teaching students remotely, the school will: <ul style="list-style-type: none"> • Set assignments for meaningful and ambitious work each day in a number of different subjects • Teach a planned and well-sequenced curriculum • Provide frequent, clear explanations of new content, delivered by a teacher in school or through high quality resource or videos. • Set a clear expectation on how regularly teachers will check work • Enable teacher to adjust pace or difficulty of what is being taught in response to questions or assessments • Plan a programme that is of equivalent length to the core teaching students would receive in school, ideally including daily contact with teachers. 	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p>Staff, students or visitors develops symptoms of coronavirus (COVID-19) on site</p> <p>COVID-19: guidance for households with possible coronavirus infection</p> <p>Coronavirus (COVID-19): getting tested</p>	<p>If a child, pupil, visitor or staff member develops symptoms of coronavirus (COVID-19), they will be sent home to self-isolate for at least 10 days from when the symptoms started and informed to book a test.</p>	✓	SLT	<p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p>		
	<p>Students with symptoms of coronavirus (COVID-19) will be taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the students needs.</p>	✓	SLT	<p>Note; The DfE has published guidance confirming that from 26 August, all schools and FE providers will receive an initial supply of 10 home test kits.</p> <p>Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.</p> <p>Staff informed by email and on INSET days.</p> <p>Premises team and medical will have stocks.</p> <p>Portable PPE kits provided.</p>		
	<p>To limit disruption a separate toilet is used by the pupil if required (as this would require enhanced cleaning before being used by anyone else).</p>	✓	SLT			
	<p>PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C).</p>	✓	SLT			
	<p>Staff are aware of the locations for PPE.</p>	✓	SLT			
	<p>Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test).</p>	✓	SLT			
	<p>Parents informed of their child developments and asked to collect immediately (staff are also informed).</p>	✓	SLT			
	<p>In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.</p>	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Staff, students or visitors develops symptoms of coronavirus (COVID-19) on site</p>	The school will inform the relevant staff/parents to follow the Stay at home guidance .	✓	SLT			
	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school).	✓	SLT			
	Staff and Headteacher/Manager/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.	✓	SLT			
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).	✓	SLT			
	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.	✓	SLT			
<p>Confirmed staff or pupil Covid-19 case</p> <p>NHS Test and Trace: how it works</p>	If someone tests positive, they will follow the ' stay at home: guidance for households ' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste <i>(This is because a cough or anosmia can last for several weeks once the infection has gone)</i> .	✓	SLT	<p>Note; schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p> <p>The isolation period includes the day the first person the household's <u>symptoms</u> started (or the day their test was taken if they did not have symptoms). Members of their household (including any siblings) should self-isolate for 10 days</p>		
	The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should also self-isolate for 10 days.	✓	SLT			
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'.	✓	SLT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Confirmed staff or pupil Covid-19 case</p> <p>NHS Test and Trace: how it works</p>	<p>Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal.</p>	✓	SLT	➤		
	<p>Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).</p>	✓	SLT			
	<p>Sufficient and suitable equipment is available for the required clean.</p>	✓	SLT			
	<p>When the school becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19), contact is made with the local health protection team <i>(this team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school)</i> – as identified by NHS Test and Trace.</p>	✓	SLT			
	<p>The health protection team will work with schools in the above situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person 	✓	SLT			

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



What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to	Date to be actioned
<p>National / local lockdown</p> <p>National lockdown: Stay at Home</p> <p>Face coverings in education</p>	<p>Staff have been fully briefed on the action planning for local lockdown or outbreak.</p> <p>In Y7 and above face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, eg PE lessons</p> <p>When face coverings are not in use, they are kept with the individual in a sealed bag e.g. freezer type.</p> <p>Staff understand that some individuals are exempt from wearing face coverings e.g. those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</p> <p>Face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings</p> <p>The school has a small provision of face coverings which are available in the event of a students/staff not having one on them.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>This will be reviewed by DfE Easter 2021</p> <p>Where required, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.</p> <p>Face visors or shields should not be worn as an alternative to face coverings.</p> <p>DfE will provide a stock of face masks for use by students from w/c 8th March 2021</p>		
<p>Offsite Visits breach Coronavirus (COVID-19) restrictions</p>	<p>Department of Education Guidance (<i>Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021</i>) advise against all educational visits at this time. advises against any overseas visits until September 2021. UK visits are permitted – see latest guidance : educational visits</p> <p>All Forest School activities will be risk assessed accordingly and follow the Derbyshire School Visits Approval and Monitoring Service (EVOLVE) procedures.</p>	<p>✓</p> <p></p>	<p>SLT</p> <p>N/A</p>			

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Out of school provision/ extra-curricular provision inadequate	Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day. Children are grouped with the same children each time wherever possible (in groups of 15 children max) and at least one staff member, depending on the type of provision or size of the group.	✓	SLT	<p>➤ Out of school provision should only be available if all 4 points can be achieved:</p> <ol style="list-style-type: none"> 1. If it is safe to do so e.g. if existing school day bubbles remain consistent. 2. The school follow the 'Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak' guidance. 3. Parents follow the Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak guidance. 4. Out of school provision is for those parents to enable them going to work, finding work, undertaking training or education. 		
	The school follows Government guidance for out of school provision .	✓	SLT			
	Up-to-date records of the children attending are kept for at least 21 days, including the schools or early years setting that they attend and the specific groups and members of staff they have been assigned to within our setting in order to review groups where required.	✓	SLT			
	<p>All hygiene and social distancing measures featured throughout this risk assessment are incorporated where applicable to ensure protective measures are in place e.g.</p> <ul style="list-style-type: none"> • Each table will have their own basic resources (such as pens and paper for drawing), which will be kept on their tables. • Other activities will be rotated daily between groups, allowing for cleaning of this equipment. • Children will be served food at their table, to prevent them moving around the area if it is shared by other groups. • Children will wash their hands/use sanitiser on entry to the out of school provision area and when they leave to go to class. • Tables and associated furniture with high traffic touch points are cleaned using an appropriate cleaning product after each session. • Cutlery and crockery will be cleaned effectively. • Staff will follow all hygiene requirements when preparing and serving food. 	✓	SLT			

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Trim Trail and use of outdoor equipment hygiene shortcomings	<p>Cleaning is focused on high traffic touch points between different groups 'bubbles' e.g.</p> <ul style="list-style-type: none"> • entry and exit points such as gates • enclosed crawl through 'tunnels' or tube slides • climbing frames • slides • play towers • play huts • crawl tunnels • exercise bars • gym equipment • benches • picnic tables 	✓	SLT	<p>➤ Note; studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment) e.g.</p> <ul style="list-style-type: none"> ➤ plastic up to 72 hours ➤ stainless steel up to 48 ➤ cardboard 24 hours ➤ copper 4 hours. 		
	<p>Cleaning products are used that are effective and can be used in a way that does not expose students to additional risk e.g. only using certain chemicals when children are not around or ensuring that the product used does not affect the surface of the equipment's intended use e.g. it does not leave a residue for climbing points that could lead to loss of grip/traction.</p>	✓	SLT			
	<p>Equipment is limited to a defined group/bubble when in use and it is cleaned before being used by the next group/bubble.</p>	✓	SLT			
	<p>Instructions for the products they use are followed by staff including for example leaving chemicals applied for a period of time before wiping them off.</p>	✓	SLT			
	<p>Social distancing is maintained where possible and students wash their hands after using the equipment at the end of the activity/session/playtime.</p>	✓	SLT			

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Site staff vulnerable to Covid-19	Site staff follow social distancing measures wherever possible (2m, or 1m with risk mitigation where 2m is not viable).	✓	BC	➤		
	<p>When it is not practicable to comply with the 2metre social distancing guidelines the following is used:</p> <ul style="list-style-type: none"> • Back to back or side to side working (rather than face to face) whenever possible. • Keeping the activity time involved as short as possible is carried out. • Increasing the frequency of hand washing and surface cleaning. • Using screens or barriers to separate people from each other. • Reducing the number of people each person has contact with by using "fixed teams or partnering" where staff have to work in close proximity (so each person works with only a few others). • Limit the amount of different equipment or surfaces that people need to touch. 	✓	BC			
	Where PPE is worn, employees will appropriately use, apply and dispose of all PPE. Employees must wash their hands before putting on and removing PPE.	✓	BC			
	Where tools are loaned, hand hygiene measures are be adhered to before and after using the loaned tools.	✓	BC			
	Antibacterial wipes are available to wipe down any shared tools/equipment.	✓	BC			
	As it may not be possible to clean all touch points on work equipment regularly, staff should adopt good hand hygiene before and after using the equipment.	✓	BC			
	Staff sit socially distanced during breaks to eat/drink.	✓	BC			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Use of work vehicles cross infection hygiene failings	Vehicles are cleaned regularly, and in between different users.	✓	BC	➤		
	Cleaning products used that are effective are appropriate to the vehicle and contact points being cleaned.	✓	BC			
	<p>All cleaning carried out is focused on high traffic touch points e.g.</p> <ul style="list-style-type: none"> • handles (inside and out) • steering wheel and starter button • centre touchscreen and stereo • handbrake and gearstick • keys and key fob • indicators and wiper stalks • windows, mirrors and mirror switches, seat adjusters any other controls 	✓	BC			

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Unsafe Secondary COVID-19 testing in schools	<p>The secondary school follows the latest DCC 'COVID-19 Lateral Flow Device Testing (LFDT) in Schools and other Educational Settings' risk assessment (<i>available to download from the Health and Safety page on S4S in the 'COVID-19 Resources for Schools'</i>).</p>					
Unsafe Covid-19 staff testing	<p>The school has a dedicated LFDT testing site organised, signage up and cleaning processes in place.</p> <p>The school follows the latest Covid-19 LFD Testing Risk Assessment (available on Myvle) and the guidance issued by the DfE on the schools document sharing platform. rapid testing sharing platform</p> <p>Staff who have voluntarily agreed to undertake staff testing have been provided with all the documentation and video guidance as advised by the DfE on the rapid testing sharing platform</p>			<p>The Rutland Studio has been allocated for this purpose.</p>		

