

Whole School Spring Term 2022 COVID-19 Risk Assessment Form

All schools are advised to note the hazards/issues identified and suggested control measures/further actions in this document and add detail specific to their school.

This is a live and active document which must be shared with all staff and reviewed on a regular basis to ensure it meets the changing environment to control the spread of the COVID-19 virus.

Name and Address of the School – Croft Community School Greencroft Road End, Annfield Plain, Stanley, Co. Durham, DH9 8PR		
Head teacher- Mr Lee Davis (Head of School)	Name of Person Completing the Risk Assessment- Lee Davis Eric Nichol, Vanessa Elcock	
Current Number of Staff Employed; 82 Teaching: 24 Support Staff: 42	Date of assessment – August 2021	Date risk assessment reviewed –01-09-2021 24-11-2021 16/12/2021 04/01/2022 5/01/2022 18/01/2022
Current Number of Pupils on Roll- 187 Current number of pupils accessing alternative provision- 1		
Contractors currently working on the school site- NA		
Consultation -The Covid-19 Risk Assessment and associated COVID Policy have been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of any staff members or 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 Schools Coronavirus (COVID-19) Operational Guidance in the Summer Term 2021 and to ensure compliance with the <u>Health and Safety Executive (HSE)</u> a copy of this risk assessment has been placed on the school website.		

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Persons covered by this assessment – **The School Community, visitors, professionals, and contractors working in/attending the school site to provide support etc.**

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.

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

The school are following the guidance [Schools coronavirus \(COVID-19\) operational guidance](#) and where applicable guidance for [Early Years](#), and [Special Schools](#).

Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments, the school are adhering to the four key current systems of control;

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others-[Coronavirus: how to stay safe and help prevent the spread](#).

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
1)Transmission within the school community						
Transmission of COVID-19 in the Autumn/spring Term	H	<p>In Autumn 2021 a new variant was discovered called Omicron. This has a higher transmission rate than the delta variant.</p> <ul style="list-style-type: none"> -NHS COVID-19 Vaccination – programme/booster has commenced throughout the UK. -Pregnant staff are aware that they can get vaccinated against COVID-19 if aged 18 or over. -A register is in place at the school identifying staff members and supply who have received the vaccination (2nd and booster) for COVID-19. -Staff, Parents/Carers are aware of the symptoms of COVID-19. - The school have provided Staff, Parents and Carers with an e-mail address/contact details to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis. This is the school admin email address. -Staff/ pupils/visitors who are experiencing coronavirus (COVID-19) symptoms, will not attend the school and must self-isolate. Staff/Parent/Carers must 		<ul style="list-style-type: none"> -Remind all staff on their return to school that the NHS COVID-19 Vaccination programme can still be accessed-Book or manage your coronavirus (COVID-19) vaccination. -Ensure that the COVID-19 staff vaccination register is kept up to date during the Spring Term 2022 -Staff to be made aware that they can now book their booster vaccination. -Staff and Parents/Carers to be reminded via the schools' communication links that they must not attend the school, even if they are feeling better, until they receive their PCR test results. This is the school admin email address or Facebook page. -Where coronavirus symptoms presented Staff and Parents/Carers advised to follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. -Staff and Parents/Carers to be reminded to report the LFD/PCR results to NHS Test and Trace. -If a pupil has symptoms and the PCR test is negative the staff/pupil can return to school. -Where a positive case is identified NHS Test & Trace will contact those who test 	Headteacher	M

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		<p>arrange a PCR test where symptoms are presented.</p> <p>-Staff and Parents/Carers follow the sickness absence procedure in place at the school</p> <p>-Staff and Pupil attendance records maintained each day.</p> <p>-All staff and pupils adhere to any instructions, advice, guidance, and site rules provided to them.</p> <p>-Identified staff and pupils are participating in Lateral Flow Device testing twice weekly during the spring term. This will be done in school</p> <p>All pupils and staff should wear a face covering when in communal areas. They should also wear one in the classroom until at least 26th January when the plan B is revised</p> <p>People who are exempt from wearing a mask on medial grounds should provide a</p>		<p>positive – or their parent or legal guardian – to identify close contacts.</p> <p>-Staff and Parents/Carers advised to report the outcome of their LFD/PCR tests results to the school via the previously agreed route which is by either the Facebook page, admin email, school telephone.</p> <p>-NHS Test and Trace are now responsible for contacting close contacts.</p> <p>People testing positive can take a LFD test on day 5 and 6 24 hours apart. If these are negative the person can return to their place of education on day 6</p> <p>-Contingency framework in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities being undertaken. This has been shared on the school website.</p> <p>-Where a parent/carer insists that a pupil attends the school, the Headteacher can take the decision to refuse the pupil entry into school if, in the Headteachers reasonable judgement, it is necessary to protect other pupils and staff from possible infection of COVID-19.</p>		

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		<p>medical note from their GP to explain this. They should show this to a member of SLT</p> <p>Onsite daily testing will resume for specific classes where cases are identified. If a class has 2 or more cases, they may be put into a red bubble and must not mix with the rest of the school population. They must not participate in external trips and must not have external visitors in.</p> <p>Where primary pupils are identified as a close contact of a positive case, parents will be identified and must undertake daily LFD tests at home. They must provide evidence of the negative test before sending the pupil to school</p> <p>People who are fully vaccinated, or children between 5 years and 18 months who are identified as a close contact of someone with COVID-19 should take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a</p>		<p>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. Try to maintain social distance from colleagues and pupils wherever possible. The staffroom will return to all staff being able to use it but wipe down any touch points after use.</p> <p>- All positive cases will be reported by the DHT on the durham reporting website</p>		

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>positive test result or develop symptoms.</p> <p>-Weekly updates circulated to Headteachers by Jim Murray-Head of Education and Skills.</p>				
Staff/Pupils identified as close contacts by NHS Test and Trace	M	<p>-Staff who are fully vaccinated or pupils under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead they must do a lateral flow test every day for 7 days and report the result. This is regardless of which variant they have been exposed to</p> <p>-A register is in place at the school identifying staff members that have received the vaccination and booster for COVID-19.</p> <p>-Staff who are not fully vaccinated will have to isolate for 10 days if they are identified by NHS Test and Trace as being a close contact.</p>		<p>-Staff/Pupils identified as close contacts will be contacted by NHS Test and Trace and advised to take a lateral flow test for 7 days</p> <p>-Close contacts within schools etc. will be traced by NHS Test and Trace where the positive case specifically identifies the individual as having been a close contact.</p> <p>-Staff/Pupils identified as close contact will not need to self-isolate while during this period unless they develop symptoms or get a positive result</p> <p>-The school will continue to keep a record of pupils and staff known to be symptomatic or to have tested positive, so that they can provide assistance if contacted by NHS Track and Trace.</p> <p>-Consideration be given to continuing with seating plans in classrooms. Pupils to continue to face front wherever possible. If group tasks are to be completed please ensure consistency of class groups within the classroom</p>	Headteacher	L

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		<p>- School will continue to contact parents of pupils who have been in close contact with a sportive case</p> <p>-Contact Tracing for Step 4 Onwards Frequently Asked questions read where need identified.</p>		setting. Pupils will remain in class/year bubbles wherever possible including during lunch and break times.		

2) Lateral Flow Device (LFD) Asymptomatic Testing Site (ATS) testing in schools and LFD testing at home.

ATS Pupil LFD Testing in Schools	H	<p>- Rapid LFD testing remains a vital part of the plan to suppress the COVID-19 virus. Schools are following the guidance; Schools COVID-19 operational guidance.</p> <p>-Asymptomatic Testing Site (ATS) set up in an identified area in the school for the start of the Autumn Term 2021 to test pupils who have given consent.</p> <p>-LFD testing programme put in place to test each Secondary school pupils/year group who have volunteered to participate, prior to the start of the school term.</p> <p>-Staff and pupils will wear face coverings in the ATS testing area.</p> <p>-Consenting Secondary school age pupils will complete 2 onsite tests, 3 to 5 days apart, on their</p>		<p>-Ensure that consent forms for participation in the LFD testing are sent out to staff/pupils including any new pupils joining the school.</p> <p>-All pupils with consent will be tested upon their return to school on 6th January 2022.</p> <p>Due to the rise in Omicron cases over the Christmas period, all pupils with consent will be tested in school twice weekly until 26th January when Plan B is revised</p> <p>-Registers to be updated as required for staff/pupils participating in the LFD testing.</p> <p>-Where Secondary age pupils are present, Croft will retain a small asymptomatic testing site (ATS) on-site until further notice so we can offer testing to staff/pupils who are unable to test themselves at home. There is a list provided within the school setting of pupils where parents have provided</p>	Headteacher	L
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		<p>return to school in the Spring Term 2022, before moving to twice weekly LFD tests at home or at school</p> <p>-Trained staff supervise pupils undertaking a LFD test in the ATS.</p> <p>-Identified staff/pupils are participating in the LFD testing voluntary programme in Secondary and Special schools.</p> <p>-LFD participation records are maintained to identify and monitor Staff and Pupils who have given consent to participate in the school/home testing programme;</p> <p>Rapid asymptomatic testing in specialist settings (applies from step 4) and School COVID-19 operational guidance followed.</p> <p>-Asymptomatic Testing-Primary age pupils will not be tested with LFDs. PHE have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices.</p>		consent. This will take place in the school gym or medical room and all H and S programmes are implemented.		
Staff/Pupil with a recent Covid-19 diagnosis	M	- Even if someone has tested positive for COVID-19 within the last 90 days they are strongly encouraged to take part in the LFD testing on-site through ATS or at home once they have		-Encourage all pupils at school and all staff to comply with LFD testing	Head Teacher- As required	L

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		completed their isolation period for their prior infection				
Pupil ATS Positive LFD Test	H	<ul style="list-style-type: none"> -The school report the LFD test results to NHS Test and Trace. -Parents/Carers contacted when a pupil has a positive LFD test result and asked to collect their child. -The pupil is isolated from all other pupils and staff whilst on site, where possible, until they are collected by their parents/carers. -Parents/Carers advised to follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection 		<ul style="list-style-type: none"> -Parents/Carers advised to book a PCR test for the pupil. -Parents/Carers advised to report the outcome of the PCR to Test and Trace and school as quickly as possible via the Facebook, school admin email address or the school office. - If the PCR test is negative the pupil can return to school. -Parents/Carers advised to follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection -Parents/Carers reminded to report the results of the PCR test via the school e-mail address/contact details provided by the school. The e-mail address/contact details are monitored by the school on at least a daily basis. 	Headteacher	L
Home Asymptomatic Testing	M	<ul style="list-style-type: none"> -The school have provided Staff, Parent and Carers with an e-mail address/contact details to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis. -The school are following; 		<ul style="list-style-type: none"> - Continue to advise Staff, Parents and Carers to report LFD Test results reported via -Report a COVID-19 rapid lateral flow test result. -A small on-site LFD test centre is maintained in secondary schools to allow for those unable to take LFD test at home on site. This is available in the school hall. -Parents/Carers of Primary aged pupils are to be reminded that Primary School 	Headteacher	L

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		Primary schools, school-based nurseries and maintained nursery schools. Testing for secondary schools and FE colleges. SEND and specialist settings. -Staff and pupils were advised to continue twice weekly testing over the Christmas period. -LFD Home testing risk assessment in place. -Primary School age pupils presenting with symptoms of COVID-19 should have a PCR test. -Staff continuing to undertake twice weekly home tests whenever they are on site -Staff, Parents and Carers advised to report LFD Test results reported via - Report a COVID-19 rapid lateral flow test result.		age pupils should not be undertaking LFD tests at home. Parents/Carers of Primary age pupils presenting with symptoms of COVID-19 are advised to take them for a PCR test.		
Home Positive LFD/PCR test result	H	-Staff and Parents/Carers advised to report the outcome of their LFD/PCR tests results to the school via the previously agreed route. -Staff, and parent/carers are aware to report the LFD/PCR test results via the NHS Online reporting system for both negative, void, and positive test results.		-Parents/Carers reminded to report the results of the PCR test via the school e-mail address/contact details provided by the school. The e-mail address/contact details are monitored by the school on at least a daily basis. This is via the school Facebook, website or school admin email address. -Staff, and parent/carers are to be reminded to report the test result via the NHS Online Test and Trace reporting	Headteacher	L

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		A person who tests positive for COVID 19 will have to isolate for at least 7 days. They can take a LFD test on day 5 and 6 of their isolation. If both of these tests are negative they can return to their education establishment on day 6. If the tests are positive they must continue to isolate. This is also the case for primary age pupils.		system for both negative, void, and positive test results. --If the PCR test is negative the staff/pupil can return to school. -Where a positive case is identified NHS Test & Trace will contact those who test positive – or their parent or legal guardian – to identify close contacts.		
COVID-19 Outbreak	H	-DCC Public Health Team are monitoring all positive cases reported in the County. Where an increase in cases occurs, DCC H&S Team may be contacted to offer support to identified schools. The school will report the cases online on the form to DCC, requesting assistance if necessary. School will provide information such as classes and taxi groups. https://doitonline.durham.gov.uk/service/COVID_19_Organisations__Workplaces_and_Education		- -The school may be contacted, by the local health protection teams in response to a local outbreak. -Where an outbreak is identified it may be necessary to reintroduce class bubbles and restrict movement around the building. -Where concerns are raised with the number of positive cases within the school community contact the DfE helpline on 0800 046 8687 and selecting option 1.	Headteacher	L
3)Day to day infection control.						

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Infection Control within the school	H	<p>-Staff and pupils who experience COVID-19 symptoms or have a positive LFD test whilst at school are sent home as soon as possible and must arrange to have a PCR test. - Parents/Carers are contacted to collect pupils from the school site.</p> <p>-Pupils who experience COVID-19 symptoms are to be collected from school as soon as possible. They are isolated (outside if the weather conditions permit) and supervised</p> <p>-If a pupil needs direct personal care until they can return home, staff wear gloves, an apron, and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.</p> <p>-Anyone who comes into close contact with someone with COVID must do a lateral flow test every day for 7 days regardless of the variant. They must book a PCR test. They do not need to isolate.</p> <p>-Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days.</p> <p>-Close contacts should take a PCR test but do not need to isolate; they can continue to</p>		<p>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</p> <p>-Staff and pupils should avoid using public transport and, wherever possible, be collected by a member of their family or household should a positive test be recorded.</p> <p>--Staff members well being assessed as to whether they are fit enough to make their own way home. Where need identified, next of kin to be contacted.</p> <p>-Close contacts are now identified via NHS Test and Trace, schools are no longer required to undertake contact tracing.</p> <p>- Depending on the status of COVID-19 at any time, nationally, locally and within the school community, the senior leadership team will decide whether to step up or down the restrictions as necessary. They will take advice from public health and DCC. They will at all times follow government advice that is current.</p> <p>Pupils will continue to be taken to the isolation room if they display symptoms of Covid-19. This will continue to be the head teacher's office.</p> <p>Close contacts to be informed to conduct a PCR test but there is not a need to isolate.</p>	Headteacher	M

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		attend the school setting whilst they are waiting for their results (unless they develop symptoms). - Infection Control Risk assessment in place to manage other biological hazards within the school community. -Spillage policy in place.				
Social Distancing within the school building	H	-All occupied areas within the school will be ventilated throughout the school day. -Good hand and respiratory hygiene demonstrated when moving about the building. -Pupils are supervised when moving about the building.		-Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. All windows to remain open at all times including corridor windows. E.Nichol or bev Liddell to check these on a regular basis. Classroom staff to monitor following lesson changeover. -Measures previously put in place (e.g., one-way systems/dedicated access/egress points into the building) to ease congestion when staff and pupils are entering/exiting and moving about the building can still continue. -Consideration be given to phasing in school activities where year groups and staff will interact during the start of the school term. Assemblies to continue via Office 365. Class groups to remain in place over lunch and break times as well as social interactions. The risk assessment will be reviewed and updated on a regular basis or whenever there is a change in circumstances,	Headteacher	L

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				<p>such as the new variant, omicron, and the changes this brings.</p> <p>-Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues especially during break and lunch-times.</p>		

4) Maintaining Hand and Respiratory Hygiene.

Hand and Respiratory Hygiene	H	<p>-Handwashing/application of hand sanitiser imbedded in the daily routines of the school.</p> <p>-Supplies of hand sanitiser (60-70% alcohol) available at entrance points and where there are no handwashing facilities around the school site (Supplies regularly monitored & maintained).</p> <p>-Support is provided to pupils who are unable to clean their hands independently, especially where hand sanitiser is used, to prevent hazards such as ingestion</p> <p>-Staff and Pupils wash their hands or apply hand sanitiser (60-70% alcohol);</p> <p>- When they arrive at the school</p> <p>- When they return from break periods</p>		<p>-Handwashing guidance and to be shared with staff so that pupils can be reminded how to wash their hands/apply sanitiser. Hand wash information signs are on display throughout the building</p> <p>Where there are no sinks then hand wash stations have been provided checked regularly, refilled and emptied on a weekly basis. Hand towels and hand soap is provided and replenished as and when required.</p> <p>Pupils and staff to be continually reminded of frequent handwashing upon arrival at school and during lesson changes at the end of every lesson. Hand sanitiser dispensers are placed throughout the building from reception through to lower and upper elevations to include all toilet areas</p>	Headteacher	M
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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<ul style="list-style-type: none"> - When they change rooms - Before and after eating -Following interventions -Hand, cleaning, and respiratory stations remain within communal and classroom environments. -Sufficient handwashing facilities are available around the school hand dryers readily available. -Handwashing, and hand sanitiser posters located in Staff and Pupil toilet areas and around the school site. -The school are utilising The e-Bug COVID-19 website resources. 				
Face Coverings	H	<p>All pupils, visitors and staff are required to where face coverings as much as possible, especially in communal areas. Some staff and pupils are exempt from wearing a face covering and no pupil should be forced against their will. All pupils will be actively encouraged to wear a face covering.</p> <p>Everyone should be encouraged to wear face covering in the classroom until at least 26th January</p> <p>-Participating in the LFD testing in the ATS testing area at the school.</p>		<p>-Staff/pupils wishing to wear face coverings when on the school site can continue do so.</p> <p>-If an outbreak occurs in the school, a director of public health might advise that face coverings are temporarily worn by staff and pupils in the communal areas and within classrooms (unless staff, pupil, visitors are exempt.</p> <p>-Face covering guidance followed.</p> <p>-Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape</p>	Headteacher	M

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		<ul style="list-style-type: none"> -Worn in enclosed and crowded spaces when staff meet people they don't normally meet. -Worn by pupils and staff when accessing public and dedicated transport. -Staff and pupils wash or sanitise their hands when they remove their face covering. -Access to handwashing facilities and hand sanitiser readily available around the school site. -Face covering guidance followed. 		of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.		
Use of Personal Protective Equipment when supporting pupils	H	<ul style="list-style-type: none"> -First aid risk assessment in place. -First aid/medication activities carried out in a well-ventilated area at all times. -Supply of PPE readily available; gloves/aprons/face coverings. -EHCP's in place for identified pupils. 		<ul style="list-style-type: none"> -Staff wishing to wear face coverings when providing first aid/medication/personal care support are to be permitted to do so. Staff to be reminded of the need to wear PPE equipment. This is stored in the First Aid room and in the cupboards outside the Headteacher's office. 	Headteacher	M
5)Ventilation around the school site and on public/dedicated transport						

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
Poor Ventilation	H	<ul style="list-style-type: none"> -Windows/doors around the school building are opened prior to the start of the school day. -Ventilation is achieved by opening windows, classroom doors and vents. -Unoccupied spaces such as dining halls, studios and sports halls windows and doors are open all day to allow a through put of air around the building. -Classrooms, offices, kitchens, and corridor areas etc. are well ventilated prior to the start of the school day. - windows are opened just enough to provide constant background ventilation. -Where available high-level windows opened in preference to low level windows to reduce draughts. -Windows are opened fully during break and lunchtime periods to purge the air in classroom areas. -Internal doors opened to assist with creating a throughput of air. -Where need identified external doors opened where safe to do so. 		<ul style="list-style-type: none"> -Continually remind staff that Office, Classroom doors and windows to be wide open when the room is not occupied. -The school are to identify rooms that don't have natural ventilation/vents or mechanical ventilation and review whether alternative workspaces can be utilised. Rooms on the lower elevation Art, Science, Library Toilet areas and Deputy heads room all have their own supply of fresh air generated by the nu-air systems installed 2015 -Where a room is in use and there are no means of ventilation ensure that the door is open at all times wherever possible. -Where concerns are raised regarding lack of ventilation consideration given to purchasing/hiring air conditioning units. -Where need identified staff and pupils advised to wear additional clothing during the autumn term. Pupils will be allowed to keep on coats in relation to the temperature in the room. Hoodies to be discussed in school with the whole staff team. Our school building is classed as a breathable building due to the ventilation systems that were installed when the building was built during 2015, we have air conditioning units with in the street area and nu-air units in areas where there are no windows present our advice to the class staff as an extra precaution is to open 	Headteacher	L

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>-Mechanical ventilation systems used where available – they are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance systems adjusted to full fresh air.</p> <p>-Where fresh air is not available, then systems should be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply).</p> <p>-Mechanical ventilation tested and inspected as per manufacturer's instructions.</p> <p>-The HSE guidance and CIBSE COVID-19 guidance for ventilation followed.</p> <p>Carbon dioxide detectors are in every room and will be monitored daily by site staff.</p> <p>Teachers are aware of the figures for clean air and will be mindful of this throughout the school day.</p> <p>Under 800PPM does not require any action</p> <p>Over 800PPM consistently, increase ventilation</p>		class doors to allow additional air flow around these rooms, where staff are still concerned then additional mechanical fans are provided. We have also investigated the possibility of purchasing air purifiers for these rooms as additional measures to provide a safer working environment for all.		

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		Over 1500 PPM consistently is an indication of poor ventilation. Ventilation can be increased where necessary by opening windows and doors wider or by leaving the room for a short period of time to allow fresh air to circulate.				
6) Cleaning carried out on the school site						
Use and storage of cleaning products	M	<ul style="list-style-type: none"> -Hand, respiratory, cleaning stations located around the school site. -Staff read the labels of chemicals/substances used to clean surfaces prior to use. -Full Stock check completed in the Summer Term regarding available resources /stock currently held. - COSHH and MSDS sheet held for the chemical used and shared with staff carrying out cleaning activities. -Stocks replenished where need identified. 		Hand wash stations are readily available throughout the site COSHH sheets are available on request from Site Manager for all cleaning chemicals that are purchased by the school MSDS sheets are also available upon request. Stock levels are monitored and maintained throughout the school year all cleaning products are stored out of reach of children behind a locked door	Headteacher	L

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School BJ	COVID-19 Risk Assessment-	06	Autumn 2021	July 2023	19/30

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<ul style="list-style-type: none"> -Cleaning products stored away from pupils in the classroom environment. -Cleaning products stored in designated secure areas around the school site. -All cleaning products clearly labelled and used as directed. -Appropriate PPE worn. 				
Cleaning schedule on the school site	H	<ul style="list-style-type: none"> - COVID-19:cleaning non-healthcare settings outside the home. guidance followed. -Enhanced cleaning schedules put in place at the beginning of the pandemic throughout the school day will continue. -Hand, cleaning, and respiratory stations remain within communal and classroom environments. -Cleaning staff allocated specific areas to clean within the school environment. -Staff will continue to clean surfaces frequently through the day in classrooms. -Where able to pupils clean down work surfaces prior to moving from one room to another -Where staff 'hot desk', work surfaces and equipment cleaned after use. 		<p>-Croft school follow the guidance from DCC regarding cleaning regimes Where need identified the cleaning, schedule is reviewed, and additional cleaning carried out.</p> <p>Reduction as far as possible with hot-seating activities.</p> <p>Lesson reminders for staff and pupils to wipe down desk at the end of each lesson.</p> <p>Antibacterial wipes are located in each classroom for staff and pupils to clean their working areas</p>	Headteacher	L

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School BJ	COVID-19 Risk Assessment-	06	Autumn 2021	July 2023	20/30

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<ul style="list-style-type: none"> -Desks, tables, surfaces clear at the end of each day to allow for cleaning of surfaces. -A regular cleaning schedule is maintained. This includes twice daily cleaning (using standard detergent and disinfectant products.) of all areas and equipment, with a particular focus on frequently touched surfaces: -Work surfaces -Toilets -Door Handles/ Access Buttons -Handrails -Light switches -Kitchen areas and associated equipment - Printers/ Photocopiers -Shared resources -Meeting rooms clearly identified if they require cleaning after use. -Office areas -Dining tables thoroughly cleaned with detergent and disinfectant prior to each sitting. -Appropriately competent cleaning staff employed at the school to undertake cleaning tasks. -Communal equipment including fridges and kettles etc. wiped down following use. - Cleaning staff will only be required to wear the PPE that 		<p>At Croft we have cleaning staff on duty throughout the school day who carry out periodic cleaning of all high touch areas.</p> <p>Antibacterial wipes are available on photo copiers for all to use</p> <p>A separate cleaning regime is in place during dinner/lunch periods all tables are cleaned after each sitting.</p> <p>PPE is available for all staff involved with cleaning activities by way of disposable gloves in sizes S M L XL disposable aprons face masks or visors this equipment can be found in any classroom or via the cleaning team</p>		

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		they would normally use when undertaking cleaning activities -Spillage policy in place. -Minibuses and cars to be wiped down inside after use. -PE equipment to be wiped down between uses where possible.		Antibacterial wipes are available in the minibus and replenished as and when required the minibus is cleaned after each use Again Antibacterial wipes have been provided to the PE department to allow for equipment to be cleaned after each use		
Waste from 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		At Croft we have no external bin storage. All our waste is collected by Suez on a weekly basis. Rubbish is removed from school on a regular basis throughout the school day no rubbish is left in the building overnight		L
7)Pupil/Staff Anxiety						
Staff Anxiety	M	-SLT ensure that staff members who have to self-isolate are contacted each week or more frequently where need identified. -Staff workload monitored by the SLT.		-SLT to ensure that information is shared with staff in a timely manner. -Staff to raise concerns with the SLT as and when they arise. -Where need identified refer staff to DCC Occupational Health. -Continue to remind Staff members of the support available from; Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing and the Our Frontline: Wellbeing toolkit for	Headteacher	L

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School BJ	COVID-19 Risk Assessment-	06	Autumn 2021	July 2023	22/30

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
				educators brings together a range of resources and support for staff. -The school will utilise sources of support to help those experiencing emotions such as extra mental health support for pupils and teachers . -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.		
Pupil Anxiety	M	-Safeguarding Policy in place and reviewed in line with COVID-19. - Mental Wellbeing continues to be part of the curriculum for the Autumn 2021 Term. -The school are working with agencies who regularly support their pupils with social and emotional support. -Pastoral support readily available to pupils.		-Staff to raise concerns with their Delegated Safeguarding Lead in the first instance.	Headteacher	L
8) Staff and Pupils previously identified as Clinically Extremely Vulnerable (CEV) or Clinically Vulnerable (CV) in the school community.						
Staff	M	-Social distancing measures have now ended in the workplace and it is no longer necessary for staff to work from home.		- If staff who were previously identified as CEV or CV have not yet received their first, second or booster vaccination, they can contact their GP, book your vaccination appointment online or call 119	Headteacher	L

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<ul style="list-style-type: none"> -The government has ensured that everyone on the Shielded Patient List (CEV/CV) should already have been offered the COVID-19 vaccine. -Register in place of staff members who have received the COVID-19 vaccination. -Medical ill Health risk assessment completed. 		<ul style="list-style-type: none"> -Staff to be made aware that A booster vaccine programme is expected to be rolled out from September 2021. -Review the Medical ill Health risk assessment during the Autumn Term. -Where need identified refer staff to DCC occupational Health. -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. 		
Pupils	M	<ul style="list-style-type: none"> -Individual healthcare plans are in place for identified pupils. -All CEV pupils are attending the school unless they have been advised not to by their GP or clinical specialist, or because they have tested positive for COVID-19 -Professionals supporting pupils who attend the school site are made aware of the schools' current systems of control prior to attending the school site. 		Ensure individual healthcare plans are up to date and monitored regularly.	Headteacher	L
9) New and Expectant mums in the school community						
New and Expectant Mums (pupils and staff)	M	<ul style="list-style-type: none"> -New and Expectant Mum risk assessment in place. -The school and New and Expectant Mum are following the guidance NHS Pregnancy and 		-Where New and Expectant Mum risk assessments have previously been completed, they are to be reviewed during the Autumn Term.	Headteacher	L

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School BJ	COVID-19 Risk Assessment-	06	Autumn 2021	July 2023	24/30

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		coronavirus (COVID-19) , and guidance from The Royal College of Obstetricians & Gynaecologists -Hand, cleaning, and respiratory stations located within the classroom environment. -Working area well ventilated throughout the school day. -New and Expectant mums have been advised to participate in the twice weekly home LFD testing programme. -New and Expectant mums are aware of the symptoms of COVID-19. -New and Expectant mums are supported by their midwife. -New and expectant mum are given time during work hours to attend all medical appointments as required.		-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. -New and Expectant Mum to raise concerns with her immediate manager in the first instance. -The new and Expectant Mum is to be advised to follow the guidance- How to avoid catching and spreading coronavirus (COVID-19) ; <ul style="list-style-type: none"> • Get vaccinated – everyone aged 18 or over can book COVID-19 vaccination appointments now • Meet people outside if possible • Open doors and windows to let in fresh air if meeting people inside • Limit the number of people you meet and avoid crowded places • Wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places • Wash your hands with soap and water or use hand sanitiser regularly throughout the day Don't <ul style="list-style-type: none"> • Do not touch your eyes, nose, or mouth if your hands are not clean -Staff are to be advised to continue to make sensible decisions regarding their		

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
				proximity to others both in class and with colleagues.		

10) Domestic and International Educational Visits

EVOLVE	M	-Visits uploaded to EVOLVE in a timely manner. -Educational visits planning guidance followed.		-When considering booking a new educational visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. -Coronavirus (COVID-19):safer travel guidance for passengers and Red, amber and green list rules for entering England to be reviewed prior to new bookings being made. Decisions made regarding external visits will be made on an individual basis and will reflect the current situation, particularly with regards to the new variant and the transmission rate of this. There will be no external visits approved between 04/01/2022 – 26/01/2022		L
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11) Professionals/Visitors and Contractors on site.

Visitors/Contractors and External Support Staff on the school site.	M	-All visitors sign in when they attend the school site. -Hand sanitiser station in place at the main entrance.		-Professionals/Visitors and Contractors to be advised in advance of the schools wishes regarding wearing face coverings on the school site;		L
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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		-Clear signage in place at the main entrance in relation to use of hand sanitiser and face coverings. - Hand sanitiser (60-70% alcohol applied before entering the school building. -Face covering guidance followed. -Main reception area spot cleaned throughout the day.		Face coverings worn in enclosed and crowded spaces when staff come into contact with people they don't normally meet. -A supply of face coverings are to be readily available at the main entrance for visitors to the site.		
Catering Contractors	M			The school's catering contractors are to continue to follow the Working Safely During Coronavirus (COVID-19) .		L

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.The Health and Safety Team have placed all relevant documents in a [COVID-19 file](#) on their Extranet page.

All relevant guidance contained in this document is subject to updates as required.

Guidance
Schools COVID-19 Operational Guidance.
Early Years and Childcare settings.

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Further education, colleges, and providers.
Special schools, special post-16 providers and alternative provision.
Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.
Symptoms of coronavirus (COVID-19)
Rapid asymptomatic testing in specialist settings (applies from step 4
Regular rapid lateral flow coronavirus (COVID-19) tests.
Report a COVID-19 rapid lateral flow test result.
Book or manage your coronavirus (COVID-19) vaccination.
Coronavirus: how to stay safe and help prevent the spread.
Use of PPE in education, childcare, and children's social care.
Contact Tracing for Step 4 Onwards Frequently Asked questions read where need identified.
Guidance
COVID-19: cleaning non-healthcare settings outside the home.
Contingency framework: education and childcare settings.
Face coverings: when to wear one, exemptions, and how to make your own.

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Red, amber, and green list
Coronavirus (COVID-19): safer travel guidance for passengers
Catch it, bin it, kill it.
E Bug COVID-19 website.
COVID-19: cleaning non-healthcare settings outside the home.
HSE Guidance
HSE Ventilation guidance
CIBSE COVID-19
Kitchen Contractors
Working Safely During Coronavirus (COVID-19).
New and Expectant Mums
NHS Pregnancy and coronavirus (COVID-19) Guidance
How to avoid catching and spreading coronavirus
Pregnancy, breastfeeding, fertility, and coronavirus (COVID-19) vaccination
Book or manage your coronavirus (COVID-19) vaccination.

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JCVI Interim advice: potential COVID-19 booster vaccine programme winter 2021 to 2022.
The Royal College of Obstetricians & Gynaecologists
Mental Well-being
Promoting and supporting mental health and wellbeing in schools and colleges
extra mental health support for pupils and teachers.

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