

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

CORONAVIRUS (COVID-19) – Schools Full Opening (September 2021 onwards)
Used with Existing Risk Assessments & Current Government Guidance

“All policies and other documentation provided to the client by Derbyshire County Council remain exclusively the property of the Council. The client is entitled to retain and use these items only for so long as its contract with the Council subsists. Upon the contract's termination, all such items shall cease to be used by the client, with immediate effect, and shall be promptly returned to the Council. In the event of breach by the client of this agreement, the Council reserves all legal rights and remedies”.

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Glossopdale School & Sixth Form

Date of Assessment	August 2021	Date of Issue	September 1 st 2021
Assessment carried out by	Adele Morgan Debbie McGloin Kate smith Pete Clark	Signature	Adele Morgan Debbie McGloin Kate smith Pete Clark

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

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

Name of Manager confirming and agreeing Assessment:	Debbie McGloin
Signature:	D McGloin

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

RISK ASSESSMENT

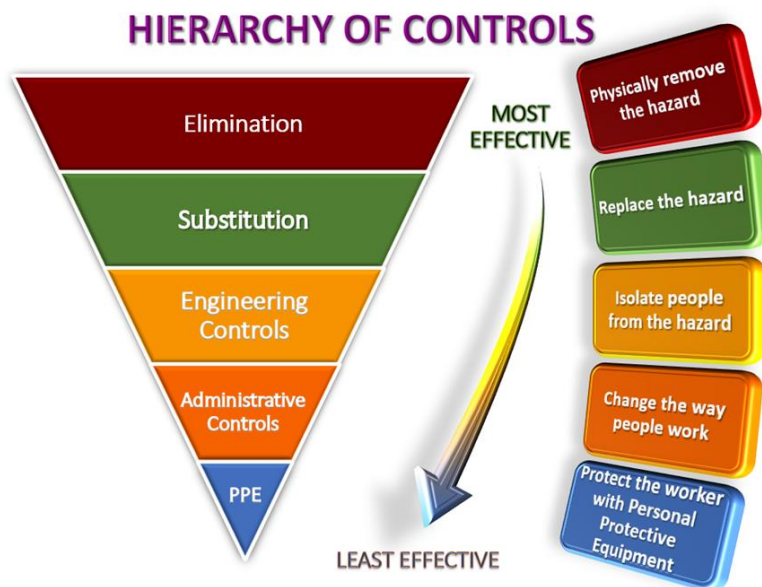
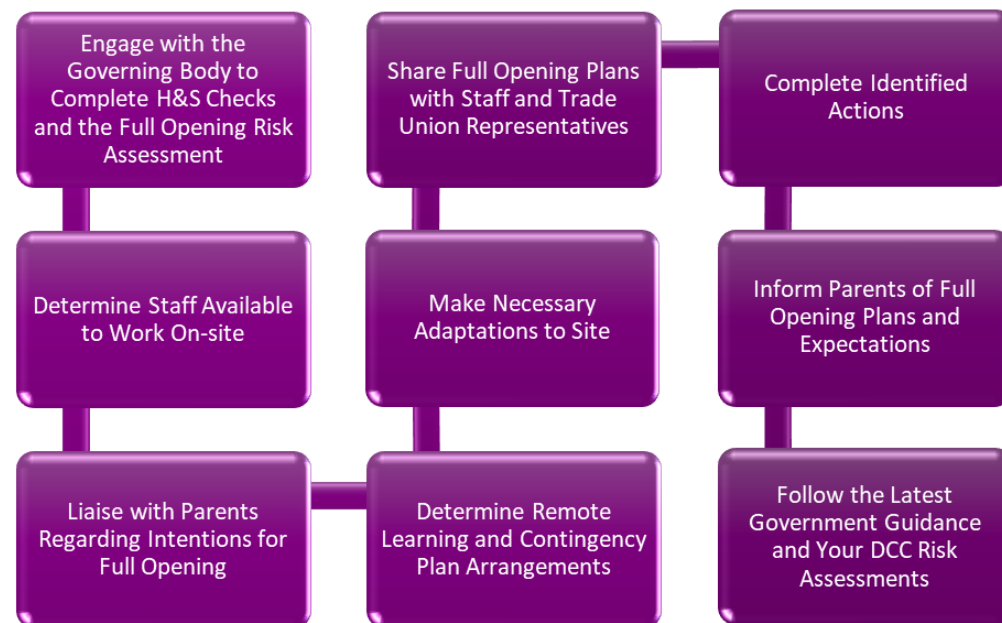
I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

Preparation Steps for Full Opening

This Coronavirus (COVID-19) Full Opening (September 2021) 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.



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 Advisory & Specialist 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>Reverting back to normal operating procedures but still considering possible Covid-19 transmission risk.</i>	All the usual and required building checks are undertaken to make the school safe and all statutory inspections are up to date and compliant e.g. <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 	✓	AMo	➤ To achieve required servicing, maintenance and work to meet inspection schedules, contractors are allowed on site providing they follow the correct risk mitigation measures in line with the school's operations and relevant to their work and working environment. ➤ 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).		
	Contact is made with Property Services/Facilities Management/Trust if any problems are identified.	✓	AMo			
	The operational Fire risk assessment has been reviewed and appropriate controls are in place.	✓	LGe			
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary).	✓	LGe			
	All door closers have been checked and adjusted/tensioned to ensure the door closes gently instead of slamming.	✓	AMo			

	All 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.	✓	AMo			
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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>						
Unsafe Buildings <i>Reverting back to normal operating procedures but still considering possible Covid-19 transmission risk.</i>	Fire drills are undertaken and recorded <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 pupils. A debrief is undertaken to share any lessons learnt 	✓	LGe			
	Alarm point checks are recorded.	✓	PJo			
	There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off.	✓	LGe			
	Staff know where utility isolation points and firefighting equipment are.	✓	PJo			
	Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building.	✓	LGe/EMa			
	A fire risk assessment review has been undertaken to take account of the changing situation upon the introduction of Step 4 of the Government guidance so far as is reasonably practicable.	✓	LGe			

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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 schedules remain in place 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.	✓	AMo	SiteMark Covid cleaning schedules & guidance to be used. Regular 'swabbing' to be carried out to test cleanliness standards. New schedule to be developed for September. As above. NB: Cleaning between every group will not be possible due to timetabling however frequency of cleaning will be increased and pupils will be asked to sanitise/wash hands before and after lessons, breaks and lunches to reduce risk of transmission.	AMo /DR e/ PJo	Sept 21
	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.	✓	AMo			
	Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture.	✓	AMo			
	To facilitate cleaning, unnecessary items are stored safely, including those stored in the classroom.	✓	All			
	All areas used for eating are thoroughly cleaned at the end of each sitting/break, including chairs, door handles, and payment devices.	✓	AMo			
	Outdoor playground equipment is cleaned regularly and also for resources used inside and outside by wraparound care providers (further information available in the Trim Trail and use of outdoor play equipment section of this risk assessment).	N / A	N/A			
	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.	✓	AMo			

	The toilets are cleaned frequently to take account for the number of pupils accessing the facilities.	✓	AMo	As above SiteMark procedures to be utilised.		
	To evidence the cleaning routine a tick sheet is signed and dated by the person carrying out the cleaning for each area.	✓	AMo			
	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.	✓	AMo			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Lack of hygiene provision and effective cleaning COVID-19: cleaning of non-healthcare settings outside the home	Vending machines may be used but need to be treated as "touch points" and cleaned at regular intervals	✓	AMo	Community vending cleaned at regular intervals. Conference room users to wipe down surfaces and touch points and sanitise hands before and after using facilities.		
	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. 	✓	AMo			
	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.	✓	DMc/AMo			
Lack of hygiene provision during deliveries	When placing orders for delivery, the company is informed of the school's protocol for accepting deliveries.	✓	AMo	All deliveries are made to main reception/service yard. No face to face contact required.		
	While packaging is not known to present a specific risk, delivery containers/packages are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling	✓	PJo/C'takers			
	Staff will wash/sanitise (alcohol hand gel 60% minimum) their hands immediately if they sign for any deliveries.	✓	Rep'n/C'takers			

What are the hazards?	Generic Control Measures	✓ X N/A	Pe rs on to im pl e m e n t	Additional Control Measures needed to reduce risk to an acceptable level	P e r s o n t o i m p l e m e n t	Date to be actioned
Planning shortcomings https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak	The school 'CORONAVIRUS (COVID-19) – Schools Full Opening risk assessment (September 2021 onwards)' is reviewed regularly & when there are significant changes.		DMc	Staff will be informed of the new risk assessment during the INSET on Thursday 2nd September. New RA will be shared at first governors meeting on 22/9/21		
	Governors are clear on their role in providing support to Headteachers/ leaders in the current situation and the full opening of the school.	✓	DMc			
	Headteachers/leaders are clear on what Governors need to know and how frequently they receive information.	✓	DMc			
	Governors are satisfied that health and safety arrangements for COVID-19 are in place and in line with DfE guidelines (Step 4 Guidelines)	✓	DMc			
	Communication between Headteachers and Governors is clear and understood and virtual governing body meetings are undertaken.	✓	DMc			
	Head Teacher/Manager ensures daily checks are made with Derbyshire County Council Health and Safety S4S Resources page and	✓	DMc/ AMo			

	Government updates (including H&S COVID-19 FAQ's).			Regularly discussed/reviewed at SLT meetings.Shared with all staff.		
	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 reduce Covid-19 spread.	✓	SLT			
	When risk assessments are reviewed and updated, these are shared with employees, particularly relating to Covid-19 infection and the possibility that PPE/face coverings may be re-introduced upon Public Health advice should an outbreak occur.	✓	DMc			
	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager.		DMc			
	The school/setting communicates appropriately with their most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided during an outbreak situation as advised by Public Health		EMa			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Planning shortcomings	Contingency planning is in place and additional resource identified where an outbreak or NHS Test & Trace isolation notifications affects staffing levels		DMc	Remote learning strategy in place		
	Full use is made of those staff who for medical reasons cannot attend the school site but who are well enough to undertake other duties.		DMc			
	All staff and pupils (visitors) are informed of the rules and procedures for continuing general hygiene precautions		DMc			
	The approach to preparing pupils for a return to academic work and the lifting of restrictions (Step 4) is developed and shared by all teaching staff		DMc	Communication about our procedures to keep staff and students safe will be shared with parents and students at the start of term.		
	The requirement for rooms to be well ventilated will remain and schools need to ensure that adequate flow of air is maintained by opening windows and doors (where it does not conflict with fire safety or safeguarding measures) or using air extraction systems that are fed by external feeds.	✓	All	Mechanical ventilation system in place in classrooms, fed by external feed, therefore requirement to keep windows/doors open at all times is reduced. Doors/windows will remain open in unventilated spaces.		

What are the hazards?	Generic Control Measures	✓ X N/A	Pe rs on to im ple me nt	Additional Control Measures needed to reduce risk to an acceptable level	P e r s o n t o i m p l e m e n t	Date to be actioned
	<p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) are available/ provided to all staff and pupils, which includes:</p> <ul style="list-style-type: none"> • Risks and symptoms of COVID-19 • Advice regarding self-isolation of those showing signs or symptoms • Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) 	✓	KSm	<p>Section of the website will be updated with advice and information to parents and students.</p> <p>Reminder to be sent to parents in start of term arrangements letter.</p>		

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<i>(Continued)</i> Planning shortcomings	The impact of COVID-19 on families and whether any additional support may be required is considered concerning financial, increased free school meals eligibility, referrals to social care and other support and pupil premium grant / vulnerable groups.	✓	KSm MSk	Information is available on our website on how to apply for FSMs and any other funding available.		
				HOKS/year teams to set up a process to evaluate needs for money for uniform etc. if to be purchased using PP funding		
	Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.	✓	KSm	MSK will continue to work closely with FSWs and YMs in order to intervene / allocate additional support and Early Help as required		
	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.	✓	KSM	Start of year assembly to remind students of arrangements and process for testing etc.		
	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.	✓	DMc KSM			

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(Continued) Planning shortcomings	The school has sufficient provision to administer medication, first aid and provide intimate care, operating to the latest additional guidance	✓	MSk	One Year Manager will be on First Aid duty at all times each day. Student Services will also have one member of staff assigned to First Aid duty (administering First Aid and liaising with staff and parents/carers) at all times each day. At present we do not have any students who require intimate care.		
	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; <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 <u>self-isolate/ daily test as per government guidelines depending upon the vaccination status and role of individual as advised by DfE/Public Health.</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). 	✓	AMo PCI			

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Staffing arrangements affected due to infection transmission and/or NHS Test & Trace isolation notification.	<p>Staffing numbers 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 	✓	DMc			

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>						
Staffing arrangements unprepared	Individual risk assessments are in place following the Derbyshire County Council 'Guidance for Schools Individual Risk Assessment for Staff Categorised as at Higher Risk from COVID-19'.	✓	SLT	➤ The Staff Individual Risk Assessment and Guidance that had been redrafted by Schools HR can be found on schoolsnet (click on link). All new staff to be made aware of risk assessment & relevant procedures & guidance. Return to school guidelines/information to be provided on two September inset days.		
	Plans in place to respond to increased sickness levels are in place with cover arrangements determined (including leaders and safeguarding designated leads)	✓	DMc			
	Approaches for meetings and staff training is in place.	✓	DMc			
	Consideration has been given to the options for redeployment of staff to support the effective working of the school.	✓	DMc			
	For any redeployment taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.	✓	DMc			
	Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.	✓	DMC			
	Arrangements for accessing testing, if and when necessary, are in place and staff are clear on returning to work guidance.	✓	AMo			
	The approach for inducting new starters has been reviewed and updated in line with current situation.	✓	KSm AMo			
	Return to school procedures are clear for all staff and arrangements to return any furloughed staff are in place.	✓	DMc			

What are the hazards?	Generic Control Measures	✓ X N/A	P e r s o n t o i m p l e m e n t	Additional Control Measures needed to reduce risk to an acceptable level	P e r s o n t o i m p l e m e n t	Date to be actioned
(Continued) Staffing arrangements unprepared	The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff.	✓	AMo PCI KMe			
	Staff receive regular briefings on day to day school matters.	✓	DMc			
	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.	✓	DMc SGi			
	Flexible working arrangements needed to support any changes to usual working patterns are agreed.	✓	DMc			
	Staff workload expectations are clearly communicated	✓	DMc			
	Staff training required to implement any changes that the school plans to make, either delivered remotely or in school is scheduled.	✓	DMc			
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	✓	DMc			
	Consideration of available testing for school staff is updated according to latest government advice: Test and Trace .	✓	AMo			

What are the hazards?	Generic Control Measures	✓ X N/A	P e r s o n t o i m p l e m e n t	Additional Control Measures needed to reduce risk to an acceptable level	P e r s o n t o i m p l e m e n t	Date to be actioned
Classroom arrangements not organised	Good levels of ventilation are implemented where possible with sufficient air flow around the school (ensuring that fire safety measures aren't breached – i.e. not wedging fire door open)	✓	AMo	<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> <p>➤ plastic up to 72 hours</p> <p>➤ stainless steel up to 48</p> <p>➤ cardboard 24 hours</p> <p>➤ copper 4 hours.</p>		
	Shared materials and surfaces are cleaned and disinfected more frequently.	✓	AMo			
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance						
	Consideration of staffing changes to cover absence has been undertaken.	✓	PCI			

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Precautionary transmission measures not being followed in school	Staff, pupils and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia).	✓	DMc	<p>➤ Note; parents, carers, schools and settings do not need to take staff, pupil or children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus</p> <p>Frequent contact point cleaning is also in place.</p> <p>➤ Note; hand washing in cold water - <i>Hand washing in hot water does not significantly affect the killing of germs, it's the washing of hands thoroughly with soap that does. That said, the problem with washing hands</i></p>		
	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 	✓	All			
	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					
	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.	✓	AMo			
	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.	✓	AMo			
	Staff and pupils do not wear face masks or face coverings in schools unless advised by Public Health as a result of an outbreak within the school or close community group.	✓	DMc			

	Electronic/touch screen "signing in" systems are cleaned/wiped down regularly.	✓	AMo	<i>in cold water, may lead to adults/pupils/children/visitors not washing their hands thoroughly. If you find that is the case, you may want to introduce hand sanitiser as a short term measure.</i>		
	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).	N/A	N/A			

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(Continued)						
Precautionary transmission measures not being followed in school	The school uses a cashless system to limit cash handling.	✓	AMo	<p>➤ Note: When it comes to ventilation and heating, the school will take 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 the use of internal fans and open doors (<i>not fire doors unless they are designed to be open</i>) to move air will reduce stagnant air and the risk of transmission in occupied spaces. HSE - Air conditioning and ventilation. • Many windows and external doors as possible are partially opened narrowly, rather than opening one or a limited number very wide (<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 and lunch breaks. 		
	All staff, pupils and visitors will wash/sanitise (alcohol hand gel 60% minimum) their hands more often than usual, including before and after eating and before and after using shared equipment.	✓	All			
	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.	✓	AMo			
	Handwashing techniques are explained to all pupils.	✓	KS M			
	All pupils are asked and reminded to wash their hands; <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. 	✓	KS m			
	The school has enough hand washing and/or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly.	✓	AMo			
	Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; <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 	✓	DMc			

	<ul style="list-style-type: none">• avoid touching your eyes, nose and mouth with unwashed hands.			<ul style="list-style-type: none">• Staff and pupils are dressed appropriately i.e. attire/uniform flexibility, warm clothes/layers.• Heating systems adjusted to increase temperature.		
	Hand washing facilities identified for each learning zone.					
	External doors and windows are opened and appropriately secured to allow additional ventilation, where possible (including offices).	✓	All			

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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.		DMC	The DCC Individual Risk Assessment for Staff can be found at the following link below schoolsnet.derbyshire.gov.uk		
	The school follows the 'Updated guidance on vulnerable staff in schools.	✓	DMC			
	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.	✓	DMC			

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Home visits to be undertaken by staff	Home visits are only undertaken if it is absolutely necessary.	✓	DMC	Refer to school Lone Working RAs on G Drive & specific FSW RAs.		
	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 wherever possible to help reduce transmission risk whilst infection levels remain high.	✓	DMc			
	Lone working risk assessments/procedures are adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with school.	✓	DMc			

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Contractors / required Repair Work, Servicing, Maintenance and Inspection schedules Working safely during coronavirus (COVID-19)	Contractors carrying out required repair work, servicing, maintenance and work to meet inspection schedules are allowed on the school site.	✓	AMo			
	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 hygiene precautions to be shared.	✓	AMo / PJo			
	Contractors are to adhere to site rules.	✓	AMo / PJo			
	All contractors are to wash their hands/use hand sanitiser upon entering the site.	✓	AMo / PJo			
	Site briefing carried out explaining health & safety, rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas.	✓	PJo			
	Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.	✓	PJo			
				Contractors to be reminded when work is booked.		

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(Continued) Contractors / required Repair Work, Servicing, Maintenance and Inspection schedules	Contractors will be responsible for removing (where required) all rubbish they have created and to clean their area of work prior to leaving.	✓	PJo	Sign in on Inventory visitor system		
	All contractor details are logged for emergency eventualities.	✓	AMo			

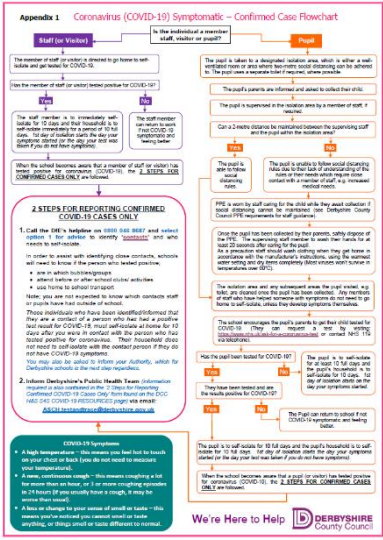
What are the hazards?	Generic Control Measures	✓ X N/A	Pers on to impl eme nt	Additional Control Measures needed to reduce risk to an acceptable level	P e r s o n t o i m p l e m e n t	Date to be actioned
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	If a child, pupil, visitor or staff member develops symptoms of coronavirus (COVID-19), they will be sent home and informed to book a test and follow the NHS Test & Trace advice regarding testing and isolation. This will depend upon their vaccination status and role designation.	✓	PCI KSm	➤ 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.		
	Pupils with symptoms of coronavirus (COVID-19) will be taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs.	✓	PCI KSm			
	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).	✓	PCI			
	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).	✓	PCI KSm			
	Staff are aware of the locations for PPE.	✓	AMo			

	Any members of staff who have helped someone with symptoms and any pupils 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 and follow NHS Test & Trace advice regarding isolation).	✓				
	Parents informed of their child developments and asked to collect immediately (staff are also informed).	✓	PCI KSm			
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✓	PCI KSm			

What are the hazards?	Generic Control Measures	✓ X N/A	Per son to im ple me nt	Additional Control Measures needed to reduce risk to an acceptable level	P e r s o n t o i m p l e m e n t	Date to be actioned
(Continued)						
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	The school will inform the relevant staff/parents to follow the NHS Test and Trace advice	✓	KSm			
	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).	✓	PCI			
	Staff and Headteacher/Manager/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.	✓	KSm			
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).	✓	AMo			
	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.	✓	PCI			
Confirmed staff or pupil Covid-19 case NHS Test and Trace: how it works	If someone tests positive, they will follow the NHS Test and Trace Advice regarding testing and isolation.	✓	PCI KSm	➤ Note; schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation ➤ The isolation period includes the day the first person the household's <u>symptoms</u> started (or the day their test was taken		
	The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should refer to the NHS Test & Trace guidance for advice.	✓	PCI KSm			
	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	✓	AMo			

	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'.			if they did not have symptoms). Members of their household (including any siblings) should follow NHS Test & Trace advice regarding testing and isolation requirements.		
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What are the hazards?	Generic Control Measures	✓ X N/A	Pe rs on to im pl e m e n t	Additional Control Measures needed to reduce risk to an acceptable level	P e r s o n t o i m p l e m e n t	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>	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.	✓	AMo			
	Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).	✓	AMo			
	Sufficient and suitable equipment is available for the required clean.	✓	AMo			
	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.	✓	AMo/ PCI			

What are the hazards?	Generic Control Measures	✓ X N/A	P e r s o n t o i m p l e m e n t	Additional Control Measures needed to reduce risk to an acceptable level	P e r s o n t o i m p l e m e n t	Date to be actioned
	<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> <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>	✓	PCI			
		✓	KS m			

What are the hazards?	Generic Control Measures	✓ X N/A	Per son to imp lem ent	Additional Control Measures needed to reduce risk to an acceptable level	P e r s o n t o i m p l e m e n t	Date to be actioned
Site staff vulnerable to Covid-19	A person specific risk assessment should be undertaken to identify key risks and any measures required to control them. Support from your Occupational Health provider may be required to determine if measures identified are suitable and sufficient.	✓	AMo	Specific cleaning & Caretaking RA to be reviewed	AMo	Sept 21

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Use of work vehicles cross infection hygiene failings	Vehicles are cleaned regularly, and in between different users.	N/A		Will be reviewed if mini-bus used.		
	Cleaning products used that are effective are appropriate to the vehicle and contact points being cleaned.	N/A				

	<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 	N/A	N / A			
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What are the hazards?	Generic Control Measures	✓ X N/A	Per son to im ple me nt	Additional Control Measures needed to reduce risk to an acceptable level	P e r s o n t o i m p l e m e n t	Date to be actioned
Unsafe Secondary COVID-19 testing in schools	Most staff testing will take place away from the school site. At the start of term there will be a requirement to conduct on site tests for pupils as they return after the Summer break – the measures already in place within the school to provide this testing should continue until this testing is no longer required in line with DfE guidance. The school should follow the DCC "Covid -19 Lateral Flow Device Testing (LFDT) in Schools and other Educational Settings" risk assessment (available to download on S4S in the Covid -19 Resources for Schools section)	✓	AMo/ LPA	Testing RA in place.		
	The school has a dedicated LFDT testing site organised, signage up and cleaning processes in place.	✓	AMo			
Unsafe primary schools, school-based nurseries and	The schools/nursery follows the latest DCC 'COVID-19 Testing for Staff in Primary Schools, School-based Nurseries and Maintained Nursery Schools' risk assessment (<i>available to download from the Health and Safety page on S4S in the 'COVID-19 Resources for Schools'</i>).		N/A			

maintained nursery schools COVID-19 staff testing.	The school/nursery follows the arrangements laid down in the Department of Health & Social Care 'Terms and conditions for Covid-19 testing (Primary Schools)' and associated DfE authorised guidance DfE Primary Schools Document Sharing Platform .		N/A			
	Staff who have voluntarily agreed to undertake staff testing have been provided with all the documentation and video guidance to which they have agreed to follow responsibly - DfE Primary Schools Document Sharing Platform .		N/A			