

## Victoria Lane Academy - Infection Control COVID-19 General Risk Assessment Form

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

<b>Victoria Lane Academy</b> DL14 8NN		
<b>Current Number of Staff Employed- 22</b>	Name of Person Completing the Risk Assessment- <b>Lee Blake &amp; Jane Richardson</b>	Date of assessment – <b>July 2020</b>
<b>Current Number of Pupils on Role- 197</b>	<b>Review Dates- September 1<sup>st</sup> 2020</b>	
Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members.		
Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.  The school have more than 50+ members and staff and to comply with the current <a href="#">Guidance for full opening: schools in the Autumn Term 2020</a> and to ensure compliance with the <a href="#">Health and Safety Executive (HSE)</a> a copy of this risk assessment has been placed on the school website.		
Staff covered by this assessment – <b>The School Community</b>		
COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates. <b>The virus is thought to spread mainly from person-to-person.</b> <ul style="list-style-type: none"> <li>Between people who are in close contact with one another (within about 6 feet).</li> <li>Through respiratory droplets produced when an infected person coughs, sneezes, or talks.</li> <li>These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.</li> <li>COVID-19 may be spread by people who are not showing symptoms.</li> </ul>		

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

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

The school are following the guidance [Guidance for full opening: schools](#)

Public Health England advice the following measures to minimize coronavirus (COVID-19) risks in school environments;

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable

Public Health England are actively supporting schools. If schools have a query about coronavirus (COVID-19) they can contact PHE helpline, lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends-If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the helpline- DfE coronavirus helpline -Telephone 0800 046 8687

By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](#).

All relevant guidance is located in Appendix 1,links are subject to updates as required.

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

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<b>1. Staff and Pupils and the wider school community</b>					

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COVID-19 transmission within the school community	M	<ul style="list-style-type: none"> <li>- Registers are taken each day of pupils present.</li> <li>- Staff arrive on site prior to the start of the school day.</li> <li>- Pupils are met each day at the identified entrance for their class by a staff member from their class.</li> <li>- Staff maintain social distancing.</li> <li>- Parents will not be permitted into the school building without an appointment.</li> <li>- Staff attendance at work is monitored by the Head teacher.</li> <li>- Sickness absence procedures in place for Staff and Pupils.</li> <li>- Pupils are kept in consistent bubbles within their class/phase groups.</li> <li>- School is working with Durham County Council (DCC), TLT, trade unions and updating controls as appropriate</li> <li>- Public Health England (PHE) is clear that routinely taking the temperature of pupils is <b>not</b> recommended as this is an unreliable method for identifying coronavirus (COVID-19).</li> </ul>	<ul style="list-style-type: none"> <li>- Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence.</li> <li>- Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence.</li> <li>- The Governing body of the school are to be informed of staff members and Parent/Carers concerns.</li> <li>- Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have.</li> <li>- Head teacher to remind parents/carers and staff via newsletters etc. that where Pupils or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for households with possible coronavirus infection.</a></li> <li>- Parents/Carers and Staff members are reminded that testing for COVID-19 is available to everyone whatever their age. Testing is available through the NHS</li> <li>- Pupils or a family member or Staff member displaying symptoms will be advised to self-isolate and will <b>not be</b> permitted into school until a negative test result has been issued or, following a positive test, <u>7/14-day isolation period and no symptoms of fever completed</u> . Everyone must be willing to engage with NHS Test and Trace.</li> </ul>	L	<p>Head teacher- On Going</p> <p>SLT/ Attendance Officer-As required</p> <p>Parents/ Carers and Staff-On going.</p> <p>Head teacher- On Going.</p> <p>Head teacher- On-going.</p> <p>Head teacher- Immediate</p>

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<b>2.Maintaining hand and respiratory hygiene on the school site</b>					
Hand and respiratory hygiene across the school	H	<ul style="list-style-type: none"> <li>- Staff wash their hands/apply hand sanitizer with pupils at the start and end of the school day.</li> <li>- Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities are not available due to the number of pupils at the start of the school day</li> <li>- Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members.</li> <li>- Hand sanitizer stations have been located in every classroom.</li> <li>- Pupils are supervised when accessing the hand sanitizer.</li> <li>- Tissues made available in each classroom.</li> <li>- Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> <li>- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>- Lidded waste bins are in place to place used tissues in.</li> <li>- Waste bins are emptied and placed in the bin store at the end of the school day and where need identified.</li> </ul>	<ul style="list-style-type: none"> <li>- Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> </ul>	L	Staff-On going

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Hand sanitiser station located at the main entrance for visitor use.</li> <li>- All Visitors sanitise their hands on entering the school building.</li> <li>- Stringent cleaning schedules in place following guidance updated on the Extranet.</li> </ul>			

### 3.Symptoms of COVID-19 in the school community

Members of the school community presenting symptoms of COVID-19.	H	<ul style="list-style-type: none"> <li>- Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are:</li> <li>- <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>- <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>- <b>a loss or change to your sense of smell or taste</b> – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> <li>- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow <b><u>‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</u></b>, which sets out that they must self-isolate for at least 7 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</li> <li>- Other members of their household</li> </ul>	<ul style="list-style-type: none"> <li>- Head teacher to remind Parents/Carers weekly via school comms of the symptoms of COVID-19.</li> <li>- Head teacher to remind Parents/Carers every week that anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <u>testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</li> <li>- Head teacher to remind Parents/Carers and Staff via school comms. that where Pupil or a member of their household displays symptoms of the coronavirus, they are to follow <u>the Guidance for households with possible coronavirus infection</u>.</li> <li>- Parents/Carers collecting unwell pupils are reminded of the guidance to follow.</li> <li>- Pre printed information slip will be given to Parents/Carers and members of Staff if they present with COVID-19 symptoms with relevant information/guidance to follow.</li> </ul>	L	Head teacher-On going
					Staff-On-Going

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		<p>(including any siblings) should <b>self-isolate for 14 days</b> from when the symptomatic person first had symptoms</p> <ul style="list-style-type: none"> <li>- The school understands the NHS Test and Trace process and are aware of how to contact their local <u>Public Health England health protection team</u>-</li> <li>- The school have advised staff and Parents/Carers that they will need to be ready and willing to;</li> <li>- <u>Book a test</u> if they are displaying symptoms.</li> <li>- Staff and pupils <b>DO NOT</b> come into the school if they have symptoms of COVID-19 and <b>WILL BE</b> sent home to self-isolate if they develop them in school.</li> </ul> <p>The school are aware that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Carers if using a home testing kit</p> <ul style="list-style-type: none"> <li>- <b>Self-isolate</b> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul>	<ul style="list-style-type: none"> <li>- Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace.</li> <li>- Remote education to be made available to pupils not attending the school. See contingency plan.</li> </ul>		<p>Head teacher- On going</p>
<p><b>Isolating Staff/Pupils during the school day</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- If a pupil/member of staff are awaiting collection, they should be moved to the Inclusion room where they can be isolated behind the closed doors, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation.</li> <li>- Where Staff /Pupils need to use toilet facilities a separate toilet (accessible toilet) is to be used.</li> <li>- Following access to the toilet area, the area</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members to be assessed as to whether they are fit enough to drive themselves' home. If they are not fit to drive their next of kin are to be contacted.</li> <li>- If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a <b>test</b>) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test.</li> <li>- Staff are aware that they may be</li> </ul>	<p><b>M</b></p>	<p><b>SLT-As required</b></p> <p><b>Staff-As required</b></p>

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		<p>is cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> <li>- Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them <b>DO NOT</b> need to go home to self-isolate</li> <li>- Only LB or JR will deal with pupils displaying covid symptoms.</li> </ul>	<p>contacted by NHS Test and Trace.</p> <ul style="list-style-type: none"> <li>- Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitizer.</li> <li>- The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people the guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.is to be followed.</li> </ul>		<p><b>Staff/Pupils as required</b></p> <p><b>Staff-As required</b></p>
<b>Pupil/Staff member testing negative for COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- If a Pupil or member of Staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.</li> <li>- Other members of the household can stop self-isolating.</li> </ul>	The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test:	<b>L</b>	<b>Head teacher-On going</b>
<b>4.Managing a positive case in the school community</b>					
<b>Staff/Pupil or family member tests positive for COVID-19</b>	<b>H</b>	<p><b>The Health Protection Agency are available to provide schools with advice and support-Contact - 0300 3038596-Option1</b></p> <ul style="list-style-type: none"> <li>- The Health Protection Agency 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.</li> <li>- If a Pupil or member of Staff <b>tests positive</b>, they are instructed to follow the '<u>stay at home: guidance for households with</u></li> </ul>	<ul style="list-style-type: none"> <li>- <b>Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test:</b></li> <li>- If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</li> </ul>	<b>L</b>	<b>Head teacher-On going</b>

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		<p><u>possible or confirmed coronavirus (COVID-19) infection</u> and must continue <b>to self-isolate for at least 7 days</b> from the onset of their symptoms and then return to school <b>only if</b> 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.</p> <ul style="list-style-type: none"> <li>- The 7-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.</li> <li>- If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 14 days.</li> <li>- Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded.</li> </ul>	<ul style="list-style-type: none"> <li>- Remote education to be made available to pupils not attending the school.</li> <li>- The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided.</li> </ul>		
<b>Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.</b>	<b>H</b>	<p><b>The school will contact the Health Protection Agency -Contact - 0300 3038596-Option1</b></p> <ul style="list-style-type: none"> <li>- <b>The Health Protection Team</b> will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by NHS Test and Trace.</li> <li>- Where need identified <b>The Health Protection Team</b> will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> </ul>	The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided.		<b>Head teacher</b>
<b>The School being placed on lockdown</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Wellbeing checks carried out for staff and pupils.</li> <li>- Work with the Health Protection Team.</li> </ul>	- Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event	<b>L</b>	<b>Head teacher</b>

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			occur. - Following the guidance provided by the Health Protection Team.		
<b>5. Staff and Pupils accessing vehicles to travel to and from the school.</b>					
Transport on and off the school site.	M	<ul style="list-style-type: none"> <li>- Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, <b>will not apply</b> from the autumn term on dedicated transport.</li> <li>- Where need identified the school will liaise with DCC Integrated Transport Team.</li> <li>- Where need identified pupils will be met by staff members who will be supporting them during the school day at the identified drop off/pick up points on the school site.</li> </ul>	<ul style="list-style-type: none"> <li>- Where possible Parent/Carers to Transport pupils to and from school.</li> <li>- Parents/Carers are to ensure that pupils are to wash their hands for <u>20 seconds</u> prior to leaving their home.</li> <li>- The school are to ensure that all pupils are met at the identified drop off points at the school.</li> <li>- The school are to ensure that all pupils are supervised when accessing transport vehicles at the end of the school day.</li> <li>- DCC Integrated Transport team to be made aware of challenging behaviours that pupils may exhibit, which may put themselves or the driver at risk.</li> </ul>	L	<p>Head teacher</p> <p>Parents/ Carers-On going</p> <p>Parents/ Carers-On going</p> <p>Staff-On going</p> <p>Transport/ School- On completion</p> <p>School- Immediate</p>

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<b>Pupils /Staff independently travelling to the school site.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Designated car parking area available to staff.</li> <li>- Social distancing guidance to be followed when accessing/egressing from car vehicles.</li> <li>- Bike sheds not to be used but pupils may still cycle to school. Parents must take bikes/scooters home with them.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Staff and Parents/carers and pupils advised on the current guidance regarding accessing public transport.</li> <li>- Staff /Pupils to be advised to adhere to <u>staying alert</u> and social distancing guidance when away from the school.</li> <li>- Staff presence in the outdoor areas at the start and end of the school day.</li> </ul>	<b>L</b>	<b>Head teacher-Immediate</b>
<b>Staff and Pupils wearing face coverings when making their way to the school building</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Pupils and staff who use face coverings remove them when they arrive in the school building.</li> <li>- Staff and Pupils instructed not to touch the front of their face covering during use or when removing them.</li> <li>- Staff/ Pupils must wash their hands immediately on arrival /hand sanitizer (as is the case for all pupils), dispose of temporary face coverings in a lidded bin or place a reusable face coverings in a plastic bag that is to be placed in their school bag/work bag so that they can re wear it to travel home.</li> </ul> <p>Staff/Pupils wash their hands again before heading to their classroom/work area.</p> <ul style="list-style-type: none"> <li>- The school will not provide face coverings to Staff or Pupils for transport purposes.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff and Pupils advised prior to the start of the Autumn term the procedure to follow when removing face coverings when entering the school building</li> </ul>	<b>L</b>	<b>Head teacher</b>

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<b>6. Staff/Pupil, family member who maybe at increased risk</b>					
<b>Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Some staff/pupils may have particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees.</li> <li>- People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</li> </ul>	<ul style="list-style-type: none"> <li>- Where need identified the Head teacher is to discuss Parent/ Carers or Staff members concerns and explain the measures the school has in place to reduce risks of COVID-19 transmitting in the school community.</li> <li>- Head teachers are as far as practically possible to accommodate concerns raised.</li> </ul>	<b>M</b>	<b>Head teacher- On Going</b>
<b>Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Staff/Pupils who were clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</li> <li>- Guidance for those who are <u>clinically-vulnerable, including pregnant women</u>, is available.</li> <li>- The Head teacher has flexibility regarding Staff members medical needs and work activities that they are able to undertake within the school.</li> <li>- People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>- Where need identified-Staff individual Medical/III-Health risk assessment to be completed.</li> <li>- Where need identified staff referred to DCC Occupational Health Service.</li> <li>- Individual cases to be discussed with HR.</li> <li>- Pupils EHCP's reviewed and discussions to take place with their GP's/Consultants etc. <b>prior</b> to them returning to school.</li> </ul>	<b>M</b>	<b>Head teacher- As required</b>

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<b>7.New and Expectant mums in the school community</b>					
<b>New and Expectant Mums</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff to inform the Head teacher if they are pregnant.</li> <li>- Staff to consult with their GP and Midwife.</li> <li>- New and Expectant mums COVID -19 risk assessment completed.</li> <li>- Guidance from the NHS- <u>Pregnancy and the coronavirus</u> and <u>the Royal College of Obstetricians &amp; Gynaecologists</u> as well as the NHS <u>Who is at Risk</u> is followed and shared with staff members.</li> <li>- Shielding for all staff members is to be suspended on the 1<sup>st</sup> August 2020.</li> </ul>	<ul style="list-style-type: none"> <li>- Member of staff to raise concerns with their midwife/GP in the first instance.</li> <li>- Concerns to be raised with the Head teacher where need identified.</li> <li>- Where need identified HR to be consulted.</li> </ul>	<b>L</b>	<b>Staff member-As required Staff member-As required</b>
<b>New and Expectant Mums showing symptoms of COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Staff are aware of the symptoms of COVID-19.</li> <li>- <b>Staff instructed to follow the guidance; Stay at home (self-isolate)</b> – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.</li> <li>- <b>Book a test</b> – <u>get a test to check if you have coronavirus</u> as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.</li> <li>- <b>Speak to your midwife or maternity team</b> they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a <u>video consultation</u>.</li> </ul>	<ul style="list-style-type: none"> <li>- See 4-. Managing a positive case in the school community.</li> <li>- Staff can be referred to DCC Occupational Health Service regarding a testing for COVID-19.</li> <li>- Where need identified consultation to take place with HR.</li> </ul>	<b>M</b>	<b>Head teacher</b>

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<b>8. Access to the school site and building</b>					
Transmission of COVID-19 to Pupils/Staff	M	<ul style="list-style-type: none"> <li>- Access to the school site is controlled, several entrance gates and entrance doors are used to allow Pupils and Parents/Carers to flow onto the school site/building</li> <li>- Separate Entrance doors for each bubble clearly identified.</li> <li>- Primary aged pupils must be accompanied to school each morning.</li> <li>- Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child.</li> <li>- Pupils, Parents/Carers advised to maintain social distancing when entering the school site.</li> <li>- The start of the school day has been staggered to allow controlled access into the school building by pupils.</li> <li>- The end of the school day is staggered to prevent gatherings outside of the school site.</li> <li>- Parents <b>not</b> permitted to enter the school building unless need is essential.</li> <li>- Pupils are met each day at the identified entrances for their year group class by a staff member.</li> <li>- Pupils store outdoor clothing and bags in designated area.</li> <li>- Staff store their bags in cupboards that pupils do not have access to.</li> <li>- Those pupils with clearly named packed lunches and water bottles are to store them within a designated area of their allocated classroom.</li> </ul>	<ul style="list-style-type: none"> <li>- Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site.</li> <li>- Staggered start times to be communicated to parents via school comms.</li> <li>-- Parents/Carers advised to leave the school site immediately once their child has entered the building.</li> <li>- School entrances and site secured at the start of the school day.</li> <li>- Staff, Pupils, Parents/Carers will be informed to only bring essential items (water bottles, PE kit, reading book) needed for that day.</li> <li>- Staff to utilise the information available from <a href="#">eBug website</a>.</li> </ul> <p><u>Coronavirus (COVID 19) guidance for educational settings poster</u></p>	M	Staff/Head teacher-On Going

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		<ul style="list-style-type: none"> <li>- Staff members will wipe packed lunch boxes and water bottles over with a cloth that has had anti-bacterial spray applied to it.</li> <li>- Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the school day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Staff wash their hands with pupils at the start of the school day.</li> <li>- Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to a separate room and next of kin/parents contacted.</li> </ul>			

### 9. Non-school staff working in the building

<b>Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Floor markings in place at the main school reception area ensuring social distancing.</li> <li>- Direction floor and wall signs in place around the school.</li> <li>- Social distancing markers in place in large corridor areas.</li> <li>- Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the school</li> <li>- Visitors to the school are by appointment only.</li> <li>- Where possible Contractors to carry out activities outside of school hours.</li> <li>- Hand sanitiser station located at the main entrance.</li> </ul>	<ul style="list-style-type: none"> <li>- Visitors Are to be advised not to attend the school if they are unwell.</li> <li>- Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment.</li> <li>- Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene.</li> <li>- Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. <b>They are</b> responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings.</li> </ul>	<b>M</b>	<b>SLT-As required</b>
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		<ul style="list-style-type: none"> <li>- All Visitors sanitise their hands prior to entering the school building.</li> <li>- A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details.</li> <li>- Dedicated areas identified for use by Support Agencies.</li> <li>- Where agencies supporting the school, where possible it is the same member of staff each time.</li> <li>- All visitors are accompanied when moving about the building maintaining social distancing.</li> <li>- Parents/Carers discouraged to access the main reception area without an appointment.</li> <li>- Main reception area spot cleaned throughout the school day.</li> <li>- Tissues located at the main reception area with a lidded waste bin.</li> <li>- Waste bins emptied at the end of the school day.</li> <li>- Face coverings <b>not to be</b> worn in the school building.</li> </ul>	JT to compile an up to date contact list for visitors/contractors		
<b>Initial Teacher Training/TA Students</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Allocated a bubble to work with within the school.</li> </ul>	<ul style="list-style-type: none"> <li>- ITTS staff receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene.</li> <li>- Shown welfare facilities available to Staff members.</li> <li>- Reminded what the symptoms of COVID-19 are.</li> </ul>	<b>L</b>	<b>SLT-As required</b>

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<b>10. Maintaining infection control /hygiene standards during the school day.</b>					
<b>COVID-19 spreading from person to person within the school building</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Guidance followed for the cleaning of non health care settings.</li> <li>- Cleaning schedule in place during the school day and at the end of the school day.</li> <li>- <a href="#">Spillage policy in place</a> updated July 2020.</li> <li>- Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Where need identified hand sanitiser be made available to staff and pupils.</li> <li>- Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff <a href="#">follow the guidance provided</a></li> <li>- Each class has a hand sanitizing station</li> <li>- Handwashing <a href="#">posters</a> located in pupil and staff toilet areas and in the classroom areas.</li> <li>- Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> <li>- Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> <li>- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>- Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified.</b></li> <li>- Staff to utilise the information available from <a href="#">eBug website</a></li> <li>- Staff to take responsibility for their own personal hygiene throughout the school day.</li> <li>- Staff to clean desks and door handles at regular intervals.</li> <li>- Hand dryers out of use and towels are in place instead.</li> <li>- Waste bins to be emptied throughout the school day and placed in the external bin store.</li> <li>- The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc.</li> <li>- All bins emptied at the end of each school day and placed in the external bin store.</li> <li>- <b>Parents advised to ensure that pupils wash their hands when they return to the home environment.</b></li> <li>- <u>The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.</u></li> </ul>	<b>M</b>	<b>Head teacher- On going</b>

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		<ul style="list-style-type: none"> <li>- Pupils and Staff ensure that they thoroughly dry their hands.</li> <li>- Infection Control Risk assessment in place to manage other biological hazards within the school community.</li> <li>- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>- Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils.</li> <li>- Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis.</li> <li>- Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.</li> <li>- Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins.</li> <li>- Staff and pupils wash their hands/apply hand sanitiser at the end of the school day</li> <li>- Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation.</li> <li>- Cleaning schedules in place</li> <li>- COSHH assessments in place and shared with staff where need identified. Staff wear appropriate PPE when carrying out cleaning activities.</li> <li>- Staff read the labels of chemicals/substances used to clean surfaces prior to use.</li> </ul>			

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<p><b>Maintaining infection control in the Classrooms and during break periods</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</li> <li>- Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms.</li> <li>- Staff always maintain social distancing with other staff members</li> <li>- Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing.</li> <li>- Soft furnishings, toys etc. around the classroom to be relocated during the phased opening of the school.</li> <li>- Windows and doors are opened to allow natural ventilation during the school day.</li> <li>- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>- Rota in place for lunchtime and break time periods.</li> <li>- Timetable reviewed to reduce the need for pupils to move about the building.</li> <li>- Outdoor activities to be carried out on a rota basis to ensure social distancing.</li> <li>- Where possible teaching activities to be carried out in the outdoor areas of the school.</li> <li>- Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.</li> <li>- Where classrooms/halls are unoccupied doors are to be closed.</li> <li>- Nursery/Reception indoor/outdoor areas set out each day to provide adequate space</li> </ul>	<ul style="list-style-type: none"> <li>- Staff to be provided with sufficient time between class lessons to allow handwashing/hand sanitising to take place.</li> <li>- Pupils to be issued with a stationery pack and exercise book that is specific to them.</li> <li>- The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.</li> <li>- Consideration be given to the nursery and reception class areas to continue to set up activity box for each school day. Activity boxes are to be removed from the area and cleaned.</li> <li>- Pupils/Parents/Carers reminded that pupils bring in filled water bottles each day.</li> <li>- Water jugs can be used to top up water bottles. Pupils are to remove the top from the water bottle and place the water bottle on a hard surface. Staff are to wash their hands prior to topping up the water bottle, staff are to hold the water whilst topping up the water bottle. The water bottle is to be wiped with an anti-bacterial wipe.</li> <li>- Mixed groups for lunch and play times are to be closely supervised.</li> <li>- Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> </ul>	<p><b>M</b></p>	<p><b>Head teacher</b></p> <p><b>Staff-On Going</b></p> <p><b>Head teacher</b></p> <p><b>Staff</b></p>

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		<ul style="list-style-type: none"> <li>for staff and pupils.</li> <li>- Robust cleaning regime in place in the Nursery/Reception area.</li> <li>- Waste bins located in classroom/hall areas and emptied at the end of the school day.</li> <li>- Water fountains taken out of use around the school site.</li> <li>- Pupil face to face working to be limited to 15 minutes.</li> <li>- Where pupils require support from a Staff member or TA support to be given side on and not face to face.</li> <li>- Hand sanitizer stations located around the building where need identified.</li> <li>- Cleaning schedules in place</li> <li>- Groups will not be mixed at first</li> </ul>			

### 11.Pupils and Staff working in identified bubbles/groups

EYFS	<b>H</b>	<ul style="list-style-type: none"> <li>- From 20 July, early years settings will no longer be required to keep pupils in small, consistent groups within settings.</li> <li>- Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so.</li> <li>- EYFS will not be visiting public spaces for the first half term.</li> <li>- Cleaning schedule in place</li> <li>- Identified area in place where personal care activities carried out. Areas are cleaned following use.</li> <li>- PPE worn when providing support with personal care.</li> </ul>	<ul style="list-style-type: none"> <li>- Waste is double bagged where nappy bins are not available.</li> </ul>	<b>M</b>	<b>Head teacher</b>
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		<ul style="list-style-type: none"> <li>- Personal care risk assessments in place where need identified.</li> <li>- Where possible Staff socially distance when working together.</li> </ul>			<b>Staff</b>
<b>Wrap around care</b>	<b>H</b>	Suspended for Autumn 1. School will review before October 31 <sup>st</sup>			
<b>Maintaining Year Group bubbles to reduce transmission of COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Staff workstations are positioned at the front of the classroom, socially distanced from pupils.</li> <li>- Where possible desks placed in rows facing the front of the classroom.</li> <li>- Pupils kept in consistent groups/bubbles.</li> <li>- Pupils are supported to maintain distance and not touch staff and their peers where possible.</li> <li>- SLT will continue to walk around the school, particularly at times when transitions are at a minimum.</li> <li>- JR to follow same guidelines as teaching staff regarding moving between bubbles, maintaining social distancing and spending no longer that 15 mins in a classroom.</li> <li>- Pupils taught in identified classrooms, lesson subject movement is limited throughout the school day.</li> <li>- Classroom based resources, such as books and games, are used and shared within the bubble /group.</li> <li>- Activity boxes pre-prepared where possible</li> </ul>	-	<b>L</b>	<b>Head teacher</b>

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		<p>for each day. Boxes removed at the end of each day and put aside for 48 hrs./cleaned as required.</p> <ul style="list-style-type: none"> <li>- Classroom resources included in the cleaning schedule for each class.</li> <li>- Movement limited where possible to key times-Break times/Lunch times and specialist subject areas.</li> <li>- Cleaning schedules in place.</li> </ul>			

### 12.Impact of pupils and staff moving about the building/school site

<b>Moving about the building/school site-Covid-19 transmission</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Clear direction given to parents via the school's communication links for the start and end of the school day.</li> <li>- Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas.</li> <li>- Rota in place to access the outdoor play areas at the school.</li> <li>- Alternative external routes to be adopted to access outdoor play areas etc.</li> <li>- Social distancing measures adhered to where possible.</li> <li>- Posters in place reminding pupils to maintain social distancing.</li> <li>- One-way systems and social distance markers put in place in corridors and lunch hall.</li> <li>- Pupils supervised by Staff members when moving about the building.</li> <li>- Pupils and staff to use quad areas instead of classrooms</li> <li>- Hand sanitizer dispensers located around</li> </ul>	<ul style="list-style-type: none"> <li>- Movement about the building monitored throughout the school day.</li> <li>- Rota's changed where need identified.</li> <li>- Cleaning schedule in place for corridor areas doors etc.</li> </ul>	<b>L</b>	<b>Head teacher-On Going</b>

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		<p>the school site, including where need identified in classroom areas.</p> <ul style="list-style-type: none"> <li>- Use of hand sanitizer supervised by Staff members.</li> <li>- Cleaning schedule in place</li> </ul>			
<b>Access to Welfare facilities for Staff and Pupils</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>- Instruction given to pupils how to safely use urinals</li> <li>- Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>- Staff and pupil toilet facilities cleaned following break and lunch periods.</li> <li>- Lunch time and breaktime rota in place for staff accessing the staff room area.</li> <li>- Windows are opened in the staff room when it is occupied by staff members.</li> <li>- Position of furniture within staff room areas reviewed to ensure social distancing.</li> </ul>		<b>L</b>	<b>Premises Management-As required</b>
<b>Break and Lunch periods</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Menu to be agreed with the kitchen contractor.</li> <li>- Ensure that staff social distancing can be attained.</li> <li>- Classes only eat with their bubbles and sit on forward facing rows</li> <li>- Staggered break times and lunch times agreed for year groups.</li> <li>- Pupils directed to wash their hands during break/lunchtime periods.</li> <li>- Areas zoned off for use by specific year groups/bubbles.</li> </ul>		<b>L</b>	<b>Head teacher</b>

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		<ul style="list-style-type: none"> <li>- When congregating in halls etc, doors and windows are opened to allow natural ventilation.</li> <li>- Spot cleaning carried out.</li> <li>- Surfaces are cleaned following each group/bubble use.</li> <li>- Cleaning schedule in place.</li> </ul>			
<b>13.Pupil behaviour during the school day</b>					
<b>Pupils refusing to social distance/follow hand washing procedures</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Parents/Carers advised prior to the pupils returning to the school that <b>all pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety.</b></li> <li>- Hand sanitiser made available where pupils refuse to wash hands.</li> <li>- Pupils are supervised when using hand sanitizer considering risks around ingestion.</li> <li>- EYFS/Key Stage 1 pupils and pupils with complex needs are helped to clean their hands properly.</li> <li>- Where pupils refuse to wash their hands or use hand sanitizer skin friendly skin cleaning wipes are used as an alternative</li> <li>- Individual needs of pupils identified and managed where need identified.</li> <li>- Cleaning schedule in place for the whole school.</li> <li>- Where possible social distancing to be maintained.</li> <li>- Staff supporting pupil continue to adhere to regular hand washing.</li> </ul>	<ul style="list-style-type: none"> <li>- Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible.</li> <li>- Area where the pupil has been located within the building to be thoroughly cleaned.</li> <li>- Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team.</li> <li>- Where need identified Staff wearing PPE reviewed with the Head teacher.</li> </ul>	<b>M</b>	<p><b>Head teacher-As required Staff-Where need identified</b></p> <p><b>Head teacher-Where need identified.</b></p> <p><b>Staff-Immediate</b></p> <p><b>Head teacher-Where need identified.</b></p>

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<b>Pupil-Challenging behaviours displayed</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils with challenging behaviours identified.</li> <li>- Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours.</li> <li>- General Infection Control risk assessment in place.</li> </ul>	<ul style="list-style-type: none"> <li>- Continually review whether PPE is required when managing challenging behaviours.</li> <li>- Where need identified review the Behaviour Policy.</li> </ul>	<b>M</b>	<p><b>Staff-Where need identified.</b></p> <p><b>Staff-Where need identified. Staff-Immediate Head teacher-As required</b></p> <p><b>Staff/Pupils-As required</b></p>
<b>Pupils absconding from the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Security checklist and Policy in place for the school.</li> <li>- Home transport Child locks on when transporting pupils in car vehicles to and from home.</li> <li>- Pupils are met from transport vehicles each day by a member of staff working in their group/bubble.</li> <li>- Pupils access the building by an identified door and are met by a member of staff.</li> <li>- Perimeter gates are secured at the start of the school day.</li> <li>- Fob access control around the building</li> <li>- Class groups/bubbles agreed, with a suitable number of staff supervising the class.</li> <li>- Individual risk assessments in place for</li> </ul>	<ul style="list-style-type: none"> <li>- Procedures in place should pupils abscond from the school building/site.</li> <li>- Home-to school Transport Risk Assessment completed and shared with Transport Contractor and Schools.</li> <li>- Where need identified pupil information to be shared with Transport Contractor.</li> </ul>	<b>L</b>	<p><b>Head teacher</b></p> <p><b>Integrated Transport Team-Immediate</b></p>

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		pupils who present challenging behaviours and further controls identified.			
<b>Pupils that have an EHCP that require staff support throughout the day</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Identified staff work with pupils.</li> <li>- Staff wash their hands before and after working with a pupil</li> <li>- A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart</li> <li>- All equipment needed for the child is set up in the space before the start of the session</li> <li>- Staff go to the pupil's classroom, standing at the entrance to collect the pupil (not entering the classroom)</li> <li>- The pupil follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way</li> <li>- The intervention is provided at a distance where possible.</li> <li>- Following the intervention Staff and Pupil wash their hands.</li> <li>- After the Pupil has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff provide with hand sanitiser that can be kept about their person.</li> <li>- Consider the introduction of activity boxes that can be introduced each day and removed and cleaned at the end of each day.</li> </ul>	<b>L</b>	<b>Head teacher</b>

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<b>15.Supporting pupils during the school day</b>					
<b>Intervention groups</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- The school will review groups so that each small group receiving support is drawn from one bubble only.</li> <li>- Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session.</li> <li>- Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils.</li> <li>- Pupils will bring all equipment they require with them to the intervention area.</li> <li>- The area will be cleaned over lunch, before pupils from another bubble use the area.</li> <li>- Staff wash their hands between each intervention group.</li> <li>- Staff members working in this way will provide interventions across either KS1, lower KS2 or upper KS2: no member of staff will work across more than one (sub) phase.</li> </ul>	<ul style="list-style-type: none"> <li>- Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> </ul>	<b>M</b>	<b>Staff-On going</b>
<b>Pupils not currently attending the school</b>	<b>L</b>	<ul style="list-style-type: none"> <li>- Resources available through BBC bitesize and Oak National Academy.</li> <li>- See mental wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>- Head teacher/SLT are aware of the needs of pupils not currently attending the school.</li> <li>- Remote education to be made available to pupils not attending the school.</li> </ul>	<b>L</b>	<b>Head teacher</b>
<b>16.Subject area needs</b>					

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<b>Equipment needed for specific subject areas</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils will have their own pencil cases and books/writing pads required for each subject.</li> <li>- Activities planned by subject Leads.</li> <li>- Timetable agreed.</li> <li>- Cleaning schedule in place following the use of equipment.</li> <li>- Cleaning schedule in place</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the building checklist is completed.</li> <li>- Ensure that where need identified daily inspections are completed prior to work equipment being operated.</li> <li>- Where need identified pupils provided with stationery and paper for subject areas.</li> </ul>	<b>L</b>	<b>Premises Management-</b>  <b>As required Subject Lead</b>  <b>Staff-As required</b>
<b>Classroom resources</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously by cleaning staff using milton.</li> <li>- AL to be informed of Resources to be cleaned prior to each group/bubble using them.</li> </ul>	<ul style="list-style-type: none"> <li>- Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups/bubbles.</li> <li>- Resource boxes to be set up in advance where possible.</li> </ul>	<b>L</b>	<b>Staff</b>
<b>PE Activities / Lack of changing room space</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>- Outdoor sports prioritized where possible, starting with Athletics across the school</li> <li>- Hall spaces used where it is not, doors are opened to allow ventilation.</li> <li>- Maximise distancing between pupils</li> <li>- External coaches, clubs and organisations for curricular and extra-curricular activities can resume supporting the school.</li> <li>- Class bubbles maintained for after school clubs/activities.</li> <li>- Cleaning schedule in place for PE equipment accessed during the school week.</li> </ul>	<ul style="list-style-type: none"> <li>-- Parents/Carers and Pupils advised what PE kit pupils should wear to school.</li> <li>- PE Guidance available -<a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport is available .<a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>- Where SLA in place PE support activity risk assessments clearly detailing the controls in place for COVID-19 to be shared with the school.</li> </ul>	<b>L</b>	<b>PE Department</b>
<b>Music lessons</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Lessons can take place where physical distancing can be assured.</li> <li>- During lessons position pupils back-to-back</li> </ul>		<b>M</b>	<b>Music Lead</b>

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		<ul style="list-style-type: none"> <li>or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</li> <li>- Singing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>- No instruments to be used for Autumn term</li> </ul>			
<b>Educational Visits</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Domestic (UK) overnight and overseas educational visits at this stage <b>are not</b> permitted at the present time. Guidance is available- <a href="#">coronavirus: travel guidance for educational settings</a>.</li> <li>- During the Autumn term, the school can resume non-overnight domestic educational visits.</li> <li>- Daily visits are uploaded to the EVOLVE system.</li> <li>- Where possible the school is making use of local outdoor spaces.</li> <li>- Hand wipes hand sanitizer carried by staff for use during the visit.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that pupils are kept within their consistent groups.</li> <li>- Ensure that venues accessed are COVID-19 secure.</li> </ul>	<b>L</b>	<b>Staff</b>
<b>Swimming/Water Therapy</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Not currently permitted under current guidance documentation.</li> </ul>	<ul style="list-style-type: none"> <li>- Guidance to be provided to schools when the guidance is updated by the DfE.</li> </ul>	<b>L</b>	<b>Health and Safety Team</b>
<b>17.School Community Activities</b>					
<b>School Assemblies/Worship-Large gatherings</b>			<ul style="list-style-type: none"> <li>- Consider Class-based assemblies led by members of the SLT via TEAMS, supervised by Teaching Assistants (if the TA is not part of the class bubble, they will remain. distanced from the class).</li> </ul>	<b>L</b>	<b>Head teacher</b>

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			<ul style="list-style-type: none"> <li>- Consider planning a timetable for class assemblies, story time and whole school assemblies, all involving interaction from different classes, with MS Teams etc.</li> <li>- Consider virtual assemblies will take place through the classes. Classes host this on rotation to promote the sense of cross-class links in a safe manner.</li> <li>- Therapeutic cross class initiatives through virtual models (video conference in classroom) to bring classes together whilst remaining in their individual bubble classroom.</li> </ul>		
<b>Outdoor Play Areas/Equipment</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Each class groups allocated outdoor portable play equipment which is to be stored in their individual classrooms after use.</li> <li>- Rota in place for access to fixed outdoor gym equipment, which includes allocation of time to wipe down the equipment.</li> <li>- Fixed play equipment to be wiped down with anti-bacterial spray after each group's use.</li> <li>- Portable equipment wiped down after each use.</li> <li>- Cleaning regime in place for outdoor play equipment-Portable and fixed at the end of the school day.</li> </ul>	<ul style="list-style-type: none"> <li>- Building checklist to be completed.</li> <li>- Where a cleaning regime can't be carried out during the school day. Fixed outdoor play equipment to be taken out of use – trim trail</li> </ul>		<b>Head teacher- Aug 2020</b>
<b>18.Welfare facilities around the school site for Staff, Pupils and Visitors.</b>					
<b>Use of Welfare facilities for Staff and Pupils</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>- Cubicles in place in toilet areas</li> <li>- instruction given to pupils how to safely use urinals.</li> </ul>		<b>L</b>	<b>Premises Management-As required</b>

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		<ul style="list-style-type: none"> <li>- Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>- Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods.</li> <li>- Lunch time and breaktime rota in place for staff accessing the staff room area.</li> <li>- Staff encouraged to clean as they go when accessing the staff room and touch points in staff toilets.</li> <li>- Windows are opened in the staff room when it is occupied by staff members.</li> <li>- Position of furniture within staff room areas reviewed to ensure social distancing.</li> <li>- Robust cleaning schedule in place</li> <li>- Staff encouraged to bring flasks into school for personal use.</li> <li>- Toilet facilities allocated to specific year groups and staff</li> </ul>			
<b>Personal care</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Personal care takes place in identified toilet areas within the school.</li> <li>- PPE readily available in personal care area (Nursery)</li> <li>- Staff wear appropriate PPE when carrying out personal care tasks.</li> <li>- Resources required to support personal care readily available.</li> <li>- Face visors available to staff where need identified.</li> <li>- Where windows are available, they are</li> </ul>	<ul style="list-style-type: none"> <li>- Staff concerns to be raised with the Head teacher.</li> <li>- Where nappy bins are not present waste to be double bagged and placed in lidded bins.</li> </ul>	<b>L</b>	<b>Head teacher</b>

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		<p>opened whilst personal care taking place.</p> <ul style="list-style-type: none"> <li>- Area cleaned after each use.</li> <li>- Included in the cleaning schedule for the school.</li> </ul>			

### 19. Pupils with first aid/medication

<b>Personal Protective Equipment (PPE)</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- <b>Wearing a face covering or face mask in schools is not recommended.</b></li> <li>- Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19.</li> <li>- Staff follow good hand <u>washing practice</u> prior to wearing PPE.</li> <li>- Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the school maintains a stock of disposable gloves/aprons and face masks. Contact your usual PPE supplier any concerns are to be raised with the Health and Safety Team- <a href="mailto:hsteam@durham.gov.uk">hsteam@durham.gov.uk</a> and 03000 263430.</li> <li>- Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with the Head teacher.</li> <li>- Where staff are supporting pupils, who present challenging behaviours and pupil individual risk assessments are in place., PPE requirements to be discussed with staff to ensure their safety.</li> </ul>	<b>L</b>	<p><b>Head teacher-On going</b></p> <p><b>Staff-Where need identified</b></p> <p><b>Staff-Where need identified</b></p>
<b>First Aid Provision and support with medication</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- First Aid risk assessment in place</li> <li>- Identified Staff are first aid trained.</li> <li>- Staff are aware of the procedure to follow should they need to undertake <u>CPR</u></li> <li>- Head teachers are aware of the current</li> </ul>	<ul style="list-style-type: none"> <li>- Review the First Aid Risk Assessment. Gloves and first aid items used to be double bagged and placed in the waste bin.</li> <li>- Waste bins emptied throughout the school day.</li> </ul>	<b>L</b>	<b>Staff-On going</b>

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		<p><u>guidance</u> regarding Paediatric First Aid Trained Staff in EYFS Settings point 7.2.</p> <ul style="list-style-type: none"> <li>- Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use</li> <li>- Staff to wash their hands prior to administering first aid</li> </ul> <p>Staff to wear disposable gloves when providing first aid support.</p> <ul style="list-style-type: none"> <li>- Staff to wash their hands after providing first aid support.</li> <li>- Medication policy in place.</li> <li>- Staff to wash their hands prior to and following support with medication.</li> <li>- Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school.</li> <li>- Medication stored in a dedicated area.</li> <li>- Identified staff support pupils with medical needs.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that a stock of disposable gloves are available for staff use.</li> <li>- Review when staff members last received First Aid Training ,guidance is available on the <u>HSE website</u>.</li> <li>- Review when staff members last received medication training. Concerns to be raised with the school nurse in the first instance.</li> </ul>		
<b>Congestion at the exit gates around the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils/Staff will wash their hands before they leave the school site.</li> <li>- Pupils advised not to congregate at exit doors and gates.</li> <li>- Pupils supervised to ensure that they leave the school site swiftly and not in gangs.</li> <li>- Water bottles and lunch bottles taken home from school each day</li> <li>- Only one Parent/Carer permitted to collect their child from the school site.</li> <li>- Parents/Carers to ensure that they follow social distancing.</li> <li>- Parents/Carers directed to leave the school site immediately once they have collected</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Parents/Carers to keep the school up to date who will be collecting their child from school.</b></li> <li>- Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school.</li> <li>- <b>Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home.</b></li> </ul>	<b>L</b>	<b>Parents/Carers-On Going</b>

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		<p>their child.</p> <ul style="list-style-type: none"> <li>- Staff control the flow of pupils leaving the school building to encourage social distancing.</li> <li>- Year 5/6 permitted to walk home from school but are reminded to socially distance.</li> <li>- Gates are secured to the school site at the end of the school day.</li> <li>- Gates and entrance doors are included in the cleaning regime at the school.</li> <li>- Pupils and staff reminded to maintain social distancing when supervising pupils off the school site.</li> </ul>			

## 20.Mental Wellbeing

<b>Staff Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff have been provided with Public Health England <u>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</u></li> <li>- Staff have been provided with <u>COVID-19 mental health link</u></li> <li>- Staff receives sufficient breaks during the school day.</li> <li>- Staff encouraged to leave the school site shortly after the end of the school day.</li> <li>- The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school.</li> <li>- Staff to be reminded of the counselling services available to all staff- DAS 24 hour helpline on 01179342121.</li> <li>- Staff workload has been reduced following refinement of systems and will be monitored by the SLT.</li> <li>- HR colleagues contacted for support where need identified.</li> </ul>	<b>L</b>	<p><b>Staff-On-going</b></p> <p><b>Head teacher-As required.</b></p> <p><b>SLT-As required</b></p>
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<b>Pupil Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Focused pastoral support in place.</li> <li>- Staff have access to- <u>Returning safe and happy and settled.</u></li> <li>- Here We Are transition activities for first two weeks of Autumn term.</li> <li>- Regular contact made with pupils' parent/carers who are currently not attending the school.</li> <li>- Safeguarding Policy in place.</li> <li>- Staff report concerns with pupils behaviour via the usual routes, including Safeguarding.</li> <li>- Part of the curriculum for the Autumn term and Spring Term in PHSE lessons.</li> </ul>	<ul style="list-style-type: none"> <li>- The school to contact the agencies who regularly support their pupils with social and emotional support.</li> <li>- Ensure that staff are aware of the <u>healthy child programme</u></li> </ul>		<b>Head teacher</b>  <b>Staff-As required</b>
<b>21. Building Management</b>					
<b>Deep Clean</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- At the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on guidance. The school will follow the guidance provided and where need identified the current cleaning regimes reviewed.</li> </ul>		<b>L</b>	
<b>Site Risk Register</b>	<b>M</b>		<ul style="list-style-type: none"> <li>- School Building Checklist to be completed before 18<sup>th</sup> July</li> </ul>		<b>Head teacher</b>
<b>Emergency Situations</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis.</li> <li>- In the event of the fire alarm sounding Staff and Pupils are to evacuate the building via the nearest available fire exit.</li> <li>- Staff are to monitor the flow of traffic in the</li> </ul>	<ul style="list-style-type: none"> <li>- School Building Checklist to be completed before 18<sup>th</sup> July</li> <li>- Where need identified Personal Emergency Evacuation Plans put in place/reviewed</li> <li>- H/T/responsible person should go</li> </ul>	<b>L</b>	<b>Premises Manager/ Caretaker SLT/Staff</b>

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		<p>corridor areas when evacuating to reduce congestion and bottle necks.</p> <ul style="list-style-type: none"> <li>- Re-entering the building is to be staggered.</li> <li>- Staff and pupils are to wash their hands /apply hand sanitizer when they're enter the building.</li> </ul>	<p>through the fire emergency procedures as desk top exercise with the staff to ensure that they are familiar with the evacuation procedures on CPD day 1<sup>st</sup> Sep.</p>		
<b>Main reception and entrance doors around the school.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures</li> <li>- Clear signage in place prompting hand washing/use of hand sanitizer.</li> <li>- Hand sanitiser station in place.</li> <li>- Visitors apply hand sanitizer when they enter the school building.</li> <li>- JT to sign in after they have applied hand sanitizer</li> <li>- Main reception area spot cleaned throughout the school day.</li> <li>- Tissues located at the main reception area with a lidded waste bin.</li> <li>- Waste bins emptied at the end of the school day.</li> <li>- Face coverings <b>not to be</b> worn in the school building</li> </ul>	<ul style="list-style-type: none"> <li>- Visitors are to be advised not to attend the school if they are unwell.</li> <li>- Visitors well being monitored when attending the school.</li> <li>- Visitors to be advised that face coverings are not permitted within the school building.</li> </ul> <p>Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life.</p> <ul style="list-style-type: none"> <li>- Face to face meetings with parents are to be booked in advance so that meeting rooms can be set up to ensure social distancing.</li> </ul>	<b>L</b>	<b>Head teacher/Staff</b>
<b>Office areas</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- The maximum occupancy of the office areas has been calculated to ensure social distancing.</li> <li>- Signage in place on office doors indicating the maximum occupancy number.</li> <li>- The doors of Offices in use can be wedged open when occupied.</li> <li>- Where available, windows are opened whilst the office area is in use.</li> </ul>	<ul style="list-style-type: none"> <li>- Office desks to be rearranged so that staff are not facing each other</li> <li>- None office staff encouraged not access office areas unless essential.</li> </ul>	<b>L</b>	<b>Caretaker/ Premise Manager-On Going.</b>

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		<ul style="list-style-type: none"> <li>- Staff leave their desks as clear as possible so that it can be easily cleaned.</li> <li>- Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day.</li> <li>- Clear desk policy in place in each office area.</li> <li>- Cleaning schedule in place for office.</li> </ul>			
<b>Toilet Areas/Personal Care changing facilities</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Allocated to identified groups/bubbles of pupils.</li> <li>- Cleaned following each use.</li> <li>- Waste placed in nappy bins</li> <li>- Waste bins regularly emptied, and waste taken to external bin area.</li> <li>- PPE readily available for personal care.</li> <li>- Sanitary bins located in identified and have closed lids. SLA in place.</li> </ul>	<ul style="list-style-type: none"> <li>- Where nappy bins are not present waste to be double bagged and placed in lidded bins.</li> </ul>	<b>L</b>	<b>Staff</b>
<b>Meeting Rooms</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Timetabled access only</li> <li>- School community to use quads instead of walking through inclusion room</li> <li>- None essential items removed from the meeting rooms.</li> <li>- Seating and tables positioned to allow for social distancing</li> <li>- Cleaning regime in place following each meeting.</li> <li>- Windows opened to allow natural ventilation.</li> </ul>		<b>L</b>	
<b>Catering facilities</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- External Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area.</li> <li>- Windows open when kitchen is in use.</li> <li>- Identified number of staff work in the main</li> </ul>	<ul style="list-style-type: none"> <li>- School Building checklist to be completed.</li> <li>- Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their</li> </ul>	<b>L</b>	<b>Premises Management-As required Head teacher-Immediate</b>

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		kitchen area to ensure social distancing. <ul style="list-style-type: none"> <li>- Staff start times are staggered.to ensure social distancing.</li> <li>- Handwashing and hand sanitizer facilities readily available.</li> <li>- Handwashing posters located in welfare facilities.</li> <li>- Catering staff adhere <u>to hand washing guidelines.</u></li> <li>- Serving hatches provide a natural social distance from pupils.</li> <li>- When staff are serving, they stand side by side ensuring social distancing can be maintained.</li> <li>- Staff wear visors when serving children because they can't rotate serving duties</li> <li>- Cleaning schedule in place</li> <li>- Kitchen deliveries made directly to the kitchen area where possible.</li> <li>- None kitchen staff prohibited from entering the main kitchen area.</li> <li>- Kitchen staff only move about the building where need identified for serving pupils.</li> <li>- Autumn Menu has been agreed.</li> </ul>	staff.		Head teacher
<b>Deliveries to the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Only essential items are ordered by the school.</li> <li>- Identified staff take responsibility for deliveries made to the school.</li> <li>- Staff members wash their hands before and after decanting orders and storing them away.</li> <li>- Kitchen deliveries are made directly to the kitchen area.</li> </ul>		<b>L</b>	

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		<ul style="list-style-type: none"> <li>- On decanting products, products are to be wiped down and stored away.</li> <li>- Packaging to be placed in the external bin store.</li> </ul>			
<b>Waste Management on the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- External bin store in place</li> <li>- Contractor SLA in place to remove waste materials from the school site.</li> <li>- Waste removed from the school building at the end of each day and placed in the designated bin store area.</li> <li>- Refuse collection SLA reviewed and it meets the current needs of the school.</li> </ul>		<b>L</b>	<b>Caretaker</b>
<b>External Lettings</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Access only permitted outside of school hours.</li> </ul>	<ul style="list-style-type: none"> <li>- Meet virtually with community groups to discuss re accessing the building.</li> <li>- Community groups to provide the school with a copy of their COVID-19 risk assessment for the activities they wish to undertake in the school building.</li> </ul>	<b>L</b>	<b>Head teacher</b>
<b>Build-up of pedestrian traffic/vehicle traffic around the school</b>					
<b>Close contact of adults and children on and outside the school site.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Pupils reminded not to congregate outside the school gates or on the school site.</li> <li>- Social distancing measures are in place on the school site.</li> </ul>	<ul style="list-style-type: none"> <li>- Head teacher to remind Parents/Carers not to congregate on the school site or around the school site in initial letter/text and then verbal reminders at start and end of the school day by LB/JR</li> </ul>	<b>L</b>	<b>Head teacher</b>

Appendix 1-Guidance Documents from the Health and Safety Executive, Public Health England, The Government and the NHS.

Guidance

[Guidance for full opening: schools](#)

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[Supporting children and young people with SEND as schools and colleges prepare for wider opening](#)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

[Coronavirus \(COVID-19\): guidance on isolation for residential educational settings](#)

[Extranet cleaning schedules](#)

[NHS Test and Trace](#)

[Coronavirus symptoms](#)

[Pregnancy and coronavirus.](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

PE Guidance-[guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport

[Association for Physical Education](#) and the [Youth Sport Trust](#)

[Further and higher education: coronavirus \(COVID-19\)](#)

[Remote education support.](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

[CLEAPPS Guidance for subject areas](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

[HSE guidance on working safely.](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Staying alert and safe \(social distancing\)](#)

[Extra mental health support for pupils and teachers](#)

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