

RISK ASSESMENT (2.8) – CORONAVIRUS COVID 19

Assessment for: COVID 19 – **December 2021**

Date: Thursday 8th December 2021 Completed by: Mike Denison

Revision 1.8 – 10/07/2020 Revision 1.9 20/08/2020

Revision 2.0 – 28/08/2020 Revision 2.1 31/10/2020

Revision 2.2– 04/01/21 Revision 2.3 14/01/21

Revision 2.4– 24/02/21 Revision 2.5 15/04/21

Revision 2.6– 27/7/21 Revision 2.8 15/12/21

[Schools COVID-19 operational guidance](#)– (as issued Summer 2021)
[contingency framework](#)

[Http://www.bemrose.derby.sch.uk/school-policies](http://www.bemrose.derby.sch.uk/school-policies)

[Http://www.bemrose.derby.sch.uk/coronavirus-updates](http://www.bemrose.derby.sch.uk/coronavirus-updates)

<https://www.nhs.uk/conditions/coronavirus-covid-19>

<https://www.derby.gov.uk/environmental-health/licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/>

		A – Hazard Severity			B – Hazard Probability			Risk = A x B
		SERIOUS	SIGNIFICANT	MINOR	LIKELY	POSSIBLE	REMOTE	LOW 1–3 MEDIUM 4–6 HIGH 7– 9
HAZARD IDENTIFIED								
Means of infection – ASSESSED SEVERTIY / PROBABILTY		3	2	1	3	2	1	RISK = A X B
1	Spread by person to person contact within the normal school environment through day to day contact for example: Lack of adherence to correct social distancing protocols – contact with contaminated surfaces, equipment etc. Use of common areas/facilities such as corridor, toilets, rest rooms	x			x			9 – HIGH

(Means of infection – ASSESSED SEVERTIY / PROBABILTY		3	2	1	3	2	1	RISK = A x B
---	--	---	---	---	---	---	---	--------------

1.1	Spread of Infection person to person by asymptomatic carrier in the school environment through day to day contact	x			x			9 - HIGH
1.2	Spread by person to person contact with persons from outside the school environment - traveling to work etc.	x				x		6 - MEDIUM
1.3	Spread by contact with residual active virus within the school environment through coughing, sneezing etc. without following the Catch it, Bin it, Kill it" guidance - https://www.infectionpreventioncontrol.co.uk/content/uploads/2020/03/catch-bin-kill.pdf	x			x			9 = HIGH
1.4	Spread by contact with residual active virus from outside the school environment on packaging/deliveries etc.		x			x		4 = MEDIUM
1.5	Deliberate malicious attempt to infect by another person	X				X		6 = MEDIUM
1.6	Operational Hazards / Maintenance issues due to temporary "closure" or limited use of the buildings or particular areas during the pandemic - Water hygiene - fire testing - Gas and electrical testing - PPM routines - visiting contractors working on site		X			X		4 = MEDIUM
1.7	Changes to emergency procedure in the event of fire or other safety critical evacuation across the setting		x		x			6 = MEDIUM
1.8	Increased risk of infection to members of the BAME population in the school.	X			X			9 = HIGH

Full opening of the school to all pupils from 7 th September 2021 Applying the guidance on infection control as issued by Government								LT - NW - KB - AS - Site
--	--	--	--	--	--	--	--	-----------------------------

<p>1.</p> <p>1.1</p> <p>1.2</p> <p>1.3</p>	<p>Contingency Framework - implementation guidance (publishing.service.gov.uk)</p> <p>Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</p> <p>They must also not attend if they have returned to the UK from a County currently on the Governments quarantine list. They must self-isolate and not return to the school until the 10 days quarantine has been completed.</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools - 19/07/21</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>7/09/21</p>	<p>team - Admin team - all staff</p>	<p>3 x 2 = MEDIUM</p>
--	---	----------------	--	-----------------------

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.1	If prolonged or “intimate care” is necessary first-aiders will ensure full PPE is worn. In addition eye protection worn if there is a risk from splash or respirable droplets being created, worn in accordance with https://www.youtube.com/watch?v=-GncQ_ed-9w – Used PPE/ RPE – dressing etc. treated as infectious waste material and disposed of the Bio-waste materials bins / sacks in the medical room prior to collection and disposal by PHS collections. (Weekly)	Ongoing	First-aid team	3 x 2 = MEDIUM
1. > 1.1	Any person, child, young person or staff member displaying COVID19 symptoms should seek to take a test as per guidelines – https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/	Ongoing	LT -KB - AS - Reception staff	3 x 1 = LOW
1. > 1.1	The school will consider and where deemed appropriate, issue a COVID19 self-testing kits to any child, young adult, or staff member attending the school for whom it is felt that they might have difficulty accessing a test by any other means.	Kits in stock and re ordered on a 3 weekly basis	LT - KB - AS	3 x 1 = LOW
1. > 1.1	Whilst waiting to leave the site (if have symptoms, show symptoms or have tested positive), any person, child, young person or staff member will be isolated in the school’s medical rooms (Secondary & Primary phases) where they can be monitored by trained first aid staff whilst onsite.	Ongoing	First-aid team – site team – LT - KB - AS – reception team	3 x 1 = LOW
1. > 1.1	Temporary isolation in a ventilated space where reasonably practical (medical rooms) prior to leaving site is the preferred option. If this is not possible, then, depending on the age and or specific needs of the child or young person, and to reduce the potential of further potential infection, they may be moved to an area at least 2 meters away from other people and accompanied by a first-aider or another supervising adult prior to them leaving site. They will be required to wear a mask.	Ongoing	First-aid team – LT - KB - AS – Site team	3 x 2 = MEDIUM
1. > 1.1	First-aider / supervising adult in attendance to remain at a distance of 2m whenever possible 1m plus if distancing can’t be maintained due to the condition of or specific welfare needs of the child or young person in isolation awaiting removal from site.	Ongoing	First-aid team – Staff –	3 x 2 = MEDIUM

1. > 1.1	Staff who have been fully vaccinated will no longer be required to self-isolate and will be able to continue attending their workplace, even if they have been in close contact with someone who has tested positive for COVID	Ongoing	LT - KB - AS - First-aid team -line managers	3 x 1 = LOW
1. > 1.1	All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 - whether Omicron or not - should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19. If notified by NHS Test and Trace as a close contact, all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the Online Reporting System and to their setting. If they test negative, they can continue to attend their education setting. This approach should also be adopted over the winter break and on return in January. If they test positive, they should self-isolate and order a PCR test to confirm the result. If the PCR is positive, they must self-isolate for 10 days. If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to isolate if it is positive.	13.12.21	All staff	3x3=HIGH
1. > 1.1	Any person, child, young person or staff member displaying COVID19 symptoms and testing positive should be sent home, collected by a parent or carer and should begin the appropriate self-isolation period, at least 10 day. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/	Ongoing	LT - KB - AS - First-aid team -line managers- attendance team	3 x 1 = LOW
1. > 1.1	In the event of an outbreak the following thresholds will be considered <ul style="list-style-type: none"> • 5 pupils or staff likely to have mixed closely test positive for Covid within a 10-day period. • 10 per cent of pupils or staff who are likely to have mixed closely test positive within 10 days. <p>At this point the school will engage with PHE, DfE and Local authority as to the best course of action.</p>	Ongoing	NW	3 x 2 = MEDIUM

1. > 1.1	If a child, young person or staff member needs to go to the bathroom whilst awaiting collection a separate toilet/washroom area will be designated for their use and indicated with the appropriate signage as a COVID19 quarantine area.	Ongoing	Site team - LT - KB - AS	3 x 1 = LOW
1. > 1.1	Toilets / washrooms or other areas used by those with COVID19 symptoms will be cleaned and sanitised following use, in accordance with the non-healthcare setting guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area	Ongoing	Site team - C in C	3 x 1 = LOW
1. > 1.1	First-aiders and or any other supervising adults must ensure they follow good hand hygiene practice and wash hands for at least 20 seconds with liquid soap and hot water, once PPE has been safely removed and disposed of in the yellow bins, following “contact” with someone who is unwell.	Ongoing	First-aid team - staff - site team	3 x 2 = MEDIUM
1. > 1.1	If any person, child, young adult or staff member displays COVID19 symptoms, they should seek to prevent the potential spread of any infection to the people they live with whilst awaiting a test result. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-to-avoid-spreading-coronavirus-to-people-you-live-with/	Ongoing	Staff - pupils - parents - carers -	3 x 1 = LOW
1. > 1.1	Testing will be offered on site and should this be positive the individual will be requested to take a PCR test to be negative or isolate for 10 days. This will be coded accordingly	Ongoing	Staff - pupils - parents - carers -	3 x 1 = LOW
1. > 1.1	Anyone who has helped someone with symptoms or pupils and staff that have been in close contact with them do not need to go home and self-isolate unless they develop symptoms or if the asymptomatic person subsequently tests positive. There is no requirement to self-isolate if a close contact has occurred. LFT will be offered to the individual and or others for 7 days. If a person tests positive, they must then take a PCR test and be negative before returning to school. <i>For COVID-19, a close contact is defined as any individual who was within 2 metres of an infected person for at least 15 minutes starting from 2 days before illness onset.</i>	Ongoing	First-aid team - staff - LT - KB - AS	3 x 2 = MEDIUM
1. >	When a child or young person is sent home having displayed COVID19 symptoms we will direct parents/carers to arrange a test for the child. All schools have a duty of care for pupils and	Ongoing		3 x 1 = LOW

1.1	staff. We expect parents/carers to take necessary actions to preserve the health and safety of our pupils and staff and prevent the spread of infection by fully engaging with the Test, Track and Trace process. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested		LT - KB - AS - Reception staff - Staff - pupils	
1. > 1.1	Classrooms used from which a COVID19 infection has been confirmed by a positive test will be cleaned and sanitized. Areas in quarantine will be closed off prior to completion of the cleaning operation with cleaner disinfectant (1000ppm Chlorine solution) and the “electric fogger.”	Ongoing	NW-LT-KB-AS-site team	3 x 1 = LOW
1. > 1.1	A child or young person or member of staff, having received a negative test result for COVID19, can then arrange to return to school. However, In all cases, prior to their return following a test which has returned a negative result, the school will respectfully request that they are provided with a copy of the negative result, as issued by the NHS Test Track & Trace service, https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance	ongoing	JOC - Admin team - LT - KB - Staff - Parents/carers	3 x 1 = LOW
1. > 1.1	A record of a negative tests will be made on the SIMS system in line with GDPR requirement. [X code] If an X code is against a pupil please alert via on call for this to be checked.	Ongoing	JOC-Admin team-LT	3 x 1 = LOW
1. > 1.1	The school will support the wearing of appropriate face coverings in areas where it is difficult to maintain 2m social distance for example in corridors and “communal areas”, other than classrooms, where the layout of the school makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises or: (continued next page...)	07/09/21	LT-KB- AS - Staff - Site team	3 x 2 - MEDIUM
1. > 1.1	Safe wearing of face coverings requires cleaning of hands before and after touching - including to remove or put them on - and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced. Used face covering should be disposed of in the bins placed around the site.	07/09/21	All staff - pupils- parents- carers-visitors	3 x 2 = MEDIUM
1. > 1.1	It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society; Public Health England has made available resources on how to make a simple face covering . However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it	07/09/21	PHE-LT-KB-AS-site team-pupils-staff	3 x 1 = LOW

	having become soiled or unsafe, the school will maintain a small contingency supply available to meet such needs.			
1. > 1.1	Pupils should wear face covering inside the buildings, but not in classrooms (This is optional).	December 21	PHE-LT-KB-AS-site team-pupils-staff	3 x 1 = LOW
1. > 1.1	All staff should wear face covering inside the buildings, but not in classrooms. These are available to colleagues on request should they wish.	December 21	PHE-LT-KB-AS-site team-pupils-staff	3 x 1 = LOW
1. > 1.1	If a Pupil has a diagnosed medical condition which would exempt them from wearing a face mask or covering and have been directed not to do so by their medical practitioner the parent or guardian of the child or young person should notify the school of this prior to the child or young person returning to the setting. A person specific RA may then be required according to the nature, severity and impact of any such diagnosed medical condition. These persons should wear a green exempt lanyard at all times.	ongoing	LT - JP - KB	3 x 1 = LOW
1 > 1.1	The school's procedure for removing of facemasks/coverings is - Wash/sanitising hands to reduce the risk of transmission by touching any area of the face whilst removing a face covering - use fastening loops where available to or hold the side of the covering to remove the covering itself (avoid touching the front of the covering adjacent to the nose/mouth areas) https://www.youtube.com/watch?v=adB8RW4I3o4 https://www.youtube.com/watch?v=ciUniZGD4tY	Ongoing	NW-LT-AS-KB- staff - pupils - site team	3 x 2 =MEDIUM
1 > 1.1	Place disposable face coverings in the bins provided and following removal of the covering or mask, repeat hand washing/sanitizing procedure.	Ongoing	Staff - pupils	3 x 1 = LOW
1 > 1.1	The wearer is to place used, washable coverings in a plastic bag (mask/covering user to provide their own) - Washable covering are not to be worn again until laundered https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own	Ongoing	Staff-pupils	3 x 1 = LOW
1. > 1.1	If a member of staff has a diagnosed medical condition, which would exempt them from wearing a facemask or covering and they have therefore been directed not to do so by their	07/09/21	LT-KB-AS-GOVS	3 x 1 = LOW

	medical practitioner, they should raise this with the Executive Headteacher before returning to the setting. They should wear a green exempt lanyard at all times.			
1. > 1.1	Pupils to sanitise / wash hands at each point of entry on arrival at the start of the school day and during the day when moving between areas for specialist lessons such as PE, ICT, DT etc.	07/09/21	LT-KB-AS – site team	3 x 2 = MEDIUM
1. > 1.1	Secondary phase pupils encouraged to maintain social distancing between year groupings & minimise “contact” between children and staff at entrances and or on corridors etc. at lesson changes between specialist subjects when these occur – use of signage, notices poster campaigns and support and encouragement from duty and staff in general.	07/09/21	LT-Duty staff – site team – staff	3 x 2 MEDIUM
1. > 1.1	Classrooms can still be organised to facilitate social distancing – desks facing forwards – maximum 30 pupils per class – all “unnecessary” furniture and other items removed from classrooms. Equally staff may choose to organise pupils in times where risk is controlled to have pupils sat in alternative configurations.	07/09/21	LT-Staff-site team	3 x 2 – MEDIUM
1. > 1.1	Class teachers to teach from the front where possible with adults looking to maintain 2m distancing between each other and from children whenever possible but must avoid “close, face to face contact” time spent within 1m of anyone.	07/09/21	LT – AS – Staff	3 x 2 = MEDIUM
1. > 1.1	Staff and pupils will have “their own” frequently used classroom resources such as pens, pencils etc which are not shared.	07/09/21	LT-AS-KB-Staff-pupils	3 x 1 = LOW
1. > 1.1	Staff must keep a clear seating plan for all classes (as good practice) that is on the T Share to allow any close contacts to be tracked quickly	07/09/21	LT-AS-KB-Staff-pupils	3 x 1 = LOW
1. > 1.1	Essential, classroom-based resources will be cleaned regularly (at least once during the school day) by members of the group itself using cleaning materials provided specifically for that purpose.	Ongoing	Staff-pupils	3 x 1 = LOW
1. > 1.1	Resources that are shared between year groups during specialist subject lessons will be sanitised frequently and meticulously and always between year groups throughout the school day after each lesson or period of use by staff/pupils or site team as appropriate.	Ongoing	Staff-pupils	3 x 1 = LOW

1. > 1.1	Primary phase pupils coat pegs, used to hang coats/bags etc. spaced to avoid contact between items Pupil entry to cloak room area staggered and managed by class teacher/support staff to maintain social distancing regime at the start and end of the school day	Ongoing	KB-Staff- pupils- parents-carers	3 x 1 = LOW
1. > 1.1	Additional provision made in all specialist subject areas and location to ensure sanitization of equipment, resources, touch surfaces is undertaken throughout the school day across the setting.	Ongoing	LT-AS-KB-site team-SBM-BG- RR	3 x 1 = LOW
1. > 1.1	Risk assessments linked to the provision made in specialist subject areas and locations linked to the guidance issued by the leading Association e.g. BALPE, CLEEPS	Ongoing	LT-AS-KB- SBM-BG-RR	3 x 1 = LOW
1. > 1.1	Assemblies will begin as pre covid with the caveat that should there be a reasonable risk we will then limit large gatherings - assemblies - TEAMS or other virtual means to deliver where possible. Only in Year Groups. Windows and doors to be open at all times.	Ongoing	LT-NW-AS- KB-Staff - ICT	3 x 1 = LOW
1.1	The forgoing RA assessment represents the school's best endeavours to ensure the school is COVID19 compliant and as safe as is reasonably practical for all those persons, children, young adults or staff members attending the setting in accordance with the published advice - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Ongoing	LD-NW-LT- AS-KB-MD	3 x 2 = MEDIUM

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19

		WHEN	WHO	RESIDUAL RISK
1.1	<p>National Guidance from DfE around and an increase in the Covid alert alongside medical advice will be used to determine the contents of the RA. This will form the reasonable adaptations to support the colleagues and pupils in the workplace.</p> <p>Contingency Framework – implementation guidance (publishing.service.gov.uk)</p> <p>What parents and carers need to know about early years providers, schools and colleges – GOV.UK (www.gov.uk)</p>	Ongoing	LD-NW- LT-AS- KB-MD	3 x 2 = MEDIUM
1.1	<p>LFT or Orient Gene testing will be available for pupils and staff on a daily/weekly basis as a routine and if involved in a close contact.</p>	Ongoing	LD-NW- LT-AS- KB-MD- Class teacher	3 x 1 = low

<p style="text-align: center;">CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19</p> <p style="text-align: center;">EXTREMELY CLINICALLY VULNERABLE [ECV] CLINICALLY VULNERABLE [CV] COMMUNITY MEMBERS</p>	<p style="text-align: center;">WHEN</p>	<p style="text-align: center;">WHO</p>	<p style="text-align: center;">RESIDUAL RISK</p>
<p>National Guidance from DfE around CEV and CV alongside medical advice will be used to determine the contents of the RA. This will form the reasonable adaptations to support the colleague in the workplace.</p>	<p>Ongoing</p>	<p>LD-NW-LT- AS-KB</p>	<p>3 x 2 = MEDIUM</p>
<p>For colleagues who are pregnant and especially those entering the last trimester [28 weeks] National Guidance and that of the RCOG will be followed in making reasonable adaptations in the workplace</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/</p> <p>https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy</p>	<p>Ongoing</p>	<p>LD-NW-LT- AS-KB-MD</p>	<p>3 x 2 = MEDIUM</p>

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.2	Staff are encouraged to cycle or walk to work. If public transport is used a face covering must be worn unless you are exempt for health, disability or other reasons	Ongoing	All staff	3 x 1 = LOW
1 > 1.2	Avoid travelling with anyone outside your household or support bubble, refer to Coronavirus covid-19 safer travel guidance for passengers	Ongoing	All staff	3 x 1 = LOW
1 > 1.2	Pupils and staff are encouraged to cycle or walk to school as the demand on public transport will increase in the autumn/winter term.	Ongoing	Pupils- parents- cares	2 x 2 = MEDIUM
1 > 1.2	If travel on public transport cannot be avoided, wear a face covering unless you are exempt for health, disability or other reasons. exemptions for wearing of face coverings	Ongoing	Pupils- parents-cares	2 x 2 = MEDIUM
1. > 1.2	If a parent or visitor requires first-aid assistance the first-aider will assess the requirement to wear PPE – where “fleeting” care is needed, for example providing an ice pack, Inhaler, antiseptic wipe for the visitor to use themselves, the First-aiders may maintain 2m distance or 1m + distance with good hand washing practice and or disposable gloves and face covering	Ongoing	First-aid team	2 x 2 = MEDIUM
1. > 1.2	Once at home all members of the household should follow the government’s published guidance to avoid the potential spread of infection https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	ongoing	Staff - pupils - carers - parents	3 x 1 = LOW
1.2	In this period there is a managed restriction on any visitors. These appointments must only be arranged where there is benefit to a child or member of staff. These should be considered with your line manager.	Ongoing	LD-NW-LT- AS-KB-MD- Staff	3 x 1 = low

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1 > 1.3	Staggered Lunch & play [break] times for across the school reducing numbers	Ongoing	LT-NW-KB	3 x 1 = low
1. > 1.3	Parents to drop off at their, leave site immediately afterwards obeying social distancing rules on site minimum 2m distance – not coming into the school building nor gathering around classrooms. Primary will start at 8.40–8.50am start and 3.15pm finish time. Secondary a 8.30am start and 2.50pm finish.	Ongoing	LT-NW-KB	3 x 1 = LOW
1 > 1.3	Key stage 4 class sizes will not exceed 30	Ongoing	LT-NW-AS-KB	3 x 1 = LOW
1. > 1.3	Whole School day rescheduled to accommodate staggered, breaks, lunchtimes in both Primary and secondary phase settings.	Ongoing	LT-NW-KB	3 x 1 = LOW
1 > 1.3	Specific routes to be used, one-way systems, staggered timings – planned maintenance or emergency works in progress – briefed to staff via – Head teacher’s briefings, BLOGs & bulletins – LT & Line managers briefings. Changes relating to school day communicated to parents via school website – http://www.bemrose.derby.sch.uk/ or by letter – emails – telephone calls.	Ongoing	LT – KB – AS – NW – Amin team	3 x 1 = LOW
1 > 1.3	Staggered meal breaks supported & supervised to ensure hand washing/sanitising hygiene routines for pupils are observed prior to eating or drinking	Ongoing	LT – KB – AS – SA –mid day staff	3 x 1 = LOW
1 > 1.3	Primary school lunch timings adjusted to create segregated play and dining periods for year groups between 11:45 & 13:15 – supported by signage, physical barriers & adult supervision	Ongoing	LT-NW-KB-AS	3 x 1 = LOW

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RIKS
1 > 1.3	Midday Supervisors / duty staff to manage hand washing at start of breaks/lunch period as per duty rotas. 20 second minimum duration with liquid soap and “hot water”	Ongoing	SH – LT – KB – AS	3 x 1 = LOW
1 > 1.3	Sanitising stations (at least 60% alcohol) supplement hygiene regime. Poster campaign – signs and notices promoting correct hygiene routines displayed across the settings.	Ongoing	SITE team – LT-KB – AS	3 x 1 = LOW
1. > 1.3	Cash entry points for “cashless catering system” active for limited period during each day. Students monitored during use of system by midday / site team/ duty staff/ catering staff to ensure each student sanitizes their hands after using the machine	07/09/21 – ongoing	Site team– duty staff– pupils– catering /midday	3 x 1 = LOW
1. > 1.3	Cash entry points sanitized after each 10 entries with disinfectant surface wipe (at least 60% alcohol-based product) by the supervising staff on duty	07/09/21	Supervising staff	3 x 1 = LOW
1 > 1.3	Sanitiser stations (at least 60% alcohol) provided at doors and intersections between areas of the school – main door, corridors, entrance to main hall – kitchen – storerooms.	Ongoing	Site team – LT KB AS	3 x 1 = LOW
1 > 1.3	Cleaning / sanitising regime centred on sanitisation of potential points of indirect infection – surfaces, handles, IT equipment, toilets (staff & pupil) using 1000ppm Chlorine solution made from a tablet dissolved in water.	Ongoing	Site team – staff	3 x 1 = LOW
1. > 1.3	Additional cleaning staff deployed to provide enhanced cleaning & sanitise of touch points – handles, door plates, light switches – contact surfaces – on a “rolling” pattern across the setting throughout the day.	Ongoing	NOR– LT – KB – AS	3 x 1 = LOW
1. > 1.3	Cleaners will work in school time and out of school hours. Where equipment is shared it will be wiped down post use with sanitizer. Where possible they will work in shifts– school hours and out of hours. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Ongoing	NOR – LT – KB – AS	3 x 1 = LOW
1. > 1.3	Appropriate disposable PPE–Apron–facemask–visor–gloves– available to site team at cleaner’s stores at both phases. Use and supply of PEE by the cleaning / site team monitored by the	Ongoing	NOR – LT – AS – KB – Site team	3 x 2 = MEDIUM

	Cleaner in Charge and NOR in accordance with the COSHH risk assessments for products being used.			
1>1.3	Levels of PPE stock monitored daily by cleaner in charge. (Primary & Secondary phases)	Ongoing	CinC- premises team	3 x 1 = LOW
1>1.3	For cleaning the use of water-based sprays will be used where possible to dampen particle movement. The sprays will have chlorine base that neutralises the virus. The contact time on the surface before wiping shall be 30 seconds. (Primary & Secondary phases)	Ongoing	CinC- premises team	3 x 1 = LOW
1>1.3	A '2 stage clean' will be adapted. Clean once for the dirt clean again for the virus. (Primary & Secondary phases)	Ongoing	CinC-NOR	3 x 1 = LOW
1>1.3	Work based equipment especially IT that is shared key pads, phones, keyboards will have anti-bacterial wipes available to wipe down prior to use by the user. (Primary & Secondary phases)	Ongoing	CinC- Premises team	3 x 1 = LOW
1>1.3	Staff and pupils in secondary will be provided with face covering and it will be optional to wear in lessons where it is appropriate. Face coverings are to be worn on corridors and in social areas. All pupils and staff are encouraged to wear face coverings in enclosed crowded places	Ongoing	All	3 x 1 = LOW
1>1.3	Should there be an outbreak then face coverings maybe advised in communal areas or classrooms in secondary by staff and pupils.	Ongoing	All	3 x 1 = LOW
1>1.3	Should the need arise the movement back to some regulated bubbles will be considered and in doing so we will move to remote learning and will follow the remote learning policy as published. Remote-Learning-Policy-January-2021.pdf (bemrose.derby.sch.uk)	Ongoing	All	3 x 1 = LOW
1. > 1.3	Publication & promotion of Government, National Institute for Health Protection formally PHE & DfE guidance - Social distancing - Catch it-Bin it-Kill it. - NHS Track and Trace https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance	Ongoing	site team - admin team	3 x 1 = LOW



20200928 CDT20-174
COVID School Guide 1

1. > 1.3	Visitors will be asked if they have had COVID19 or displayed any symptoms – if symptomatic access would be denied & the person referred to National Institute for Health Protection, formally PHE advice – track and trace procedure. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/ – If access is denied due to the risk of infection the incident will be recorded in visitor’s reception.	Ongoing	Reception team – LT – KB – AS –	3 x 1 = LOW
1. > 1.3	All “multi use items” such as Inhalers, spacers, cool packs and or containers for medication, kept for individual students, must be sanitised using a sanitising wipe immediately after use before being returned to safe storage in the medical room cupboards / refrigerators.	Ongoing	First-aid team	3 x 1 = LOW
1. > 1.3	In the event of a serious injury or illness (non COVID19) requiring direct contact with a casualty full PPE – Face mask – disposable gloves – disposable apron – If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn during the period of treatment. PPE / RPE to be worn in accordance with the guidance https://www.youtube.com/watch?v=-GncQ_ed-9w	Ongoing	First-aid team	3 x 2 = MEDIUM
1. > 1.3	In the event that a casualty requires CPR following an accident or as a result of non COVID19 related circumstances chest compressions only will be administered – first-aid team briefed and referred to website link below. <i>No rescue breaths should be given in the event of CPR being required</i> The casualty’s mouth should be covered with a face shield or a thin, clean cloth, handkerchief, tea towel for example to prevent the spread of respirable droplets during the CPR procedure. https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19	Ongoing	First-aid team	3 x 2 = MEDIUM

<p>1. > 1.3</p>	<p>Passive monitoring pupils & staff, to encourage anyone who may be feeling unwell to recognise possible COVID19 symptoms and to react to and manage such symptoms appropriately.</p> <p>https://www.england.nhs.uk/coronavirus/community-social-care-ambulance/symptoms-of-covid-19-and-medical-advice</p> <p>A high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p>A new, continuous cough - 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)</p> <p>Loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <p>Most people with coronavirus have at least 1 of these symptoms</p>	<p>Ongoing</p>	<p>All staff - first-aid team - LT - KB - AS</p>	<p>3 x 2 = MEDIUM</p>
----------------------------	---	----------------	--	-----------------------

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RISK
1. > 1.3	Face tissues, hand sanitiser, surface wipes available in every classroom, office and work area to facilitate personal hygiene. “Catch it – Bin it – Kill it” messages / posters prominent in all areas https://www.infectionpreventioncontrol.co.uk/content/uploads/2020/03/catch-bin-kill.pdf	Ongoing	LT – KB – AS – Site team – staff	3 x 1 = LOW
1. > 1.3	Promote – publicise and “enforce” strict hand washing/sanitising routines for pupils– monitored by duty staff – Poster campaign across the setting on corridors by sinks and in hygiene areas.	Ongoing	LT – KB – AS All staff	3 x 1 = LOW
1. > 1.3	Look where possible to maintain social distancing regimes support & educate pupils, reinforced where necessary with distance markings/grids/signage at gathering points – corridors – learning streets – play areas/MUGA – plus poster campaign to support and promote “2m / 1m plus” guidance. “One way” “keep left” policy adopted in communal spaces / corridors.	Ongoing	Site team – LT – KB– AS – Staff – pupils	3 x 2 = MEDIUM
1. > 1.3	Soft furnishings, toys, fabric, small and or difficult to clean items, plaster scene for example, to remain out of use across the setting as it is impractical to sanitize these items during the normal school day – these items have been removed and sorted safely elsewhere on site.	Ongoing	LT–KB–AS– Site team	2 x 1 = LOW
1. > 1.3	All seating, touch surfaces sanitized between lunchtime services (Middays/site team) Catering equipment, plate, cutlery cleaned after service and sanitised using the commercial dishwasher provided in the school kitchen.	Ongoing	Middays – Catering team – site team	3 x 1 = LOW
1. > 1.4	Whenever reasonably practical adopt a “one out one in” procedure to visitor’s reception areas at main entrances – Maintain social distancing if visitors are queuing to enter, minimum 2m when queuing.	Ongoing	Reception team – visitors – site team	3 x 1 = LOW
1 > 1.4	Reception staff to communicate with visitors keeping glass partitions closed and or screen in place – face covering may also to be worn by staff if they feel the desired need and have “no choice but to” engage with visitors in close proximity.	Ongoing	Reception team – parents – LT – KB – AS	3 x 1 = LOW

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19		WHEN	WHO	RESIDUAL RIKS
1. > 1.4	Urgent documents / correspondence identified as such to reception staff at the time of delivery to be sanitized where possible and or opened by staff wearing appropriate PPE.	Ongoing	Reception / site teams	3 x 1 = LOW
1 > 1.4	Deliveries to be scaled up where possible to limited frequency during the pandemic	Ongoing	Finance team- site team-LD's	3 x 1 = LOW
1 > 1.4	Whenever possible avoid paper system which encourage transferring hard copy into or out of school, use electronic means of communications, ordering and invoicing where practical	Ongoing	Finance team- admin- supplier	2 x 1 = LOW
1. > 1.4	Deliveries which can't be placed in the designated areas will be referred to the site staff to safely disinfect/ decant prior to further distribution across the school – washing hands afterwards for at least 20-seconds	Ongoing	Site team- reception- admin	2x1 = LOW
1. > 1.4	Having completed decanting deliveries. All staff must carefully remove and dispose of any PPE worn during the operation and wash hands for a minimum of 20-seconds and or sanitize their hands immediately in order to maintain good hygiene practice.	ongoing	Site team - reception - admin	3 x 1 = LOW
1. > 1.4	Reception staff may use disposable gloves if it proves necessary to receive mail and other smaller deliveries direct from couriers etc. However; hand washing and good hygiene practices must still be followed washing hands for 20 seconds minimum or sanitizing	Ongoing	Reception team - admin - site team	3 x 1 = LOW
1. > 1.4	All counters and touch surfaces cleaned and sanitised regularly throughout the day and following each delivery/ receipt of mail, packages etc. in addition to the normal cleaning regime	Ongoing	Reception- admin-site team	3 x 1 = LOW

CONTROL MEASURE / PRECAUTIONS AGAINST DELIBERATE ATTEMP TO INFECT		WHEN	WHO	RESIDUAL RISK
1.4	All control measure listed above to mitigate risk of accident infection by direct contact with others in the course of the working day	ongoing	All staff	3 x 1 = LOW
1.5	Staff to be briefed on the potential threat of malicious infection when dealing with behavioural issues in the classroom	Ongoing	NW-LT-KB-AS	3 x 1 = LOW
1.5	All staff, particularly those facing the public to be briefed on the potential threat of malicious infection	ongoing	NW-LT-KB-AS	3 x 1 =LOW
1.5	Existing glass reception screens to remain closed when speaking to visitors and parents. Additional temporary "Perspex" screens also provided	Ongoing	Site team	3 x 1 = LOW
1.5	Leadership Team to take appropriate action in respect or reports any such threat to life against any member of staff, child or young person at the school	Ongoing	NW-LT-KB-AS	3 x 1 = LOW
1.5	Any such attempt to infect or threat to do so must be reported to/ logged by LT	Ongoing	All staff	3 x 1 = LOW

CONTROL MEASURE / PRECAUTIONS AGAINST OPERATIONAL / MAINTENANCE ISSUES		WHEN	WHO	RESIDUAL RISK
1.6	Legionella contamination - all areas of the school have continued to be accessible throughout the period of reduced operations. Water hygiene checks completed - areas of reduced use flushed & readings recorded in water hygiene log in accordance with the appropriate schedule	Ongoing	DCC contractors - Site team	2 x 1 = LOW
1.6	Water hygiene visits by DCC approved contractors (IWS) have continued and will be facilitated by appointment, out of hours where practical, following return to full operation using social distancing measures and infection control measure and routines, hand washing and PPE	Ongoing	DCC contractors - Site team	2 x q = LOW
1.6	Fire systems and alarms continue to be tested weekly to ensure operational safety is maintained following the period of reduced operations - actions logged in fire logbook. Ensure fire doors are not wedged open for ventilation during COVID19 pandemic which may compromise fire safety. https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-equipment-drills-and-training	Ongoing	DCC contractors - Site team	2 x 1 = LOW
1.6	Classrooms and enclosed spaces should be well ventilated allowing fresh air flow. This can be with the opening of doors and or windows for all or periods in the room	Ongoing	DCC contractors - Site team	2 x 1 = LOW
1.6	Quarterly fire alarm system tests conducted by approved contractor (Honeywell/Ageis) by appointment, out of hours where practical and actions recorded in Fire log book Link - https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-equipment-drills-and-training	Ongoing	DCC contractors - site team	2 x 1 = LOW
1.6	Air conditioning units across the school are serviced and maintained by contractors appointed by Derby City Council (MITIE) at the appropriate frequency and are of a type for which use is not restricted by the COVID19 pandemic. Service visits arranged by appointment out of hours whenever practical https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm	Ongoing	DCC contractors - site team	2 x 1 = LOW

CONTROL MEASURE / PRECAUTIONS AGAINST OPERATIONAL / MAINTENANCE ISSUES		WHEN	WHO	RESIDUAL RISK
1.6	Gas installation in all areas of the school are checked and certified by qualified and approved GAS SAFE engineers (MITIE) appointed by Derby City Council at the appropriate frequency during and following the COVID19 pandemic - https://www.hse.gov.uk/coronavirus/gas-safety/index.htm	Ongoing	DCC contractors-site team	2 x 1 = LOW
1.6	General maintenance undertaken by outside contractors by appointment only. (VIA DCC Helpdesk through the school's buildings maintenance package) "Out of hours" when possible.	ongoing	DCC- contractors-site team	2 x 1 =LOW
1.6	Wherever practical only essential/safety critical maintenance to be carried out during school opening hours.	Ongoing	DCC- contractor-site team	2 x 1 + LOW
1.6	Staff are informed through email, briefings etc. of any maintenance being carried out in communal areas, toilets, etc. Working areas are "cordoned off" off for safety and distancing.	Ongoing	<u>NOR</u>	2 x 1 = LOW
1.6	Social distancing is managed / maintained by site team whilst contractors are working on site. Any documentation (RAMS) required is sent/received prior to the contractor arriving on site.	Ongoing	Site team- contractors	2 x 1 = LOW
1.6	Safe systems of work/risk assessment, which include COVID-19 control measures (social distancing, hygiene) are required and must be agreed by the school prior to the commencement of any works.	Ongoing	DCC- Contractors	2 x 1 = LOW

CONTROL MEASURE / PRECAUTIONS AGAINST OPERATIONAL / EMERGENCY PROCEDURES		WHEN	WHO	RESIDUAL RISK
1.7	<p>Evacuation procedure amended taking into account the new COVID-19 measures. Priority is preservation of life using the nearest exit route.</p> <p>Update emergency evacuation procedures communicated via email - briefing etc.</p> <p>Staff, visitors and contractor's social distance at assembly areas (2m separation) as far as is reasonably practicable.</p>	Ongoing	LT-site team	2 x 2 = MEDIUM

CONTROL MEASURE – GUIDANCE TO SCHOOLS – INFECTION CONTROL COVID19 BAME COMMUNITY MEMBERS		WHEN	WHO	RESIDUAL RISK
1.8	<p>Analysis of the impact on those from the BAME communities, in terms of infection rates and outcomes during the COVID19 pandemic shows that members of those communities are potentially at greater risk of infection and more serious outcomes should they become infected.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892376/COVID_stakeholder_engagement_synthesis_beyond_the_data.pdf</p>			
1.8	<p>The risk control measures detailed in the forgoing document are designed to create a COVID19–secure workplace by identifying and eliminating hazards where possible and mitigating the controllable risks which the COVID19 pandemic represents to everyone, BAME or otherwise. In addition to this RA a further risk assessment will be offered to those BAME colleagues wishing to undertake it, to identify “person specific”, “BAME related” concerns upon which “the school” can exert its influence or introduce controls to limit their impact on our BAME colleagues.</p>	<p>7/09/21 Ongoing – invitation between</p>	<p>LD–NW–LT– KB–AS–MD</p>	<p>3 x 2 = MEDIUM</p>