**Full School Opening September 2020- 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.**

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| **Name and Address of the School** –Croft Community School, Greencroft Road End, Annfield Plain,Stanley, Co. Durham, DH9 8PR |
| **Current Number of Staff Employed- 67** | Name of Person Completing the Risk Assessment- Lee Davis/ Vanessa Elcock, Eric Nicol SLT | Date of assessment – July 2020 |
| **Current Number of Pupils on Role- 158** | **Review Dates- 1st review September 14th 2020(reviewed 11th September 2020) Reviewed 26th September 2020. updated 2nd October 2020 reviewed and updated 6thNovember**  |
| Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of staff members and Parent/Carers concerns. |
| 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 [Guidance for full opening: schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) in the Autumn Term 2020 and to ensure compliance with the [Health and Safety Executive (HSE)](https://www.hse.gov.uk/coronavirus/working-safely/index.htm) a copy of this risk assessment has been placed on the school website. |

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| Staff covered by this assessment – The School Community |  |
| 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. **The virus is thought to spread mainly from person-to-person.*** Between people who are in close contact with one another (within about 6 feet).
* Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
* These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
* COVID-19 may be spread by people who are not showing symptoms.
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| RISK RATING | Likelihood |
| ProbableOccurs repeatedly, to be expected or could affect large number of people | PossibleCould occur sometime or effect a few people | RemoteUnlikely to occur or not many people to be affected |
| Impact | MajorMajor injury, permanent disability or ill-health  | High | High | Medium |
| Severe Injury requiring medical treatment  | High | Medium | Low |
| Minor First aid treatment | Medium | Low | Low |

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| 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](https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/causesofdeath/bulletins/coronaviruscovid19relateddeathsbyoccupationenglandandwales/deathsregistereduptoandincluding20april2020) 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](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) and where applicable guidance for Early Years, Further Education Colleges and Special 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
* 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
* 2) Where recommended, use of face coverings in schools.
* 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
* 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
* 6) Minimise contact between individuals and maintain social distancing wherever possible-Schools put in place measures that suit their circumstances.
* 7) Where necessary, wear appropriate personal protective equipment (PPE)-Where need identified.
* Response to any infection
* 8) Engage with the NHS Test and Trace process-Where need identified.
* 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community-Schools have been provided with guidance from DCC
* 10) Contain any outbreak by following local health protection team advice-Where need identified.
* Durham County Council (DCC) have produced two documents to support schools in their decision making in relation to COVID-19; Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2).DCC HR colleagues have produced a flow diagram for schools to follow-Employee testing and isolation requirements.
* Where need identified Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice.
* Schools are following Public Health England guidance for COVID-19: cleaning of non-healthcare settings guidance. DCC have produced a cleaning checklist for schools to utilize.
* Durham has recently been placed on a local lockdown and the school have considered the guidance produced for the North East in relation to this risk assessment.

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  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](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).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 and 03000 263430.All relevant guidance contained in this document is subject to updates as required. |

| Hazards / issue | Riskrating**H/M/L****(before)** | Controls already in place | Further Action required | Risk RatingH/M/L(after) | By Whom & When |
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| **1.Staff and Pupils and the wider school community** |
| **COVID-19 transmission within the school community and households.**  | **M** | - Registers are taken each day of pupils present.- Staff arrive on site prior to the start of the school day and recorded on School system. - Pupils are met each day at the identified entrance for their class by a staff member and/or a member of the SLT when arriving at the top gate for Secondary pupils and the side gate for Primary pupils. Staff maintain social distancing where possible. - Parents will not be permitted into the school building- any pupils being dropped off by parents/carers must be dropped off at the main gates where they will be escorted into school by staff. - Staff attendance at work are monitored by the business manager and the SLT. - Sickness absence procedures in place for Staff and Pupils. - Pupils are kept in consistent bubbles/groups within their year groups, where possible. - Durham County Council (DCC) are working with partner agencies, trade unions and updating schools with relevant information.- Public Health England (PHE) is clear that routinely taking the temperature of pupils is **not** recommended as this is an unreliable method for identifying coronavirus (COVID-19) or identifying coronavirus (COVID-19).- Staff are aware to report to their SLT if they present with symptoms of COVID-19/Test positive.- The school will follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2).- The school have advised staff and parents/carers that they will need to be ready and willing to;- Book a test if they are displaying symptoms. - Staff and pupils DO NOT come into the school if they have symptoms of COVID-19 and WILL BE sent home to self-isolate if they develop them in school. 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- Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) for 14 days. | - Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence.- 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. This happens on a daily basis by admin staff. This will inform the returns to the DFE. - The Governing body of the school are to be informed of staff members and Parent/Carers concerns.* Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have. follow the Guidance for households with possible coronavirus infection.and engage in the NHS Test and Trace procedure.
* 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 [the Guidance for households with possible coronavirus infection.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

- Parents/Carers and Staff members are reminded that [testing for COVID-19 is available to everyone whatever their age.](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)Testing is available through the NHS.Parents/Carers and members of staff provided with the flowchart related to reporting DCC and PHE. These procedures followed. - Pupils or a family member or Staff member displaying symptoms will be advised to self-isolate and will **not be** permitted into school until [7/14-day isolation completed.](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/)If staff or pupils test positive all procedures and protocols followed. Parents and carers to be informed immediately by text service with details published on the school website and Faceboook page. Return to school dates to be published on the website and Facebook page. School transport to be contacted. Parents queries to be answered immediately via the Facebook or school website page. Staff and parents to be reminded not to attend school if they have been in contact with a person who is waiting for test results or is showing symptoms  | **L** | **Head teacher-On Going****SLT/ Attendance Officer-As required****Parents/ Carers and Staff-On going.****Head teacher-On Going.****Head teacher-On-going.****Head teacher-Immediate** |
| **2.Maintaining hand and respiratory hygiene on the school site** |
| **Hand and respiratory hygiene across the school** | **H** | - Staff wash their hands/apply hand sanitizer with pupils at the start and end of the school day.- Pupils taught how to wash their hands by staff members if required. Pupils that need support to wash their hands are supported by a member of staff.- Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members. Regular handwashing applied throughout the school day(see arrangements for September 2020)- Where hand washing facilities are limited due to the number of pupils, hand sanitizer stations have been located in identified areas. around the school site, one in each classroom on the upper corridor. Pupils receive hand sanitiser on their return from lunch breaks and morning break. - Pupils are supervised when accessing the hand sanitizer and hand washing facilities. - Tissues made available in each classroom.- Pupils and Staff follow the ‘Catch it, Bin it, Kill it’, guidance and avoid touching their faces, noses etc. practice followed whilst at school.- Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.- Handwashing and hand sanitiser posters located in the toilet areas and around the school site.- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.- Lidded waste bins are in place to place used tissues in. Bins are emptied at the end of the school day. - Waste bins are emptied and bags replaced each day used bags are tied and placed in the skip..- Toilet areas monitored throughout the school day to ensure that the supplies of hand soap and paper towels are maintained.- Hand sanitiser stations located at the main entrance for visitor use.- All Visitors sanitise their hands on entering the school building.- [Stringent cleaning schedules in place and guidance updated on the Extranet.](https://gateway.durhamschools.org.uk/staff/coronavirus/Lists/News/Article.aspx?ID=78&Source=https%3A%2F%2Fgateway%2Edurhamschools%2Eorg%2Euk%2Fstaff%2Fcoronavirus%2FLists%2FNews%2FCurrent%2520News%2Easpx&ContentTypeId=0x0104008915FA378D18459F9146E20845A8904D00B30336EC3294CD499B1D8BFA7A6DBFA7) | - Where handwashing facilities not available hand sanitizer and tissue stations have been placed in each classroom. - Where toilet facilities are close/in the classroom consideration be given to flushing used tissues down the toilet.A record of cleaning to be recorded on rota on back of toilet doors. Posters to be put up around school related to handwashing.  | **L** | **Staff-On going** |
| **Use of face coverings on the school site** | **M** | - Face coverings are not classified as [PPE (personal protective equipment)](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe).Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).-**Secondary Schools**- Have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. -**Special Schools**-The wearing of face coverings for staff and pupils is to be a local decision taking into consideration the needs and abilities of the pupils attending the school.-**Primary Schools**-Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.- The school holds a supply of face coverings and where need identified issued to pupils and visitors. | Staff can wear face coverings when in the classroom if they wish too. This is a personal preference for staff and is a personal choice. -Consideration needs to be given to staff and pupils under lying health conditions.-In areas where local restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors unless they are exempt. This includes going onto the yard, coming into the school hall, transitioning to transport and applies to staff transitioning around school. -Agencies that support the school should discuss with the Head teacher the wearing of face coverings when on the school site prior to attending the school site. They should provide their own risk assessment and also examine the school’s own risk assessment. Use of face coverings in the school environment;-Pupils remove face coverings when they arrive within their own classroom, Year 7 and above, taking them off and keeping their own mask on their own desk. . This process has been communicated clearly to pupils and staff via the Facebook page, the school website, by school text messaging service. There are daily reminders to pupils about procedures. -Safe wearing of face coverings requires cleaning of hands before and after touching.-When not in use face coverings are to be stored away between uses where possible in a sealable plastic bag. These remain with the students on their own desk. They should be wearing face coverings when in communal areas if the school is identified as being in a lockdown area. The communal areas identified are in the hall, transitioning to the hall and during science lessons if appropriate. Pupils must also wear face coverings when transitioning to the yard when going to and returning from break and lunch-times. Staff must also wear face coverings when transitioning round communal areas including those described above and also within the corridors. –Pupils to be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands/apply hand sanitiser.Due to local enforcements and the prospect of a second national lockdown it is now compulsory for all staff and older students who can to wear face coverings in communal areas of the building – parents and staff to be reminded of this and encourage the use of face coverings  | **L** | **Head teacher-On going****Staff-On going****Head teacher-As required****External agencies-As required****Head teacher-Immediate** |
| **3.Symptoms of COVID-19 in the school community** |
| **Members of the school community presenting symptoms of COVID-19.** | **H** | - Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are:- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)**- 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)**- a 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.- 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 ‘[**stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection**](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)**’, which sets out that they must self-isolate for at least 7 days** and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). - Other members of their household (including any siblings) should **self-isolate for 14 days** from when the symptomatic person first had symptomsStaff are able to access a [test via DCC](https://gateway.durhamschools.org.uk/staff/coronavirus/Lists/News/Article.aspx?ID=104&Source=https%3A%2F%2Fgateway%2Edurhamschools%2Eorg%2Euk%2Fstaff%2Fcoronavirus%2Fdefault%2Easpx&ContentTypeId=0x0104008915FA378D18459F9146E20845A8904D00B30336EC3294CD499B1D8BFA7A6DBFA7) -Appendix 3. Send home the pupil/staff member and request staff member/parent/carer [arrange testing](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)- The school understands the NHS Test and Trace process and are aware of how to contact their local [Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams)- Details are:North East HPTCounty DurhamContactNorth East HPTPublic Health EnglandFloor 2CitygateGallowgateNewcastle upon TyneNE1 4WHTelephone0300 303 8596 (option 1)Out of hours advice 0191 269 7714- The school have advised staff and Parents/Carers that they will need to be ready and willing to;- [Book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. - Staff and pupils **DO NOT** come into the school if they have symptoms of COVID-19 and **WILL** **BE** sent home to self-isolate if they develop them in school. Advise parent/carer/staff member that household members self-isolate until results come back - pupil/staff 10 days, household 14 days. -Head teachers follow the **DCC guidance detailed in** [**Child/staff develops symptoms in school/setting**](https://gateway.durhamschools.org.uk/premises/healthsafety/Lists/Covid19/Document.aspx?ID=1&Source=https://gateway.durhamschools.org.uk/premises/healthsafety%2FLists/Covid19) **(Appendix 1) and** [**Schools/Education settings COVID-19 reporting process**](https://gateway.durhamschools.org.uk/premises/healthsafety/Lists/Covid19/Document.aspx?ID=1&Source=https://gateway.durhamschools.org.uk/premises/healthsafety%2FLists/Covid19) **(Appendix 2).**- [**Self-isolate**](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)- Staff are aware of the procedure they are to follow if they are absent from work- SLT monitor staff sickness absence and ensure that cover is provided where need identified.- SLT ensure pupils are supervised throughout the school day and are monitored for the symptoms of the coronavirus throughout the school day.- Pupils are aware to report to a member of staff if they are feeling unwell during the school day.- Where need identified the school will follow the DCC guidance detailed in Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2). | - Head teacher to continuously remind Parents/Carers via school comms of the symptoms of COVID-19. Sent home via texts/Facebook page and school website. * Head teacher to continuously remind Parents/Carers that anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/), 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.

- 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 [the Guidance for households with possible coronavirus infection.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)- Parents/Carers collecting unwell pupils are reminded of the guidance to follow.-Flowchart of information provided to Parents/Carers and members of Staff if they present with COVID-19 symptoms with relevant information/guidance to follow.- 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.- Remote education to be made available to pupils not attending the school.Trends identified and where need identified reported to DCC Public Health Team via COVID-19 Education settings reporting tool-Deep clean of areas of the school that affected staff are based and cleaning procedures reviewed.Head teachers to make staff members aware of the process to follow outside of school hours.-Appendix 3.- Staff and pupil sickness absence monitored, and trends identified and where need identified bubble sizes reviewed.- The school has received 10 postal testing kits, where need identified testing kit issued at the Head teachers’ discretion.- Additional testing kits can be re-ordered as required. These have been purchased and are available in school.  | **L** | **Head teacher-On going****Staff-On-****Going****Head teacher****Head teacher-On going** |
| **Isolating Staff/Pupils during the school day** | **H** | - If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation. At Croft this will be in Conference room 2. Pupils will be collected from the front of school.  Head teachers follow the **DCC guidance detailed in** [**Child/staff develops symptoms in school/setting**](https://gateway.durhamschools.org.uk/premises/healthsafety/Lists/Covid19/Document.aspx?ID=1&Source=https://gateway.durhamschools.org.uk/premises/healthsafety%2FLists/Covid19) **(Appendix 1)**- Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff.[safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)- Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible. This will be toilet outside the Headteacher’s office. - Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.- Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them **DO NOT** need to go home to self-isolate  | * Staff members to be assessed as to whether they are fit enough to drive them selves’ home. If they are not fit to drive their next of kin are to be contacted.

- If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a **test**) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test.- Staff are aware that they may be contacted by NHS Test and Trace.- 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.- The area around the person with symptoms must be cleaned with normal household bleach after they have left the room to reduce the risk of passing the infection on to other people the guidance [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).is to be followed.Waste is to be double bagged and stored securely for at least 48hrs away from normal waste. | **M** | **SLT-As required****Staff-As required****Staff/Pupils as required****Staff-As required** |
| **Pupil/Staff member testing negative for COVID-19** | **H** | - Head teachers to follow the guidance detailed in Head teachers follow the **DCC guidance detailed in** [**Child/staff develops symptoms in school/setting**](https://gateway.durhamschools.org.uk/premises/healthsafety/Lists/Covid19/Document.aspx?ID=1&Source=https://gateway.durhamschools.org.uk/premises/healthsafety%2FLists/Covid19) **(Appendix 1)**- Negative: Child/staff may return if the [NHS criteria](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/) has been met - Household can stop self-isolating follow [NHS guidance on your test result](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/) | -The school will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test.-. Communication links are monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported. This occurs via the Facebook and webpage. Parents and carers also have contact details of key members of staff.  | **L** | **Head teacher-On going** |
| **4.Managing a positive case in the school community** |
| **Staff/Pupil or family member tests positive for COVID-19** | **H** | **The Health Protection Agency are available to provide schools with advice and support-Contact - 0300 3038596-Option1** **- Head teachers report the confirmed case to the** [**COVID-19 Education settings reporting tool.**](https://forms.office.com/Pages/ResponsePage.aspx?id=BIQER23xIUuKVYrF1-chlvfAvC3-NFFPhXTWkDhgcyJUMTNTTEM1VFozSllTM0hZU1ZFUVE3RVZYMCQlQCN0PWcu)**-Head teachers follow the DCC guidance detailed in** [**Child/staff develops symptoms in school/setting**](https://gateway.durhamschools.org.uk/premises/healthsafety/Lists/Covid19/Document.aspx?ID=1&Source=https://gateway.durhamschools.org.uk/premises/healthsafety%2FLists/Covid19) **(Appendix 1)****-**[**Schools/Education settings COVID-19 reporting process**](https://gateway.durhamschools.org.uk/premises/healthsafety/Lists/Covid19/Document.aspx?ID=1&Source=https://gateway.durhamschools.org.uk/premises/healthsafety%2FLists/Covid19) **(Appendix 2).** **- EYFS-Notify Ofsted and report the confirmed case to**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.- If a Pupil or member of Staff **tests positive**, they are instructed to follow the [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue **to self-isolate for at least 7** days from the onset of their symptoms and then return to school **only if** they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. - 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. - If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 14 days.- Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded. | - Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test:- 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.- Remote education to be made available to pupils not attending the school. Remote lesson timetable created and shared with parents/carers and pupils via website and Facebook page. Work packs created for those pupils without IT access. School registered with DFE to acquire more laptops (35) as and when lockdown measures are in place. - 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.Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms.- The school has received 10 postal testing kits, where need identified testing kit issued at the Head teachers’ discretion | **L** | **Head teacher-On going** |
| **Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.** | **H** | **The school will contact the Health Protection Agency -Contact - 0300 3038596-Option1** - **The Health Protection Team** 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.* Where need identified **The Health Protection Team** 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.
* - DCC have produced a flow diagram for all DCC schools to follow in the event of a confirmed case of COVID-19
* -The school will access the COVID-19 Education settings reporting tool -Appendix
* - (COVID-19). Schools can also contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
* - The advice service 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.
* - The Health Protection Team will 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.
* Where need identified The Health Protection Team 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.
 | .- ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail. – Facebook/Webpage Communication links need to be monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported.- Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:- Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual-Travelling in a small vehicle, like a car, with an infected person-Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms. |  | **Head teacher** |
| **The School being placed on lockdown** | **M** | **-** Wellbeing checks carried out for staff and pupils.- Work with the Health Protection Team. | - Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur. All pupils will have access to their own laptop and staff will continue to upload work if and when required during a potential lockdown. Paper work packs have also been created and can be delivered the same day. School has complied a list of pupils who don’t have access to IT facilities. This will occur through the use of Teams. Remote Learning Timetable created and this has been shared with staff and pupils. Pupils have been invited to the online lessons by staff and staff are online throughout the day to support pupils with work tasks. This has been provided to parents and carers. Work packs created and available for all pupils as and when required. - Following the guidance provided by the Health Protection Team. | **L** | **Head teacher** |
| The Local Community placed on lockdown | M | **-** The school will be guided by Durham County Council (DCC) in the event of a local lockdown.-DCC will follow guidance detailed in - [COVID-19 contain framework: a guide for local decision-makers](https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers)- The school are aware that a local lockdown is in place in Durham.- The Head teacher has read the local guidance available-[North East of England: local restrictions](https://www.gov.uk/guidance/north-east-of-england-local-restrictions) and has identified activities that the school carries out which are included in the guidance and has taken the appropriate action.-Where need identified the school will work with the Health Protection Team. | - In areas where local restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors unless they are exempt. (see above) - Where need has been identified Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur.- Follow the guidance provided by the Health Protection Team. | **L**  | **Headteacher**  |
| **5.Staff and Pupils accessing vehicles to travel to and from the school.** |
| **Transport on and off the school site.** | **M** | - 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, **will not apply** from the autumn term on dedicated transport.- Where need identified the school will liaise with DCC Integrated Transport Team.- 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.- Pupils closest to the driver will get off the vehicle first, ensuring social distancing where possible.- Records maintained of all pupils who travel on dedicated transport.- Where possible pupils should sit in the same seat when accessing dedicated transport. Transport/taxi lists recorded and updated regularly. - Staff working with specific pupils/groups of pupils will support pupils where need identified getting out of/into vehicles at the start and end of the day where need identified. Pupils to go to correct zone on a morning. - Social distancing, where possible will be maintained by staff members.- Where face to face support is needed, this is limited to 15 minutes.- Staff wash their hands/apply hand sanitiser when re-entering the building.- Where need identified transport, arrangements included in individual pupil risk assessments. | - Where possible Parent/Carers to Transport pupils to and from school.- Pupils and Parents/Carers will be made aware of the instructions to follow to ensure the safety of the transport driver and pupils when accessing the vehicle;- Face coverings for pupils over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.- Parents/Carers are to ensure that pupils are to wash their hands for [20 seconds](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) prior to leaving their home.- Pupils **not able** to wash their hands/apply hand sanitizer are to be supported by Parents/Carers to wash their hands prior to leaving for school.- The school are to ensure that all pupils are met at the identified drop off points at the school.-Staff are to ensure that all pupils are supervised when accessing transport vehicles at the end of the school day.* DCC Integrated Transport team to be made aware of challenging behaviours that pupils may exhibit, which may put themselves or the driver at risk. Risk assessments shared with transport staff where necessary.
* ensuring that pupils leave the school site by all available exits.
* Due to the local lockdown, in place in Durham advise staff to, try to;
* Share the car with the same people each time.
* Keep to small groups of people at any one time.
* Open windows for ventilation
* Travel side by side or behind other people, rather than facing them, where seating arrangements allow
* Consider seating arrangements to maximise distance between people in the vehicle
 | **L** | **Head teacher****Parents/ Carers-On going****Parents/ Carers-On going****Staff-On going****Transport/ School- On completion****School-Immediate** |
| **Pupils /Staff independently travelling to the school site.** | **H** | - Designated car parking area available to staff.- Social distancing guidance to be followed when accessing/egressing from car vehicles. | Staff /Pupils to be advised to adhere to [staying alert](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing) and social distancing guidance when away from the school.-Staff presence in the outdoor areas at the start and end of the school day.- Clean your car between journeys using standard cleaning products – make sure you clean door handles and other areas that people may touch- Ask the driver and passengers to wear a face covering -See guidance on car sharing and travelling with people outside your | **L** | **Head teacher-Immediate** |
| **Staff and Pupils wearing face coverings when making their way to the school building** | **H** | - Pupils and staff who use face coverings remove them when they arrive in the school building if they so wish but only after entering their own classroom. They must be worn by secondary pupils in communal areas. - Staff and Pupils instructed not to touch the front of their face covering during use or when removing them.* 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.

Staff/Pupils wash their hands when they arrive at their classroom. * The school will not provide face coverings to Staff or Pupils for transport purposes.
* The school holds a supply of face coverings and where need identified issued to pupils for transport purposes.
 | * 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.

Due to local lockdown pupils in the secondary department musk wear face coverings when transitioning around school. This includes when they arrive of their transport.  | **L** | **Head teacher** |
| **Use of school minibuses** |  | - Thoroughly cleaned prior to the start of the Autumn term e.g. seating, seatbelts hand holds.- Hand sanitizer, tissues and waste bags located in the vehicle.- School minibuses are identified in this instance as **dedicated transport**.- Vehicle inspected prior to each use and findings recorded.- Windows are opened when transporting pupils.- Vehicle thoroughly cleaned after each use.Face coverings worn by staff and pupils when accessing the school minibus. Staff are made aware of those pupils that are exempt from wearing face coverings.- Records maintained of the year group/bubbles that access the minibus.-Test and inspected as required. | - Ensure Staff are suitably qualified to drive the vehicles.Statutory inspections completed and routine daily inspections completed whenever school minibus is used.  |  | **Head teacher** |
| **6.Staff/Pupil, family member who maybe at increased risk** |
| Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19) | **H** | - 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 [COVID-19: review of disparities in risks and outcomes report](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes). 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.- People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace | - 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.- Head teachers are as far as practically possible to accommodate concerns raised.PPA area Marked areas One way system System of controls introduced. Duty Rotas and curriculum altered.  | **M** | **Head teacher-On Going** |
| **Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)** | **H** | - 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 within the context of school. - Guidance for those who are [clinically-vulnerable, including pregnant women](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people), is available.- The Head teacher has flexibility regarding Staff members medical needs and work activities that they are able to undertake within the school.- People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. | - Where need identified-Staff individual Medical/Ill-Health risk assessment to be completed.* Where need identified staff referred to DCC Occupational Health Service.
* Individual cases to be discussed with HR.
* Pupils EHCP’s reviewed and discussions to take place with their GP’s/Consultants etc. **prior** to them returning to school. Where identified parents/carers contacted to formulate plan with return to school. Some parents have been reluctant to allow pupils to return and are in the process of being contacted by DCC to enable an emergency review to take place. This includes some pupils who are shielding due to medical reasons.
 | **M** | **Head teacher-As required** |
| **7.New and Expectant mums in the school community** |
| **New and Expectant Mums** | **M** | - Staff to inform the Head teacher if they are pregnant.- Staff to consult with their GP and Midwife.- New and Expectant mums COVID -19 risk assessment completed.Maintain 2 metre distance, if this is not possible avoid face to face contact and minimal time spent within, I metre of others. - Guidance from the NHS- [Pregnancy and the coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/) and [the Royal College of Obstetricians & Gynaecologists](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/) as well as the NHS [Who is at Risk](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/) is followed and shared with staff members.* Shielding for all staff members is to be suspended on the 1st August 2020.
 | - Member of staff to raise concerns with their midwife/GP in the first instance.- Concerns to be raised with the Head teacher where need identified.* Where need identified HR to be consulted.
* Change of duties over break and lunch times as well as class support opportunities.
 | **L** | **Staff member-As required****Staff member-As required** |
| **New and Expectant Mums showing symptoms of COVID-19** | **H** | **-** Staff are aware of the symptoms of COVID-19.* **Staff instructed to follow the guidance;**

**Stay at home (self-isolate)** – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.* **Book a test** – [get a test to check if you have coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/) as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.
* **Speak to your midwife or maternity team** 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 [video consultation](https://www.nhs.uk/using-the-nhs/nhs-services/gps/video-consultations/).
 | - See 4-. Managing a positive case in the school community.* Staff can be referred to DCC Occupational Health Service regarding a testing for COVID-19.
* Where need identified consultation to take place with HR.
 | **M** | **Head teacher** |
| **8.Access to the school site and building** |
| **Transmission of COVID-19 to Pupils/Staff** | **M** | - 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- Separate Entrance doors for Primary and Secondary pupils clearly identified.- Primary aged pupils must be accompanied to school each morning.- Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child.- Pupils, Parents/Carers advised to maintain social distancing when entering the school site. Pupils must be dropped off at the front gates where they will be met by appointed staff. Primary pupils can be taken to the side gates accompanied by one parent/carer. - Parents **not** permitted to enter the school building unless need is essential and by appointment only. - Pupils are met each day at the identified entrances for their year group class by a staff member.- Pupils store outdoor clothing and bags in designated area within their own form class or class group. - Staff store their bags in individual lockers within Floor markings in place where need identified in external areas.Those pupils with clearly named packed lunches and water bottles are to store them within a designated area of their allocated classroom, ie on their desk or at a counter within the classroom. - 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.- Staff wash their hands with pupils at the start of the school day.Staff to bring in their own thermal cup for hot drinks/ own water bottle for cold drinks. only use own bottle. - 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. | - Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site.- - Start times communicated to parents via school communication links and updates provided where need identified if this is viable. - Parents/Carers advised to leave the school site immediately once their child has entered the building.- School entrances and site secured at the start of the school day.- Staff, Pupils, Parents/Carers will be informed to only bring essential items needed for that day. Pupils to wear PE kit on days that they have PE. - [Coronavirus (COVID 19) guidance for educational settings poster](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886276/COVID19_guidance_education_poster.pdf)Floor markings are in place in communal areas where ‘bunching’ may occur, these include on the yard, in the main corridor upstairs and in the dinner hall, staff are on duty during these transitions around break and lunchtime.   | **M** | **Staff/Head teacher-On Going** |
| **9.None school staff working in the building** |
| **Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19** | **H** | - All Visitors/Contractors/Agency Staff and Support Agencies complete a contact form,, including contact details of email address and phone contact numbers. Wall markings are in place at the main school reception area ensuring social distancing.- Direction floor and wall signs in place around the school.- Social distancing markers in place in large corridor areas.- Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the school as well as how to apply PPE. - Visitors to the school are by appointment only.- Where possible Contractors to carry out activities outside of school hours.- Hand sanitiser station located at the main entrance.- All Visitors sanitise their hands prior to entering the school building.- A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details.- Dedicated areas identified for use by Support Agencies. - Where possible areas allocated to Support Agencies as close to the main entrance, to reduce movement around the building. Conference rooms to be used but Air conditioning to be turned off. - Where agencies supporting the school, it is with the same member of staff each time.- All visitors are accompanied when moving about the building.- Parents/Carers discouraged to access the main reception area without an appointment.- Main reception area spot cleaned throughout the school day.- Tissues located at the main reception area with a lidded waste bin.- Waste bins emptied at the end of the school day.- . | - It is at the school’s discretion whether they are permitted on the school site.- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be advised not to attend the school site if they are unwell. - Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment.- Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene.- Where electronic signing in screens are in use, the screen is to be cleaned after each use. Fobs to be used by staff at all times. - Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. **They are** responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings.Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be made aware if they have been in close contact with a positive COVID case in the school environment.- Volunteers and Support Agencies are to keep a register of the pupils that they have seen when on site. This information is to be handed to the office staff prior to them leaving the school site.-Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to inform the school if they test positive for COVID-19 following their visit to the school. | **M** | **SLT-As required****Office staff/****Headteacher - ongoing**  |
| **Initial Teacher Training Students** | **M** | - Allocated a class/year group to work with within the school. | - ITTS staff receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene.- Shown welfare facilities available to Staff members.- Reminded what the symptoms of COVID-19 are.**Not applicable at Croft year 2020-2021**  | **L** | **SLT-As required** |
| **Parent Visits**  | **M**  | -Schools are encouraged to avoid visitors entering their premises where possible. - For new admissions virtual tours should be considered. -If visits are required in person settings should consider ensuring face coverings are worn, regular handwashing and holding visits after hours if possible.- Parents are attending the school site they should be notified of the system of controls, their responsibilities during the visit and how to maintain social distancing.-For parents entering a setting to help children settle in, face coverings should be worn, they should stay for a limited time only (no more than an hour), avoid close contact with other children and ensure they are aware of the protective measures in writing. - | Parental visits only take place when all pupils have left site. No parents are allowed in the main body of the school. Reception cleaned after parents have left this part of the building. Contact details of parents recorded in potential cases of Test and Trace being required.  | **L** | **Headteacher**  |
| **10.Maintaining infection control /hygiene standards during the school day.** |
| **COVID-19 spreading from person to person within the school building** | **H** | - Guidance followed for the cleaning of non-health care settings. - Cleaning schedule in place during the school day and at the end of the school day.- [Spillage policy in place](https://gateway.durhamschools.org.uk/premises/healthsafety/Lists/School%20HS%20Policies%20%20Procedures/Document.aspx?ID=3&Source=https://gateway.durhamschools.org.uk/premises/healthsafety%2FLists/School%20HS%20Policies%20%20Procedures).- 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.- Where need identified hand sanitiser be made available to staff and pupils.- Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff [follow the guidance provided](file://C:\Users\Lee%20Davis\AppData\Local\Microsoft\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\AppData\Local\Janet.Harrison\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\YNPQWXKY\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\PQ9UM03Z\March%202020\COVID%20for%20schools\Staff%20to%20utilise%20the%20information%20available%20from%20eBug%20website)Hands dried by pupils using paper towels. These are then put in the bins provided. - Where hand washing facilities are limited due to the number of pupils, hand sanitizer stations have been located in identified areas. Pupils are supervised when accessing the hand sanitizer. Washing facilities have been purchased to allow all pupils and staff access to washing facilities. - Handwashing [posters](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19) located in pupil and staff toilet areas and in the classroom areas.- Pupils and Staff follow the ‘Catch it, Bin it, Kill it’, guidance and avoid touching their faces, noses etc. practice followed whilst at school. - Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.- Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.- Pupils and Staff ensure that they thoroughly dry their hands.- Infection Control Risk assessment in place to manage other biological hazards within the school community.- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.- Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils.- 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.- 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.- 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. - Staff and pupils wash their hands/apply hand sanitiser at the end of the school day- Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation.- Cleaning schedules have been made available to schools and are available on the [Extranet.](http://www.bing.com/search?q=guidance+for+educational+settings+poster&src=IE-SearchBox&FORM=IESR3A)- COSHH assessments in place and shared with staff where need identified. Staff wear appropriate PPE when carrying out cleaning activities.Staff to maintain social distance as much as possible during the school day. - Staff read the labels of chemicals/substances used to clean surfaces prior to use. | - 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. - Staff to utilise the information available from [eBug website](https://campaignresources.phe.gov.uk/schools)- Staff to take responsibility for their own personal hygiene throughout the school day.- Consideration be given to using hand towels and not hand dryers to ensure that hands are dried thoroughly.- Waste bins to be emptied throughout the school day and placed in the external bin store.- The Site Manager to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc.- Where need identified pupils to eat their lunches in their classrooms.- Classroom surfaces to be cleaned if classroom used as a dining area.- All bins emptied at the end of each school day and placed in the external bin store.- Parents advised to ensure that pupils wash their hands when they **return** to the home environment. Staff to ensure social distancing in place as much as possible. SLT to be divided into two teams with no close contact more than 15 minutes. No face to face meetings or using the Conference room together. Windows and doors open throughout the day but must encompass the pupil individual risk assessments.  This is particularly relevant with reference to the windows on the upper corridor. Staff room to be out of bounds to the majority of secondary staff for break times where this is practical. Staff can still enter the staff room to make a drink however people should be 2 meters apart. Secondary staff should try to use the boiler in the senco room or keep a flas in their room where this is safe and practical.The windows in the staffroom should remain open.Staff should only sit at their designated class table and avoided touching other tables and surfaces as much as possibleFood preparation to be kept to a minimum to avoid cross contamination Where possible staff should take breaks either in their own bubble room or outside.All chairs, tables, shared equipment and surfaces to be thoroughly wiped down after use All classes will have their own designated table to use in the staffroom. Due to the way breaks work, primary will have to use ths everyday. Secondary staff can eat their lunch in their classrooms unless it is wet break, then they should use their designated table.Staff should avoid going into other classrooms or the main office to give messages. Communication should be via teams or phonecall only The main doors into the building will be operated differently at the beginning and end of the school day ensuring easy and quick access into and out of the building at busy times  | **M** | **Head teacher-On going** |
| **Maintaining infection control in the Classrooms and during break periods** | **H** | - Additional areas changed into areas that can be used during the lunch period - Primary classrooms to be utilised as lunch areas for Primary pupils. - All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.- Staff workstations (where possible) in classrooms set out ensuring that social distancing measures are in place within classrooms.- Staff always maintain social distancing with other staff members of a metre plus. - Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing.- Windows and doors are opened to allow natural ventilation during the school day.- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.- Rota in place for lunchtime and break time periods.- Timetable reviewed to reduce the need for pupils to move about the building.- Outdoor activities to be carried out on a rota basis to ensure social distancing.- Where possible teaching activities to be carried out in the outdoor areas of the school.- Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.- Where classrooms/halls are unoccupied doors are to be closed.- Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils.- Robust cleaning regime in place in the Nursery/Reception area.- Waste bins located in classroom and emptied at the end of the school day.- Pupil face to face working to be limited to 15 minutes.- Where pupils require support from a Staff member or TA support to be given side on and not face to face.- Hand sanitizer stations located around the building where need identified.- Cleaning schedules have been made available to schools and are available on the [Extranet.](http://www.bing.com/search?q=guidance+for+educational+settings+poster&src=IE-SearchBox&FORM=IESR3A) | * Staff to be provided with sufficient time between class lessons to allow handwashing/hand sanitising to take place.
* pupils to be issued with a stationery pack and/or exercise book that is specific to them.
* The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.

Pupils/Parents/Carers continually reminded that pupils bring in filled water bottles each day.* 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.
* Consider that where mixing into wider groups for specialist teaching, wraparound care and transport has to take place pupils are able to maintain social distancing and endeavor to prevent physical contact between pupils.
* Mixed groups are to be closely supervised.
* 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.
* Outdoor play equipment- Primary – There is a robust cleaning rota in place for the cleaning of equipment.

Toilets – Male toilets to remain for all males. Secondary females to use toilets in ‘street’ are and primary females to use toilet opposite DHT office  | **M** | **Head teacher****Staff-On Going****Head teacher****Staff** |
| **11.Pupils and Staff working in identified bubbles/groups** |
| **EYFS** | **H** | - From 20 July, early years settings will no longer be required to keep pupils in small, consistent groups within settings.- Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so.- EYFS are able to access public spaces ensuring that 2 metre distance from other people can be maintained. (Not applicable at this time) - The school will not take larger groups of pupils to public outdoor spaces at one time.- Cleaning schedule in place for am/pm sessions.- Identified area in place where personal care activities carried out. Areas are cleaned following use.- PPE worn when providing support with personal care.- Personal care risk assessments in place where need identified.- Where possible Staff socially distance when working together. | - Settings are to consider how they can minimize mixing within allocated space, - Waste is double bagged where nappy bins are not available. | **M** | **Head teacher****Staff** |
| **Wrap around care** | **H** | - Current guidance advises that wrap around care can re-commence.- School based care-Groups and bubbles that pupils are in during the school day must be consistently be maintained within the wrap around setting.- Social distancing of pupils and staff is maintained. |  Mixed groups are to be closely supervised.- 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 schoolNo Wrap around care in currently in place.  | **M** | **Head teacher****Staff/Provider** |
| **Maintaining Year Group bubbles to reduce transmission of COVID-19** | **H** | - Staff move to classrooms to reduce whole school movement around the building.- Staff workstations are positioned at the front of the classroom, socially distanced from pupils.- Where possible desks placed in rows facing the front of the classroom.- Pupils kept in consistent groups/bubbles where possible. - Pupils are supported to maintain distance and not touch staff and their peers where possible.- SLT will continue to monitor this during transitions around school, particularly at times during transitions and at breaks and lunchtimes. - Classrooms have a demarcation area on the floor where no pupil, furniture or equipment will be placed, enabling leaders to enter the classroom, speak to pupils observe learning and generally be present around the school. - Pupils taught in identified classrooms, lesson subject movement is limited throughout the school day.- Classroom based resources, such as books and games, are used and shared within the bubble /group. - Classroom resources included in the cleaning schedule for each class.- Movement limited where possible to key times-Break times/Lunch times and specialist subject areas.- Cleaning schedules have been made available to schools and are available on the [Extranet.](http://www.bing.com/search?q=guidance+for+educational+settings+poster&src=IE-SearchBox&FORM=IESR3A) | - All classes to be taught within their year group for KS3 classes ( for all or most lessons and therefore keeping the KS3 bubbles class-sized, minimising mixing and contacts within the strict year-group bubble.) Most KS4 lessons will be taught in form classes except for some of the more specialised teaching such as science or option choices. This ensures that bubbles are kept to a minimum in terms of mixing. Reducing movement around the school by doing most of the teaching of these groups in one room, or in a small number of rooms, with teachers moving to pupils. Pupils move between rooms only where specialist spaces are needed. - Consider reducing the general movement in the school, contacts between different bubbles and the frequency with which one-year group follows another into a space. - ‘Zoning’ social areas, so that where pupils from different year group bubbles are on break or lunch at the same time, they are kept separate from one another. Pupils lunch breaks will be staggered and also zoned so that year groups do not integrate.  | **L** | **Head teacher** |
| **12.Impact of pupils and staff moving about the building/school site** |
| **Moving about the building/school site-Covid-19 transmission** | **M** | - Clear direction given to parents via the school’s communication links for the start and end of the school day.- Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas.- Where need identified some pupils will eat their lunch in their classrooms.- Rota in place to access the outdoor play areas at the school.- Alternative external routes to be adopted to access outdoor play areas etc.- Social distancing measures adhered to where possible.- Posters in place reminding pupils to maintain social distancing.- One-way systems where possible put in place on stairways and corridors.- Pupils and staff advised to stick to the left-hand side of corridor areas. Consideration be given to placing directional signs around the school site.- Pupils supervised by Staff members when moving about the building.- Hand sanitizer dispensers located around the school site, including where need identified in classroom areas.- Use of hand sanitizer supervised by Staff members.- Cleaning schedules have been made available to schools and are available on the [Extranet.](http://www.bing.com/search?q=guidance+for+educational+settings+poster&src=IE-SearchBox&FORM=IESR3A) These documents have been issued to relevant staff and are on display in the cleaning cupboard  | - Movement about the building monitored throughout the school day.- Rota’s changed where need identified.- Cleaning schedule in place for corridor areas doors etc.At the end of each lesson, for break time, or at any transition period, pupils should be allowed out one class at a time and not be allowed to come into contact with other bubbles during this time. All movement around school should be closely supervised by a member of staff. Pupils should not be moving around school without a member of staff with them.  | **L** | **Head teacher-On Going** |
| **Lifts** | **M** | - Lift to be operational only where necessary- Reduce maximum occupancy to two people.- Occupants to stand next to each other but ensuring that they are not touching.- Hand sanitizer station located at the entrance/exit points of the lift outside the corridor. - Lift entrance/exit points have a demarcation area on the floor, so that social distancing can be maintained when accessing the lift- Cleaning schedules have been made available to schools and are available on the [Extranet.](http://www.bing.com/search?q=guidance+for+educational+settings+poster&src=IE-SearchBox&FORM=IESR3A) Which include the lift. | * Building Checklist to be completed.
* Lift has been taken out of use for now however it is still accessible when the need arises
 | **L** | **Head teacher/ Premise**  |
| **Access to Welfare facilities for Staff and Pupils** | **M** | - Staff supervise pupils when washing their hands in the toilet areas/sink areas.- Cubicles in place.- Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). Frequency cleaning charts are in place and signed by cleaning staff - Staff and pupil toilet facilities cleaned following break and lunch periods.- Lunch time and breaktime rota in place for staff accessing the staff room area. -Consideration be given to additional eating spaces created within the school e.g. library, PPA room. Doors to be kept open at all times. - Windows are opened in the staff room when it is occupied by staff members.- Position of furniture within staff room areas reviewed to ensure social distancing.- Cleaning schedules have been made available to schools and are available on the [Extranet.](http://www.bing.com/search?q=guidance+for+educational+settings+poster&src=IE-SearchBox&FORM=IESR3A)- Where agencies are supporting the school clearly identify toilet facilities that they can access.(these are the toilets identified outside the Head teacher’s office) | * Additional welfare facilities provided for staff where need identified. Extra female toilets created outside medical room.

 cleaning products placed in the staff toilet areas so that staff can carry out spot cleaning after using the facilities e.g. anti-bacterial wipes in toilet cubicles.- Where external agencies are supporting the school clearly identify toilet facilities that they can access. | **L** | **Premises Management-As required** |
| **Break and Lunch periods** | **H** | - Menu to be agreed with the kitchen contractor. Ensure that pupil and staff social distancing can be attained.- Staggered break times and lunch times agreed for year groups.- Pupils directed to wash their hands before and after break/lunchtime periods.All tables are cleaned and disinfected after each sitting using D10 solution - Areas zoned off for use by specific year groups/bubbles.- When congregating in halls etc, doors and windows are opened to allow natural ventilation.- Outdoor areas accessed as much as possible. Areas zoned off for use by specific year groups/bubbles.- Spot cleaning carried out.- Surfaces are cleaned following each group/bubble use.- Cleaning schedule in place. Cleaning schedule in place following the lunchtime period.-Where possible dining hall tables positioned to ensure bubbles of classes are separated by at least 2 meters. Each class bubble is assigned their own table. - Hand santiser /tissue stations to be provided to each pupil as they enter from the yard. -Staff ensure that where possible they maintain 2 metre social distancing when moving about the area. – floor markings in place to ensure that social distancing is observed.  | Lunch time – staff to issue cutlery to each table, ensuring hand sanitising is taking place. Pupils not to touch cutlery in trays | **L** | **Head teacher** |
| **13.Pupil behaviour during the school day** |
| **Pupils refusing to social distance/follow hand washing procedures** | **H** | - Parents/Carers advised prior to the pupils returning to the school that **all** pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety.- Hand sanitiser made available where pupils refuse to wash hands.- Pupils are supervised when using hand sanitizer considering risks around ingestion. - EYFS/Key Stage 1 pupils and pupils with complex needs are helped to clean their hands properly. - Where pupils refuse to wash their hands or use hand sanitizer skin friendly skin cleaning wipes are used as an alternative- Individual needs of pupils identified and managed where need identified and risk assessments in place for every pupil in school with specific reference to Covid -19. - Cleaning schedule in place for the whole school.- Where possible social distancing to be maintained.- Staff supporting pupil continue to adhere to regular hand washing. | - Where defiant behaviours are anticipated review the schools Behaviour Policy.- Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school.- Consideration be given to a phased return for identified pupil to manage risk.- Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible. - Area where the pupil has been located within the building to be thoroughly cleaned.- Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team.- Where need identified Staff wearing PPE reviewed with the Head teacher. This is dependent upon the pupil’s individual risk assessment.   | **H** | **Head teacher-As required****Staff-Where need identified****Head teacher-Where need identified.****Staff-Immediate****Head teacher-Where need identified.** |
| **Pupil-Challenging behaviours displayed** | **M** | - Pupils with challenging behaviours identified.- Where the need is identified individual risk, assessments/behaviour plans are in place and reviewed after any incidentfor pupils who demonstrate challenging behaviours.- Relevant staff are Team Teach Trained.- Where need identified Team Teach techniques are applied, including restraint.- General Infection Control risk assessment in place. | - Where behaviours exhibited by pupils potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing when arriving at work each day and changing clothing before they leave work. Placing soiled clothing in a pillowcase and washing the clothing when they return home. Staff are advised to shower when they return home from work each day.- Where need identified face visors be made available to Staff.- Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team.- Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out.- Where restraint has had to be carried out review the pupil risk assessment in place.- Continually review whether PPE is required when managing challenging behaviours.- Where need identified review the Behaviour Policy.- Review Team Teach training where need identified-Contact Team Teach trainer provider. | **H** | **Staff-Where need identified.****Staff-Where need identified.****Staff-Immediate****Head teacher-As required****Staff/Pupils-As required** |
| **Pupils absconding from the school site** | **M** | - Security checklist and Policy in place for the school. - Home transport Child locks on when transporting pupils in car vehicles to and from home.- Where need identified to transport pupils in staff vehicles, driving in the course of work risk assessment completed and child locks are on.- Pupils are met from transport vehicles each day by a member of staff working in their group/bubble.- Pupils access the building by an identified door and are met by a member of staff.- Perimeter gates are secured at the start of the school day.- Fob access control around the building- Class groups/bubbles agreed, with a suitable number of staff supervising the class.- Individual risk assessments in place for pupils who present challenging behaviours and further controls identified. | - Procedures in place should pupils abscond from the school building/site.- Home-to school Transport Risk Assessment completed and shared with Transport Contractor and Schools.- Where need identified pupil information to be shared with Transport Contractor.Individual risk assessments in place for students and individual responses carried out by staff.  | **M** | **Head teacher****Integrated Transport Team-Immediate** |
| **Pupils that have an EHCP that require staff support throughout the day relating to intervention lessons.**  | **H** | - Identified staff work with pupils.- Staff wash their hands before and after working with a pupil - All equipment needed for the child is set up in the space before the start of the session - The pupil follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way - The intervention is provided at a distance where possible.- Following the intervention Staff and Pupil wash their hands.- 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. | - Staff provide with hand sanitiser that can be kept about their person.- Consider the introduction of activity boxes that can be introduced each day and removed and cleaned at the end of each day. | **L** | **Head teacher** |
| **Pupils accessing alternative education provision** | **L** | The school has agreed the following control measures with the alternative provision;- The school has issued a copy of their COVID-19 risk assessment where the Pupil attends both settings during the week.- Any concerns with the identified Pupils health and wellbeing is to be communicated immediately via telephone by the school/alternative provision.- The Pupil will wear clean clothing each day when attending alternative provision.- Sickness absence procedure in place for pupils.- Alternative provision is to make the school aware if the pupil does not attend the setting. | - The school is to request a copy of the COVID-19 risk assessment for the alternative provisions that Pupils attend.- Spot check to be carried out on alternative provision to ensure pupil safety(not applicable at the present time with no pupils at Croft currently accessing alternative education)  | **L** | **Head teacher****Deputy Head teacher**  |
| **14.Residential educational settings** |
| **15.Supporting pupils during the school day** |
| **Intervention groups** | **H** | - The school will review groups so that each small group receiving support is drawn from one class/year group bubble only.- Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils. (This will take place in the street or the library. - Pupils will bring all equipment they require with them to the intervention area. - The area will be cleaned over lunch, before pupils from another bubble use the area. - Staff wash their hands between each intervention group. - Staff members working in this way will provide interventions across either bubble 1 and 2 and bubble 3. A different member of staff will be allocated to work with pupils in Key Stage 3 and Key Stage 4. Tissue/hand sanitiser station located in the intervention area.-Where possible tables set out to ensure 2 metre social distancing in place. | - 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. | **M** | **Staff-On going** |
| **Key Stage 1 and Key Stage 2 interventions.**  | **H** | - Interventions are carried out in identified areas of Key Stages at Primary. .- Year 1 pupils will be in class bubble. Teaching of phonics will require the use of ‘bubbles within bubbles’, creating small ability-based phonics groups within a year group bubble. - Where a phonics bubble is taught by a member of staff not working within the year group bubble, the group seating arrangements (including that of the staff member) will ensure distancing between the staff member and the children. - Staff and pupils will wash their hands prior to joining their phonics group and after the session.  | - 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. | **L** | **Staff-On going** |
| **Pupils not currently attending the school** | **L** | - Resources available through BBC bitesize and Oak National Academy.- See mental wellbeing.- Parents/Carers invited to remote TEAMS meeting to discuss their concerns/anxieties.- Phased returns undertaken where needs identified.- Welfare checks carried out with pupils and parent/carers.- Relevant agencies informed. | - Head teacher/SLT are aware of the needs of pupils not currently attending the school.- Remote education to be made available to pupils not attending the school.All pupils supplied with their own laptop and teaching staff to upload lessons that are being taught within their curriculum areas. Liaison with parents with pupils who are not attending school following updates from staff who are monitoring pupils. Liaison with other agencies specifically the SEN team. Pupils who are not attending and do have access to remote learning have been provided with written work.  | **L** | **Head teacher** |
| **16.Subject area needs** |
| **Equipment needed for specific subject areas** | **M** | - Pupils will have their own pencil cases and books/writing pads required for each subject. Each piece of work will be kept in their form class where teaching is to take place. - Activities planned by subject Leads.- Timetable agreed.- All [Science](https://public.huddle.com/a/lrVPERK/index.html), DT and Art areas have been pre-checked as per [CLEAPPS](https://public.huddle.com/a/VdRjYeV/index.html) guidance and are ready for use. D and T room not to be used. - Where need identified pre-user, checklists completed.- Cleaning schedule in place following the use of equipment.- Subject area risk assessments in place.- Cleaning schedules have been made available to schools and are available on the [Extranet.](http://www.bing.com/search?q=guidance+for+educational+settings+poster&src=IE-SearchBox&FORM=IESR3A)- Cleaning schedule in place for subject areas | - Ensure that the building checklist is completed.- Ensure that where need identified daily inspections are completed prior to work equipment being operated.- Where need identified pupils provided with stationery and paper for subject areas. | **L** | **Premises Management-****As required****Subject Lead****Staff-As required** |
| **Classroom resources** | **H** | - Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously- Resources cleaned prior to each group/bubble using them.and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles | - 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.No resources shared between bubbles  | **L** | **Staff** |
| **PE Activities / Lack of changing room space** | **H** | - PE activities can take place in external areas of the school.- Pupils are to be kept in consistent groups/bubbles within year groups.- Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.- Outdoor sports prioritized where possible.- Large indoor spaces used where it is not, doors are opened to allow ventilation.- Maximize distancing between pupils- External coaches, clubs and organizations for curricular and extra-curricular activities can resume supporting the school.- Class/Year group bubbles maintained for after school clubs/activities.- Cleaning schedule in place for PE equipment accessed during the school week.- Heads of PE Departments/Co Ordinator to read guidance readily available and identify a programme for the Autumn term. | - Pupils allowed to wear their school PE kit and not school uniform when PE lessons are timetabled.- Parents/Carers and Pupils advised what PE kit pupils should wear to school.- Consideration be given to undertaking the Summer Term PE programme for the start of September. - curriculum has been rewritten by staff to allow non-contact physically distanced activities to take place. - PE Guidance available -[guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport is available .[Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools)- Where SLA in place PE support activity risk assessments clearly detailing the controls in place for COVID-19 to be shared with the school. | **L** | **PE Department** |
| **Music lessons** | **H** | - Lessons can take place where physical distancing can be assured.- During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. - Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Equipment to be available within one specific area. - Singing, wind and brass instrument playing can be undertaken.- The Music Lead has read the guidance provided by the DCMS for professionals and non-professionals, available at [working safely during coronavirus (COVID-19): performing arts](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts).  | **Current guidance advises;**- There may be an additional risk of infection in environments where Staff/Pupils are singing, chanting, playing wind or brass instruments or shouting. - Where instruments are to be played consideration be given to lessons taking place outside. – curriculum has been rewritten to ensure safety and that none of the activities described above are to take place. Advice to be followed using the karanga Covid secure curriculum. Where external agencies provide support request a copy of their COVID-19 risk assessment prior to recommencing activities.- Agencies to keep a register of the pupils that they interact with, register to be left at the main reception area when they leave the building.-Agree activities that will be undertaken.- Discuss how bubbles will be maintained.- Agree how spot cleaning will be carried out.- Agencies to advise if a member of staff has underlying health conditions that need to be taken into consideration. | **M** | **Music Lead** |
| **Educational Visits** | **M** | - Domestic (UK) overnight and overseas educational visits at this stage **are not** permitted at the present time. Guidance is available- [coronavirus: travel guidance for educational settings](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings).- During the Autumn term, the school can resume non-overnight domestic educational visits. - Daily visits are uploaded to the EVOLVE system.- Where possible the school is making use of local outdoor spaces.- Hand wipes hand sanitizer carried by staff for use during the visit.Use of school minibus is described above. Controls in place to ensure that bubbles remain constant. Full risk assessment carried out prior to visit using the Evolve system.  | - Ensure that pupils are kept within their consistent groups.- Ensure that venues accessed are COVID-19 secure.School has decided to suspend EV for the Autumn Term.  | **L** | **Staff** |
| **Swimming/Water Therapy** | **H** | - Not currently permitted under current guidance documentation. - Head teachers are aware of the Guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents - Using changing rooms safely . | - Guidance to be provided to schools when the guidance is updated by the DfE.Pupils at Croft are not engaging in Swimming this term(Autumn)  | **L** | **Health and Safety Team** |
| **17.School Community Activities** |
| **School Assemblies/Worship-Large gatherings** | **H** | * Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible.
 | - Form based assemblies led by members of the SLT via TEAMS, supervised by Teaching Assistants and teacher to continue to take place (if the TA is not part of the class bubble, they will remain. distanced from the class).- 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. - Therapeutic cross class initiatives through virtual models (video conference in classroom) to bring classes together whilst remaining in their individual bubble classroom. | **L** | **Head teacher** |
| **Outdoor Play Areas/Equipment** | **M** | - Each class groups allocated outdoor portable play or sports activities equipment which is to be stored in their individual areas after use.- Rota in place for access to fixed outdoor play equipment, which includes allocation of time to wipe down the equipment.- Portable equipment wiped down after each use.- Cleaning regime in place for outdoor play equipment-Portable and fixed at the end of the school day. | - Building checklist to be completed.- Where a cleaning regime can’t be carried out during the school day.  |  | **Head teacher-Aug 2020** |
| **18.Welfare facilities around the school site for Staff, Pupils and Visitors.** |
| **Use of Welfare facilities for Staff and Pupils** | **M** | - Staff supervise pupils when washing their hands in the toilet areas/sink areas or portable hand washing facilities. - Cubicles in place in toilet areas- Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).- Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods.- Lunch time and breaktime rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room.- Windows are opened in the staff room when it is occupied by staff members.- Position of furniture within staff room areas reviewed to ensure social distancing.- Cleaning schedule in place - Areas immediately outside of toilet areas clearly marked to allow for social distancing and movement in and out of the facilities.- Staff encouraged to bring flasks or water bottles into school for personal use.- Alternative space made available to staff for break periods. Use of library and the new PPA room as well as Headteacher’s office and front office. - Personal care takes place in identified toilet areas within the school.- PPE readily available in toilet areas.- Staff wear appropriate PPE when carrying out personal care tasks.- Resources required to support personal care readily available.- Face visors available to staff where need identified.- Where windows are available, they are opened whilst personal care taking place.- Area cleaned after each use.- Included in the cleaning schedule for the school.- Most staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.- PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used. | .- Ensure that a robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned.Staff to wipe down these areas about they have been in contact.   | **L** | **Premises Management-As required** |
| **Personal care** | **H** | - Personal care takes place in identified toilet areas within the school.- PPE readily available in all classrooms and office areas- Staff wear appropriate PPE when carrying out personal care tasks.- Resources required to support personal care readily available.- Face visors available to staff where need identified.- Where windows are available, they are opened whilst personal care taking place.- Area cleaned after each use.- Included in the cleaning schedule for the school. | - Staff concerns to be raised with the Head teacher.- Where nappy bins are not present waste to be double bagged and placed in lidded bins. | **L** | **Head teacher** |
| **19. Pupils with first aid/medication** |
| **Personal Protective Equipment (PPE)** | **H** | **-** DCC have provided each school/setting with a PPE starter pack.- 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.- Staff follow good hand [washing practice](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public) prior to wearing PPE.- Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care. | - Ensure that the school maintains a stock of disposable gloves/aprons and face masks. Contact your usually PPE supplier any concerns are to be raised with the Health and Safety Team- hsteam@durham.gov.uk and 03000 263430.- Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with the Head teacher.* 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.
 | **H** | **Head teacher-On going****Staff-Where need identified****Staff-Where need identified** |
| **First Aid Provision and support with medication** | **M** | **-** DCC have provided each school/setting with a PPE starter pack.- First Aid risk assessment in place- Identified Staff are first aid trained.- Staff are aware of the procedure to follow should they need to undertake [CPR](https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/)- Head teachers are aware of the current [guidance](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications) regarding Paediatric First Aid Trained Staff in EYFS Settings point 7.2.- Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use- Staff to wash their hands prior to administering first aidStaff to wear disposable gloves when providing first aid support.- Staff to wash their hands after providing first aid support.- Medication policy in place.- Staff to wash their hands prior to and following support with medication.- Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school.- Medication stored in a dedicated area.- Identified staff support pupils with medical needs. | - Review the First Aid Risk Assessment.Gloves and first aid items used to be double bagged and placed in the waste bn.- Waste bins emptied throughout the school day.- Ensure that a stock of disposable gloves are available for staff use.- Review when staff members last received First Aid Training ,guidance is available on the [HSE website](https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=first-aid&utm_content=construction-9-jun-20).- Review when staff members last received medication training. Concerns to be raised with the school nurse in the first instance. | **L** | **Staff-On going****Deputy Headteacher**  |
| **Congestion at the exit gates around the school site** | **M** | - Pupils/Staff will wash their hands before they leave the school site.- Pupils advised not to congregate at exit doors and gates.- Where staff have had to change into clothing when they arrived at the school, they are to change out of clothing and place clothing in a pillowcase before leaving.- Water bottles and lunch bottles taken home from school each day- Only one Parent/Carer permitted to collect their child from the school site.- Parents/Carers to ensure that they follow social distancing.- Parents/Carers directed to leave the school site immediately once they have collected their child.- Staff control the flow of pupils leaving the school building to encourage social distancing.- Gates are secured to the school site at the end of the school day.- Gates and entrance doors are included in the cleaning regime at the school.- Pupils and staff reminded to maintain social distancing when supervising pupils off the school site. | - Parents/Carers to keep the school up to date who will be collecting their child from school.- Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school.- Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home. | **L** | **Parents/ Carers-On Going** |
| **20.Mental Wellbeing** |
| **Staff Wellbeing** | **M** | - Staff have been provided with Public Health England [Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)- Staff have been provided with [COVID-19 mental health link](https://www.gov.uk/government/news/covid-19-mental-health-campaign-launches)- Staff receives sufficient breaks during the school day.- Staff encouraged to leave the school site shortly after the end of the school day.- The [Education Support Partnership](http://www.educationsupport.org.uk/) provides a free helpline for school staff and targeted support for mental health and wellbeing | - Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school.- Where need identified staff are to be referred to the DCC Occupational Health Team-occhealth@durham.gov.uk- Staff to be reminded of the counselling services available to all DCC staff-[Health Assured](https://healthassuredeap.co.uk/) on 0800 716017.- Staff workload monitored by the SLT.- HR colleagues contacted for support where need identified.Staff to be made aware of;- MindEd - a free educational resource from Health Education England on children and young people's mental health- Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing. - Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff.School has also purchased using the SLA training via the Durham resilience project and counselling services.  | **L** | **Staff-On-going****Head teacher-As required.****SLT-As required** |
| **Pupil Wellbeing** | **M** | - Focused pastoral support in place.- Staff have access to- [Returning safe and happy and settled.](https://drive.google.com/drive/folders/1bIL5cKQHoSiiJNM0fLP4eO63NAQOfpXl)[- Place2Be-Coronavirus: wellbeing activity](https://www.place2be.org.uk/our-services/services-for-schools/mental-health-resources-for-schools/coronavirus-wellbeing-activity-ideas-for-schools/).- Regular contact made with pupils’ parent/carers who are currently not attending the school.- Safeguarding Policy in place.- Staff report concerns with pupils behaviour via the usual routes, including Safeguarding.- Curriculum has been adapted to ensure that pupil physical and mental well being is fully supported.  | - The school to contact the agencies who regularly support their pupils with social and emotional support.- Ensure that staff are aware of the [healthy child programme.](https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning) Any concerns to be logged on behaviourwatch and monitored by safeguarding lead. Attendance monitored as part of admin team attendance monitoring.  |  | **Head teacher****Staff-As required** |
| **21.Building Management** |
| **Deep Clean** | **M** | * 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.
 | Where fogging machines have been purchased or used ensure all staff are not on site. - Staff have received suitable and sufficient training.- A work equipment risk assessment has been completed.- COSHH and data sheet held for the chemical used with the fogging machine.-A list of areas | **L** | **Premises manager**  |
| **Site Risk Register** | **M** |  | * School Building Checklist to be completed
 |  | **Premises manager** |
| **General cleaning of the school environment** | **M** | * Carried out where there is an increase in number of staff pupils absent from work

A deep clean will be carried out where positive cases. | - Where fogging machines have been purchased ensure that suitable PPE has been purchased.- Staff have received suitable and sufficient training.- A work equipment risk assessment has been completed.- COSHH and data sheet held for the chemical used with the fogging machine.* -A list of areas
 | **L** | **Premises manager** |
| **Ventilation** | **H** | * [DCC](https://gateway.durhamschools.org.uk/premises/healthsafety/Lists/Covid19/Document.aspx?ID=1&Source=https://gateway.durhamschools.org.uk/premises/healthsafety%2FLists/Covid19) and [HSE](https://www.hse.gov.uk/toolbox/harmful/ventilation.htm) guidance followed

Natural ventilation used where possible. | * -Ensure testing and inspection is up to date.
 | **L** | **Premises Manager**  |
| **Control of Substances Hazardous to health (COSHH).** | **H** | -Cleaning products stored away from pupils in the classroom environment.-Use of hand sanitiser supervised by staff members.-All cleaning products clearly labelled and used as directed.-Staff directed to the COSHH assessment in place for the products that they use. | -COSHH risk assessments available on the Extranet.-Review cleaning products in use on a frequent basis, |  | **Premises Management/****Science Lead**  |
| **Main reception and entrance doors around the school.** | **H** | - Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures- Clear signage in place prompting hand washing/use of hand sanitizer.- Hand sanitiser in place.- Visitors apply hand sanitizer when they enter the school building.- Visitors sign in after they have applied hand sanitizer- Main reception area spot cleaned throughout the school day.- Tissues located at the main reception area with a lidded waste bin.- Waste bins emptied at the end of the school day.  | - Visitors are to be advised not to attend the school if they are unwell.- Visitors well being monitored when attending the school.- Visitors to be advised that face coverings are not permitted within the school building.Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life.- Face to face meetings with parents are to be booked in advance so that meeting rooms can be set up to ensure social distancing.- Where electronic signing in screens are in use, the screen is to be cleaned after each use. | **L** | **Head teacher/Staff** |
| **Office areas** | **H** | - The maximum occupancy of the office areas has been calculated to ensure social distancing.Where possible desks have been placed side by side- View panels located in office doors utilised so that the number of staff located in office spaces can clearly be identified.- The doors of Offices in use can be wedged open when occupied.- Where available, windows are opened whilst the office area is in use.- Staff leave their desks as clear as possible so that it can be easily cleaned.- 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.- Staff undertake other activities that allow them to leave the office area over the course of the school day.- Clear desk policy in place in each office area.- Cleaning schedules have been made available to schools and are available on the [Extranet.](http://www.bing.com/search?q=guidance+for+educational+settings+poster&src=IE-SearchBox&FORM=IESR3A) | - Where waste bins do not have lids place an object over the waste bin to act as a lid.- Non- office staff encouraged not access office areas unless essential. Staff to approach office area using the main windows.  | **L** | **Caretaker/ Premise Manager-On Going.** |
| **Toilet Areas/Personal Care changing facilities** | **H** | - Allocated to identified groups/bubbles of pupils.- Cleaned following each use.- Waste placed in nappy bins- Waste bins regularly emptied, and waste taken to external bin area .Nappy bins are emptied on a weekly basis by external contractor- PPE readily available for personal care.- Sanitary bins located in identified areas and have closed lids. SLA in place. | - Where nappy bins are not present waste to be double bagged and placed in lidded bins. | **L** | **Staff**  |
| **Meeting Rooms** | **H** | - Timetabled access only- Locked and secure when not in use- None essential items removed from the meeting rooms.- Seating and tables positioned to allow for social distancing- Cleaning regime in place following each meeting.- Windows opened to allow natural ventilation. Air Conditioning to be turned off and doors and/or windows left open wherever possible. Mechanical ventilation used where required.  |  | **L** |  |
| **Catering facilities** | **M** | - External Catering contractor has issued the school with a copy of their COVID-19 risk assessment for the kitchen area.- Ventilation switched on whilst kitchen staff are in the kitchen.- Identified number of staff work in the main kitchen area to ensure social distancing.- Staff start times are staggered.to ensure social distancing.- Main Kitchen floor space clearly marked to ensure social distancing.- Handwashing and hand sanitizer facilities readily available.- Handwashing posters located in welfare facilities.- Catering staff adhere [to hand washing guidelines.](https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing)- Serving hatches provide a natural social distance from pupils.- When staff are serving, they stand side by side ensuring social distancing can be maintained. - Cleaning schedules have been made available to schools and are available on the [Extranet.](http://www.bing.com/search?q=guidance+for+educational+settings+poster&src=IE-SearchBox&FORM=IESR3A)- Kitchen deliveries made directly to the kitchen area where possible.None kitchen staff prohibited from entering the main kitchen area.- Kitchen staff only move about the building where need identified for serving pupils. | - School Building checklist to be completed.- Catering Contractor/Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed.- Where need identified the number of staff in the kitchen area is to be reduced.- Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff. | **L** | **Premises Management-As required****Head teacher-Immediate****Head teacher** |
| **Deliveries to the school site** | **M** | - Only essential items are ordered by the school.- Identified staff take responsibility for deliveries made to the school.- Staff members wash their hands before and after decanting orders and storing them away.- Kitchen deliveries are made directly to the kitchen area.- On decanting products, products are to be wiped down and stored away.- Packaging to be placed in the external bin store. |  | **L** |  |
| **Waste Management on the school site** | **M** | - External bin store in place- Contractor SLA in place to remove waste materials from the school site.- Waste removed from the school building at the end of each day and placed in the designated bin store area. | - Review refuse collection SLA to ensure that it meets the current needs of the school. | **L** | **Caretaker** |
| **External Lettings** | **M** | - Access only permitted outside of school hoursAll lettings that were due to begin in October have been suspended and will be reviewed in Jan 2021 | - Meet virtually with community groups to discuss re accessing the building.- 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. External lettings have been cancelled for the Autumn term.  | **L** | **Head teacher** |
| **Build-up of pedestrian traffic/vehicle traffic around the school and it’s local community**  |
| **Close contact of adults and children on and outside the school site.** | **H** | - Pupils reminded not to congregate outside the school gates or on the school site.- Social distancing measures are in place on the school site.- Parents/Carers are continually reminded to safely park around the school site.All entrants and exits made by pupils onto or off the school site is supervised by staff.  | - Head teacher to remind Parents/Carers not congregate on the school site or around the school sites and entrances/exit.Where concerns raised by the local community, appropriate action taken | **L** | **Head teacher** |

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

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| Guidance |
| [Guidance for full opening: schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) |
| [Supporting children and young people with SEND as schools and colleges prepare for wider opening](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance) |
| [Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures) |
| [Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) |
| [Coronavirus (COVID-19): guidance on isolation for residential educational settings](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings) |
| [Extranet cleaning schedules](https://gateway.durhamschools.org.uk/staff/coronavirus/Lists/News/Article.aspx?ID=78&Source=https%3A%2F%2Fgateway%2Edurhamschools%2Eorg%2Euk%2Fstaff%2Fcoronavirus%2FLists%2FNews%2FCurrent%2520News%2Easpx&ContentTypeId=0x0104008915FA378D18459F9146E20845A8904D00B30336EC3294CD499B1D8BFA7A6DBFA7) |
| [NHS Test and Trace](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/) |
| [Coronavirus symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/) |
| [Pregnancy and coronavirus.](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/) |
| [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](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) |
| PE Guidance-[guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport[Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools)  |
| [Further and higher education: coronavirus (COVID-19)](https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19) |
| [Remote education support](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res). |
| [Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) 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) |
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| [CLEAPPS Guidance for subject areas](https://www.cleapss.org.uk/) |
| [Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) |
| [HSE guidance on working safely](https://www.hse.gov.uk/coronavirus/working-safely/index.htm). |
| [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings) |
| [Staying alert and safe (social distancing)](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july) |
| [Extra mental health support for pupils and teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers) |
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