DERBYSHIRE COUNTY COUNCIL
MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS
Health & Safety Advisory & Specialist Services, Commissioning, Communities & Policy

DERBYSHIRE County Council

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:	**Coronavirus (Covid-19) Schools** and **Outbreak Management Plan V11** 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: Firfield Primary School

Date of Assessment	5th September 2021	Date of Issue	6th September 2021
Assessment carried out by	J Yellop	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

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

Name of Manager confirming and agreeing Assessment:	James Yellop
Signature:	

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

RISK ASSESSMENT

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

Print Name	Signature	Date	Print Name	Signature	Date

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 to establish a platform for the school to continually operate in a safe way, so far as is reasonably practicable.

REMEMBER! *This is YOUR risk assessment and as such you can add further control measures and amend or remove those ones not applicable to your setting.*

You have a wealth of mitigating measures through previous risk assessment updates during this pandemic that you can call upon, should you wish to add additional control measures appropriate to your school/situation.

Key hazard subject areas covered within this risk assessment:

- Shortcomings in planning
- Unsafe Buildings
- Contractors / required Repair Work, Servicing, Maintenance and Inspection schedules
- Staffing arrangements unprepared
- School safeguarding policy and procedures are not in place due to COVID-19
- Vulnerable people
- Precautionary transmission measures not being followed in school
- Lunchtime Provision
- Lack of hygiene provision and effective cleaning
- Lack of hygiene provision during deliveries
- Site staff Covid-19 cross infection
- Out of school provision inadequate
- Home visits to be undertaken by staff
- Driving to and from work
- Offsite Visits breach Coronavirus (COVID-19) restrictions
- Transport failings
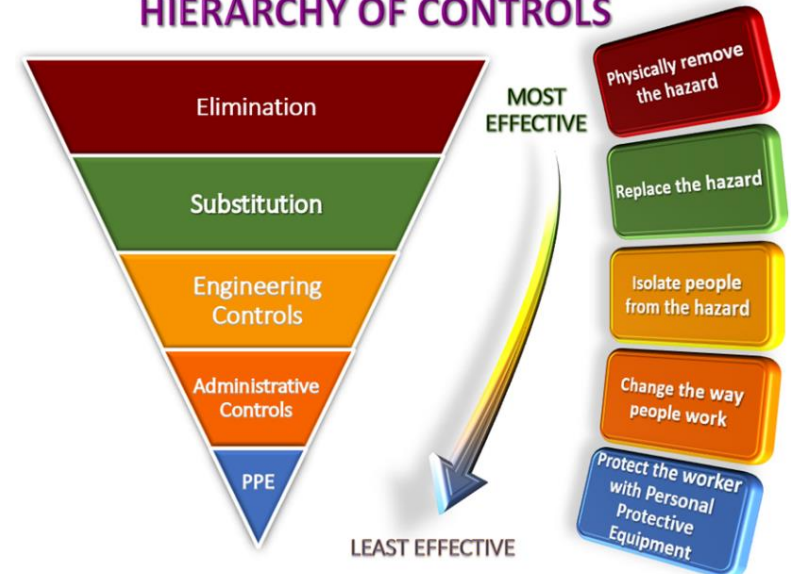
- Use of work vehicles cross infection hygiene failings
- Staff, pupils or visitors tests positive or has symptoms
- People who have been in contact with positive cases
- Tracing close contacts and isolation failings
- Confirmed staff or pupil Covid-19 case
- Unsafe Secondary COVID-19 testing in schools
- Unsafe primary schools, school-based nurseries and maintained nursery schools COVID-19 staff testing
- Blank risk assessment form

- **COVID-19 - OUTBREAK MANAGEMENT PLAN**

We're Here to Help

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

- Academies - Gary Booth
- DCC Maintained Schools - Dave Newbury

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
Shortcomings in planning	The school 'CORONAVIRUS (COVID-19) – Schools Full Opening risk assessment' is reviewed regularly & when there are significant changes.	√	JY SLT	➢ Guidance for schools: coronavirus (COVID-19)		
	The school has contingency plans in place in the event of an outbreak which cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.	√	JY SLT	➢ Stepping measures up and down		
	Governors are clear on their role in providing support to Headteachers/ leaders in the current situation and the full opening of the school.	√	JY CoG			
	Headteachers/leaders are clear on what Governors need to know and how frequently they receive information.	√	JY CoG			
	Governors are satisfied that health and safety arrangements for COVID-19 are in place and in line with DfE guidelines.	√	JY CoG	➢ Talk about reducing risks in the workplace		
	Governors and staff have been fully briefed on the action planning for local lockdown or outbreak.	√	JY SLT CoG			
	Head Teacher/Manager ensures daily checks are made with Derbyshire County Council Health and Safety S4S COVID-19 Resources For Schools page, which also includes a link for the Government updates.	√	JY			
	Union representatives are consulted on the updated risk assessment.	√	JY			
	A record (including contact details) is kept of all visitors for 21 days.	√	Off	Recorded on signing in system		
	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.	√	JY JD	Evolve (Visits)		
	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.	√	JY			
	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager.	√	JY	➢ Protecting vulnerable workers		

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) Shortcomings in planning	Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated. This information will assist in the risk assessment for outbreak management plans.	√	JY DS KB	➢ Coronavirus: how to stay safe and help prevent the spread Microsoft forms to be completed by staff		
	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.	√	KB	➢ COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable		
	Appropriate arrangements are in place for EYFS.	√	CR			
	Appropriate arrangements and risk assessments are in place for pupils with SEND.	√	KB	➢ Supporting pupils with medical conditions at school		
	Contingency planning with Local Authority is in place and additional resource identified.	√	JY	➢ Special schools and other specialist settings: coronavirus (COVID-19)		
	Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.	√	RT			
	Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision and multi-agency arrangements are in place to support early help.	√	DSL	JY, RT & CR to split vulnerable pupils to assign a key worker to each		
	Arrangements are in place for before/after school clubs for them to implement the necessary protective measures.	√	RT	➢ Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak		
	Ongoing communications (posters, emails, inductions, briefing, toolbox talks) are available/ provided to all staff and pupils, e.g. • *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)* • *Recommendations on transport to and from school including encouraging pupils to walk or cycle to school where possible* • *Education resources such as e-bug and PHE* • *Expectations when in school and at home*	√	JY SLT	SLT to check that classrooms and communal spaces still have posters displayed.		

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) Shortcomings in planning *Contingency planning*	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.	√	HP DSL	➢ HP to support families with FSMs ➢ DSLs to support in other areas, Early Help Offer (ChildrenFirst)		
	The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents.	√	RT			
	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.	√	JY Off			
	The school maintains an up-to-date list (including contact information) for each member of staff, student and group to quickly identify all contacts and groups to which an individual belongs. These groups may include: • *Teaching staff, rotary staff, supply staff, site staff, classmates, and others that provide additional in-school supports.* • *Pupils on the same bus route, the assigned driver and bus monitors.* • *Pupils attending before and after school programs*	√	Off	Office (ST) to update staff list with new members. Integris has pupils contact information which is regularly updated.		
	Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school has the capacity to offer immediate remote education.	√	SLT	➢ [Coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings](#)		
	The school continues to engage with families to accurately report situations where pupil is recorded as abroad, and plans are made for their return (including any quarantine restrictions).	√	JY RT			
	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.	√	JY SLT Off	Communication systems in place as per communication policy, reminders sent out to parents regarding appropriate communication using different tools.		

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) Shortcomings in planning	Parents are required to follow any relevant school risk assessments, rules, current Coronavirus (COVID-19) Government guidance.	√	Par SLT	➤		
	Staff, pupils or visitors arriving at school wearing face coverings should remove them and appropriately put away (if reusable) or dispose of in a covered bin (e.g. wheelie bin near the entrance). After removing the face covering, individuals should wash their hand immediately.	√	Off S, P, V SLT			
	Staff and pupils are briefed to maintain sensible circulation routes.	√	All			

	The school has sufficient PPE provision, and is operating to the latest guidance:
	
	    • PPE requirements for staff
	    • PPE in Schools Quick Guide for Coronavirus (COVID-19).
		√	Off	➤ [The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs)](#)		

	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;
	    • 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).
	    • not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:
	      ○ *you are fully vaccinated*
	      ○ *you are below the age of 18 years 6 months*
	      ○ *you have taken part in or are currently part of an approved COVID-19 vaccine trial*
	      ○ *you are not able to get vaccinated for medical reasons*
		√	JY Off	➤ https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/
				
				➤ **Note;** Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.		

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 *Increased risk due to different methods of work*	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. **Water treatments, Fire alarm testing, Repairs, Grass cutting, Portable appliance testing, Fridges and freezers, Boiler/heating servicing, Internet services and any other statutory inspections**	√	JY JD CT	➢		
	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.	√	JD			
	Information and instruction for returning workers is in place to ensure clarity on arrangements for cleaning and hygiene and ventilation.	√	Off JD			
	All door closers have been checked and adjusted/tensioned to ensure the door closes gently instead of slamming.	√	CT			
	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.		JY	Plan in place for staff to close fire doors. Revisit plan with staff in September. JY has also discussed with Fire service about doors around school.		
	Heating is used as necessary to ensure comfort levels are maintained when the building is occupied.	√	CT			
	Windows are open wide enough to provide some natural background ventilation and open internal doors to increase air flow.	√	All			
	Action is taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible.	√	JY	JY to brief staff ➢ Coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm		
	Windows are fully opened when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).	√	JY			
	Adequate ventilation and the use of internal fans and open doors (not fire doors unless they are designed to be open) to move air will reduce stagnant air and the risk of transmission in occupied spaces.	√	JY			

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 *Ineffective use of CO2 monitors*	Ventilation and AC systems are maintained and working optimally.	√	All	➢ Coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm ➢ All-schools-to-receive-carbon-dioxide-monitors ➢ Additional ventilation information *measures will be put in place when school receives CO2 monitors		
	Mechanical ventilation brings fresh air into a building from outside.	N/A				
	Ventilations system that removes and recirculates air to different rooms is turned off.	N/A				
	Areas of the school which are usually occupied and poorly ventilated are checked for CO2 levels to ensure adequate ventilation.	√	*			
	CO2 monitors are placed at head height and away from windows, doors or air supply openings.	√	*			
	Monitors should are positioned at least 50cm away from people as their exhaled breath contains CO2 which may give a misleadingly high reading.	√	*			
Contractors / required Repair Work, Servicing, Maintenance and Inspection schedules	Contractors carrying out required repair work, servicing, maintenance and work to meet inspection schedules are allowed on the school site.	√	JD Off	➢ Working safely during coronavirus (COVID-19)		
	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 and hygiene precautions to be shared.	√	JD Off			
	All contractors are to wash their hands/use hand sanitiser upon entering the site.	√	JD Off			
	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.	√	JD Off			
	Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.	√	JD Off			
	Contractors will be responsible for removing (where required) all rubbish they have created and to clean their area of work prior to leaving.	√	JD Off			
	All contractor details are logged for emergency eventualities and Track & Trace purposes.	√	JD Off			

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
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	➢ Click on the links - Staff Individual Risk Assessment and Guidance Revisit IRA for staff at higher risk ➢ The DCC Risk assessment Tool Risk assessment tool for previous sheilding		
	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.	√	JY RT			
	Consideration has been given for staff to wear appropriate clothing who undertake personal care with pupils as they may need to change and wash them more regularly.	√	All			
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision has been agreed and communicated.	√	JY 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.	√	JY RT Off			
	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
(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.	√	JY RT	➢ Actions for schools during the coronavirus outbreak		
	The school population is reminded to be mindful that whilst school bubbles and social distancing (keeping 2m from others) is no longer a requirement, any measure that minimises the number, proximity and duration of in person contacts reduces the risk of transmission.	√	SLT All			
	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	The school will continue to support staff with counselling when needed		
	Flexible working arrangements needed to support any changes to usual working patterns are agreed.	√	JY SLT			
	Staff workload expectations are clearly communicated	√	JY SLT			
	Staff training required to implement any changes that the school plans to make, either delivered remotely or in school is scheduled.	√	JY SLT			
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	√	JY SLT			
	Arrangements are in place for any visitors/ contractors on site, with protocols and expectations shared.	√	JY Off			
	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.	√	JY Off			
	Arrangements in place to support pupils when not at school with remote learning at home.	√	All staff			
	Consideration of available testing for school staff is updated according to latest Test and Trace Government advice.	√	JY RT			

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
School safeguarding policy and procedures are not in place due to COVID-19	Safeguarding remains high priority and policy is updated to reflect changes.	√	DSL	➢ JY, RT and CR to ensure high priority. Update safeguarding policies (share with staff) ➢ Safeguarding training booked with DCC (October) ➢ S175 audit and action plan updated (September 21)		
	All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school.	√	DSL			
	Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission.	√	DSL			
	All Designated Safeguarding Leads have access to advice from the Local Authority and multi-agency teams.	√	DSL			
Vulnerable people	The DFE have advised that Clinically extremely vulnerable (CEV) staff follow the same guidance as everyone else. The DCC 'Individual Risk Assessment for Vulnerable and Pregnant Staff is undertaken for those individuals who are identified by their GP to be clinically extremely vulnerable.	√	SLT	➢ The DCC Individual Risk Assessment guidance for Staff can be found at the following link below schoolsnet.derbyshire.gov.uk Risk assessment tool for previous sheilding ➢		
	The school follows the 'Updated guidance on vulnerable staff in schools.	√	SLT			
	Risk assessment tool for previous shielding staff returning to work is utilised (follow the link) DCC Risk assessment Tool	√	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.	√	JY RT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Precautionary transmission measures not being followed in school	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).	√	Off	➢ HP to order sanitiser and cleaning resources ➢ All staff to ensure that they have all resources needed. ➢ KB to check communal areas		
	Although from Step 4, face coverings will no longer be advised for pupils, staff and visitors, persons choosing to wear face coverings as a precaution, especially in an enclosed and crowded spaces will not be deterred when outside the classroom.	√	All Staff			
	Where safeguarding and security is not adversely affected, all • *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	√	All Staff	➢ **Note;** hand washing in cold water - *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 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.*		
	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.*	√	All Staff			
	Hand sanitiser (alcohol hand gel 60% minimum) is available for use at multiple use touch screen, vending machines, sign in, touch screen payment and fingerprint ID contact points.	√	HP KB			
	Shared materials and surfaces are cleaned and disinfected more frequently where possible.	√	All Staff			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Precautionary transmission measures not being followed in school	The school uses a cashless system to limit cash handling.	√	Off	➢ **Note:** When it comes to ventilation and heating, the school will take a pragmatic approach to **AVOID STAGNANT AIR**.		
	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.	√	Off			
	The school endeavours to keep equipment sharing to a minimum.	√	All Staff			
	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.	√	KB HP			
	Handwashing techniques are explained to all pupils and the supervision of pupil's washing hands correctly is periodically undertaken by staff.	√	All Staff			
	All pupils are asked and reminded to wash their hands; • *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.*	√	All Staff			
	The school has enough hand washing and/or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly.	√	HP CT			
	Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; • *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.*	√	All Staff			
	Hand washing facilities identified for each learning zone.	√	JY			
	External doors and windows are opened **and appropriately secured** to allow additional ventilation, where possible (including offices).	√	All Staff			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Precautionary transmission measures not being followed in school	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		➤ **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. ➤		
	Sufficient training is given to Teachers, if cleaning materials are to be placed in classrooms, including safe use and secure safe storage of products.	√	JY			
	Bin liners are used in all bins and emptied daily.	√	CT			
	Enhanced cleaning and disinfecting guidance are available to staff for use if required.	√	JY			
	Adequate cleaning supplies are in place including longer-term arrangement for continual supply.	√	HP			
	PPE in Schools Quick Guide for Coronavirus (COVID-19) has been shared with all relevant staff.	√	JY			
	PPE requirements are understood, and appropriate supplies are in place.	√	JY HP			
Lunchtime Provision *Catering Service delivery*	Lunchtime arrangements are discussed with the school Catering Team to promote a cohesive approach to the service.	√	JY HP	➤ [Providing school meals during the COVID-19 pandemic](#)		
	Dining tables and associated furniture with high traffic touch points are cleaned using an appropriate cleaning product.	√	MDS KS DS			
	Staff, pupils and visitors are reminded to wash their hands prior to and after dining.	√	All Staff			
	Pupils do not carry plates/trays of food/drinks up or down stairs.	N/A				
	Trays/crockery/utensils are returned to a designated point by the individual pupils/staff.	√	MDS KS DS			

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	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.	√	JY	➢ COVID-19: cleaning of non-healthcare settings outside the home		
	Working hours for cleaning staff are increased in agreement with staff.	√	JY			
	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.	√	CT CS	➢ 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.		
	To facilitate cleaning demands, unnecessary items are stored safely, including those stored in the classroom.	√	All Staff			
	All areas used for eating are thoroughly cleaned at the end of each sitting/break, including chairs, door handles, and payment devices.	√	MDS CS CT			
	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.	√	JY	• *plastic up to 72 hours* • *stainless steel up to 48* • *cardboard 24 hours* • *copper 4 hours.*		
	The toilets are cleaned frequently to take account for the number of pupils accessing the facilities.	√	CT CS			
	To evidence the cleaning routine a tick sheet is signed and dated by the person carrying out the cleaning for each area.	√	JY			
	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.	√	CT All Staff			
	Electronic/touch screen, vending machines, signing in systems are cleaned/wiped down regularly.	√	Off All			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Lack of hygiene provision and effective cleaning	The school/setting would pursue; • *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.*	√	JY JD	➢ [COVID-19: cleaning of non-healthcare settings outside the home](#) ➢		
	If identified areas cannot be cleaned, the school/setting will contact the Local Authority/Trust for further advice before making any significant decisions that could lead to closing the school.	√	JY			
Lack of hygiene provision during deliveries	When placing orders for delivery, the company is informed of the school's protocol for accepting deliveries.	√	Off	➢ [Covid-19-decontamination-in-non-healthcare-settings](#)		
	Deliveries are kept to a minimum where possible.	√	Off			
	Contact between staff and delivery staff/drivers is minimised through drop off and pick up zones.	√	Off			
	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.	√	Off			
	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.	√	Off			
	Staff will wash/sanitise (alcohol hand gel 60% minimum) their hands immediately if they sign for any deliveries.	√	Off			

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
Site staff Covid-19 cross infection	Where PPE is worn, employees will appropriately hand sanitise, use, apply and dispose of all PPE.	√	All Staff	➢		
	Where tools are loaned, hand hygiene measures are be adhered to before and after using the loaned tools.	√	All Staff			
	Antibacterial wipes are available to wipe down any shared tools/equipment.	√	HP KB			
	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.	√	All Staff			
Out of school provision inadequate	The school follows Government guidance for out of school provision.	√	RT	➢		
	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.	√	WRAP JD RT			
	All hygiene measures featured throughout this risk assessment are incorporated where applicable to ensure protective measures are in place.	√	RT			
Home visits to be undertaken by staff	Visit plans include limiting the number of people that are in the same room during the visit where possible.	N/A		➢ Staff will consider whether it is appropriate to have a conversation with parents and pupils via an open window or an appropriate spot based on known circumstances that may present a significant risk to either party. Only visits may be to drop off work, resources or food parcels.		
	The household health status is checked, prior to and again on the day of the visit to check if anyone in the household has symptoms of COVID-19 or has tested positive.	N/A				
	Households are asked to open windows in preparation for the visit	N/A				
	Lone working risk assessments/procedures are adhered to at all times when undertaking home visits.	N/A				
	Staff will ideally use their own vehicle to get to the visit and once they arrive.	N/A				

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
Driving to / from work	Staff are advised and encouraged to take sensible hygiene precautions when travelling to and from their place of work.	√	All Staff	➢ Coronavirus (COVID-19): safer travel guidance for passengers		
Offsite Visits COVID-19 breach	All off site activities are risk assessed accordingly and follow the Derbyshire School Visits Approval and Monitoring Service (EVOLVE) procedures.	√	JD	➢ Action for Schools		
Transport failings	The school will follow DCC School Transport guidance and information derbyshire.gov.uk/septschooltransport.	√	JD	➢ Coronavirus-covid-19-safer-transport-guidance-for-operators		
	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.	√	JD			
	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?	√	JD			
	On dedicated transport children and young people aged 11 and over should continue to wear a face covering when travelling to secondary school.	N/A		➢ Coronavirus (COVID-19): safer travel guidance for passengers		
Use of work vehicles cross infection hygiene failings	Vehicles are cleaned regularly, and in between different users.	√	JY	➢ Checks made with Trent College regarding STEM project and use of minibus		
	Cleaning products used that are effective are appropriate to the vehicle and contact points being cleaned.	√	JY			
	All cleaning carried out is focused on high traffic touch points e.g. *handles (inside and out), steering wheel, starter button, centre touchscreen, stereo, keys, key fob, handbrake, gearstick, indicators, wiper stalks, windows, mirrors and mirror switches, seat adjusters any other controls.*	√	JY			

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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
Staff, pupils or visitors tests positive or has symptoms	Individuals will need to self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you develop Covid-19 symptoms: • *a high temperature* • *a new, continuous cough* • *a loss or change to your sense of smell or taste.* Individuals should also self-isolate straight away if: • they've tested positive for COVID-19 either according to a PCR test or a lateral flow device test – this means they have the virus. If they get a positive LFD test they should book a PCR test. A negative PCR test will override a positive LFD test. • someone they live with has symptoms or tested positive (unless they are not required to self-isolate – see below if this applies to them) • they've been told to self-isolate following contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app. Pupils should only self-isolate if they have symptoms or if they get a positive PCR or Lateral Flow Device (LFD) test. If they develop symptoms or get a positive LFD test they should book a PCR test (If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test). A positive PCR test cannot be overridden. If a pupil is asked to get a PCR test as a result of contact with a positive case they may continue to attend education until they get the result of their PCR back.	√	All Staff	➢ If there are a number of cases, the school will minimise the impact on education and attendance and may decide to introduce measures like: • Increased testing • Temporarily reintroducing face coverings and; • Restricting attendance as a short-term measure and only as a last resort. ➢ 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. ➢ COVID-19: guidance for households with possible coronavirus infection ➢ Coronavirus (COVID-19): getting tested ➢ Home test kits for schools		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff, pupils or visitors tests positive or has symptoms	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.	√	All Staff	Use of First Aid Room or Nurture Room		
	To limit disruption a separate toilet is used by the pupil if required (this would require enhanced cleaning before being used by anyone else).	√	All Staff	Disabled Toilet used (Y3/4)		
	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C).	√	All Staff			
	Staff are aware of the locations for PPE.	√	All Staff			
	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).	√	All Staff			
	Parents informed of their child developments and asked to collect immediately (staff are also informed) and follow the Stay at home guidance.	√	Off			
	Staff and Headteacher/Manager/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.	√	DSLs 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).	√	All Staff			
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).	√	Off CT CS	Office to arrange additional cleaning, inform CS and CT team.		

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
People who have been in contact with positive cases	Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: • *they are fully vaccinated* • *they are below the age of 18 years and 6 months* • *they have taken part in or are currently part of an approved COVID-19 vaccine trial* • *they are not able to get vaccinated for medical reasons.* Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. They do not need to isolate while awaiting the PCR test. All individuals are encouraged to take a PCR test if advised to do so. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. If none of the above applies, people should self-isolate as per the instructions from NHS Test and Trace.	√	All Staff	➢ 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. ➢ COVID-19: guidance for households with possible coronavirus infection ➢ Coronavirus (COVID-19): getting tested ➢ RT to be informed of absences and arrange supply cover.		
Tracing close contacts and isolation failings	Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.	√	Off SLT	➢ Stay at home illustration Pdf ➢ NHS Test and Trace: what to do if you are contacted		

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
Confirmed staff or pupil Covid-19 case NHS Test and Trace: how it works	If someone tests positive, they will follow the 'stay at home: guidance for households'. Your self-isolation period includes the day you were last in contact with the person who tested positive and the next 10 full days and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste *(This is because a cough or anosmia can last for several weeks once the infection has gone)*.	√	All Staff	➢ https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection ➢ https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance		
	The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.	√	Off Parents Staff			
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are cleaned following guidance for enhanced cleaning where applicable.	√	Off All Staff			
	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.	√	CS CT			
	Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).	√	CS CT			
	Sufficient and suitable equipment is available for the required clean.	√	HP			
	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 *(this team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school)* – as identified by NHS Test and Trace.		Off	ST to complete table and return to PHE team / DCC		
	To support the Test and Trace process a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups is recorded. **Note;** *You do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome*.	√	All Staff	Table seating plans in place.		

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 Secondary COVID-19 testing in schools	The secondary school follows the latest DCC 'COVID-19 Lateral Flow Device Testing (LFDT) in Schools and other Educational Settings' risk assessment (available to download from the Health and Safety page on S4S in the 'COVID-19 Resources for Schools').	N/A		➢		
Unsafe primary schools, school-based nurseries and maintained nursery schools COVID-19 staff testing.	The schools/nursery follows the latest DCC 'COVID-19 Testing for Staff in Primary Schools, School-based Nurseries and Maintained Nursery Schools' risk assessment *(available to download from the Health and Safety page on S4S in the 'COVID-19 Resources for Schools').*	√	JY ST	➢		
	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.	√	JY ST			
	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.	√	JY ST			

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
				➢		

COVID-19 - OUTBREAK MANAGEMENT PLAN

This plan is based on the [DfE's Contingency Framework](#) which lays out how to manage local outbreaks of COVID-19. The guidance states schools should have "outbreak management plans", outlining "how they would operate" if any of the measures described in the guidance were recommended for their setting or area.

The **two thresholds**, detailed below, are used as an indication for when to seek public health advice if there are concerns.

1. **Current DFE guidance states** that a localised school outbreak is: 'whichever of these thresholds is reached first:

   - 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
   - 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period'

   For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

   - 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

   These thresholds only apply after the test-on-return period and any cases identified during this period should not trigger extra measures or escalation to the DfE helpline.

2. If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission.

Response

Schools will need to consider the implementation of some, or all, of the relevant protective measures necessary in response to a potential outbreak *(except for outdated advice on testing, self-isolation and managing confirmed cases of COVID-19)* **which are covered in the previous 'Coronavirus (Covid-19) Schools Full Opening RA - 2021.06 V09' risk assessment.**

In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.

For support contact:

- Derbyshire County Council Education Settings Outbreak Team ASCH.testandtrace@derbyshire.gov.uk
- DfE's helpline on 0800 046 8687

Actions Considered in the Event of an Outbreak

In conjunction with the schools previous 'Coronavirus (Covid-19) Schools Full Opening RA - 2021.06 V09' risk assessment and Current Government Guidance

	Direction	Action to be taken	Length of Action
Self-isolation of close contacts	It is noted that under current guidance, fully vaccinated adults and children under the years of 18years and 6 months do not have to isolate as close contacts. *However, in some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.*	Parents informed – contacts self-isolating Full remote learning provision put in place	As recommended by Derbyshire County Council/Multi Academy Trust/Public Health Teams.
Re-introduction of Face Coverings	The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.	If recommended, staff and visitors who are not exempt from wearing a face covering: • Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as corridors and in communal/crowded areas	As recommended by Derbyshire County Council/Multi Academy Trust/Public Health Teams.
Asymptomatic Testing	Additional testing may be recommended to pick up any asymptomatic testing in the school community.	If recommended, the school will increase the use of home testing by staff. If recommended, the school will communicate to parents with advice around adult family members taking asymptomatic tests.	As recommended by Derbyshire County Council/Multi Academy Trust/Public Health Teams.
Increased ventilation	Increase ventilation during the coronavirus outbreak • https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm	• Keep windows opened as much as possible. • Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered).	As recommended by Derbyshire County Council/Multi Academy Trust/Public Health Teams.

Increased cleaning	Although the school will continue to maintain increased daily cleaning, the public health teams may require further increase at shorter intervals.	Reinforced importance of cleaning in between groups.	As recommended by Derbyshire County Council/Multi Academy Trust/Public Health Teams.
Reduce mixing of staff/studentss	It is noted that under current guidance, there is no longer any need for reduced mixing for pupils. However, in some cases, Health Protection Teams may recommend that bubbles are put in place for a period whilst the outbreak is in place.	Reviewed start and end times, lunch and break arrangements and re-instated small groups for PE etc. Staff/pupils/children are reintroduced into distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible. Some staff will also revert to fixed teams.	As recommended by Derbyshire County Council/Multi Academy Trust/Public Health Teams.
Communications to staff, pupils and families	In the event of an outbreak, if the health teams advise measures, these must be communicated to stakeholders.	All stakeholders advised of potential outbreak and mitigating actions as quickly as possible after advice has been given. Child protection policy will be reviewed to make sure it reflects the local restrictions and remains effective.	As recommended by Derbyshire County Council/Multi Academy Trust/Public Health Teams.

Shielding of vulnerable members of the community	Presently the DFE have advised that Clinically extremely vulnerable (CEV) staff follow the same guidance as everyone else. The school follows the latest guidance on vulnerable staff in schools.	We will carry out a risk assessment and speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.	As recommended by Derbyshire County Council/Multi Academy Trust/Public Health Teams.
Remote learning contingency	Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school has the capacity to offer immediate remote education.	In developing contingency plans the school has considered: • All students have access to appropriate technology.	Decision managed by the school.
Reduction of wider school activities	Public Health Teams may advise schools to reduce their timetable to normal school day activities. This may mean limiting: • Residential educational visits • Open days • Transition or taster days • Parents coming into school • Live performances	The school will ensure that the Public Health Teams are aware of any additional activities when communicating about a potential outbreak. If these need to be limited, the school will ensure communication to stakeholder via email and text message (where possible) to ensure cancellations are understood quickly.	As recommended by Derbyshire County Council/Multi Academy Trust/Public Health Teams.