



Anthony Gell School

Risk Assessment for School Site – Coronavirus (COVID-19) - 2021 - 2022

Assessment Date 16th August 2021
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V1 - September 2021
V2 – November 2022 – green text

Name of Assessor 1: Holly Walker-Riggott
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Name of Assessor 2: Steve Beech
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Signature:

Signature:

Signed and Accepted by the Headteacher/Manager: Malcolm Kelly
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Date: 30 November 2021
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Review Dates

<i>Date</i>	<i>By whom</i>
29.11.21	H Walker-Riggott

Adapted from DCC Health and Safety

This Risk Assessment has been divided into the following sections. You can read all of this guidance, but please pay particular attention to the ones relevant to your role:

- [Management responsibilities – SLT, DTL, ADTL and Office Manager](#)
- [Staff responsibilities – all staff on site, including management and First Aiders](#)
- [Student Responsibilities – all students on site](#)
- [Site Team Responsibilities – All site team including caretakers and cleaners](#)

This risk assessment is to be used with existing risk assessments and Government Guidance - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment. COMPLETED VIA FORMS/IN HOUSE TRAINING AND RECORDED ELECTRONICALLY

Key to Lead Person column:

Initials	Person / Job Title	Person initials
HT	Headteacher	MK
DHT	Deputy Headteacher	SWM
AHT	Assistant Headteachers	KRL, PDL, RP
SBM	Business Manager	HWR
SLT	Senior Leadership Team	All people above
DTL	Department/Faculty Leads	AW, DG, JG, MB, RS
SM	Site/Premises Manager	SB
ALL	All staff attending site	-
OM	Office Manager	DM
PA	PA to the Headteacher	HH
SENCo	SEN Co-ordinator	LC

Hazard	Control Measures	Additional Controls required	Date	Lead role	✓
SECTION FOR ALL TO READ					
Developing symptoms of COVID-19 on site	<p>If a student, visitor or staff member develops symptoms of coronavirus (COVID-19), they will be sent home and informed to <u>book a test and follow the NHS Test & Trace advice regarding testing and isolation. This will depend upon their vaccination status and role designation.</u> (Children under 18 and adults who have had 2 vaccines are no longer required to isolate if they are a close contact of a positive case – they will be asked to take a PCR test by NHS test and trace. If it is confirmed that the positive test is the new variant (Omicron), test and trace will advise close contacts to isolate)</p> <p>Students with symptoms of coronavirus (COVID-19) will be taken to designated area (Pastoral Room 3) whilst being mindful of the Student’s needs. Parents informed of their child developments and asked to collect immediately (staff are also informed).</p> <p>Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school).</p> <p>PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer’s instructions, using the warmest water setting and dry items completely (Most viruses won’t survive in temperatures over 60°C).</p> <p>In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.</p> <p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.</p>	<p>The school will inform the relevant staff/parents to follow the NHS Test and Trace advice. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>To limit disruption a separate toilet is used by the Student if required (as this would require enhanced cleaning before being used by anyone else).</p> <p>Staff are aware of the locations for PPE. Staff assisting someone with symptoms do not need to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test and follow NHS Test & Trace advice regarding isolation).</p> <p>Note; schools should not request evidence of negative test results or other medical evidence before admitting children or</p>	<p>From 16.8.21</p>	<p>AHT – Pastoral and SBM</p> <p>Pastoral</p> <p>SBM</p> <p>SBM</p> <p>HT</p> <p>Pastoral</p>	

		welcoming them back after a period of self-isolation			
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Hazard	Control Measures	Additional Controls required	Date	Lead role	✓
SECTION FOR ALL TO READ					
Confirmed COVID-19 case	<p>If someone tests positive, they will follow the NHS Test and Trace Advice regarding testing and isolation.</p> <p>The 10-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. Other members of their household should refer to the NHS Test & Trace guidance for advice.</p>	The isolation period includes the day the first person the household's symptoms started (or the day their test was taken if they did not have symptoms). Members of their household (including any siblings) should follow NHS Test & Trace advice regarding testing and isolation requirements.	August 2021	SBM	✓
Contingency Planning	Guidance may alter at any time, and measures within the school change with, at times, little notice. The School has prepared a Contingency Plan in line with the Government Guidance in preparation for any changes to the day to day running of the school	Please see a copy on the Anthony Gell website: https://www.anthonygell.co.uk/wp-content/uploads/2021/11/ags_covid-outbreak-management-plan_sept_202-1.pdf	August 2021	HT	✓
Precautionary measures	<p>All staff, students and visitors will be required to wear a face covering (unless exempt) when moving around the premises. This means when commuting between lessons, in corridors and communal areas such as the hall and the canteen, and whilst on public and school transport. There is no requirement to wear a face covering in lessons or outdoors over break and lunch. A small supply of face coverings will be available - but it is expected for students, visitors and staff to supply their own.</p> <p>All staff, Students and visitors will wash/sanitise (alcohol hand gel 60% minimum) their hands more often than usual, including before and after eating and before and after using shared equipment.</p>	<p>Face covering exemptions include (but not limited to):</p> <ul style="list-style-type: none"> • a physical or mental illness or impairment, or disability • severe distress • people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate • to avoid the risk of harm or injury to yourself or others • in order to take medication 	November 2021	<p>All staff, students and visitors</p> <p>Site Team</p>	✓

Hazard	Control Measures	Additional Controls required	Date	Lead role	✓
MANAGEMENT RESPONSIBILITIES					
Staffing arrangements	Staffing numbers have been determined including support staff such as facilities, IT, midday and office/admin staff, first aiders, fire wardens. Including at least one of the following: <ul style="list-style-type: none"> • First aider (trained at the level for the relevant age group and associated risks of the school) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/Cleaner, site support staff • Office staff member 	Staff training required to implement any changes that the school plans to make, either delivered remotely or in school is scheduled.	At all times	HT	✓
	Plans in place to respond to increased sickness levels are in place with cover arrangements determined (including leaders and safeguarding designated leads		Sept 2021	AHT	✓
	Consideration has been given to the options for redeployment of staff to support the effective working of the school.	For any redeployment taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.	Sept 2021	HT/ DHT	✓
	Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.		Current Practice	AHT - pastoral	✓
	Arrangements for accessing testing, if and when necessary, are in place and staff are clear on returning to work guidance			SBM	✓
	The approach for inducting new starters has been reviewed and updated in line with current situation.			PA	✓
	The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff.			SBM / PA	✓
	Flexible working arrangements needed to support any changes to usual working patterns are agreed.			HT	✓
	Staff workload expectations are clearly communicated			SLT / DTL	✓

Hazard	Control Measures	Additional Controls required	Date	Lead role	✓
MANAGEMENT RESPONSIBILITIES					
Staffing arrangements	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	DBS and vetting processes now resolved. All other HR processes are now mostly remotely carried out	Sept 2021	SBM / PA	✓
	Consideration of available testing for school staff is updated according to latest government advice: Test and Trace .	Test kits available from the school or local pharmacies, postal PCR tests available through school or 119.	Sept 2021	SBM	✓
Test and Trace	The school understands the NHS Test and Trace process and how to contact our local Public Health England health protection team (Also known as the UK Health Security Agency) . The schools have informed staff members and parents/carers the importance to engage with the NHS Test and Trace process to; <ul style="list-style-type: none"> provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace <u>self-isolate/ daily test as per government guidelines depending upon the vaccination status, age and role of individual as advised by DfE/Public Health.</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).	https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-2-people-who-have-had-close-contact-with-someone-who-has-covid-19	Sept 2021	HT / SBM	✓
	Staff, Students and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia).		Ongoing	SLT / DTL	✓
Possible case of COVID-19	The school will inform the relevant staff/parents to follow the NHS Test and Trace advice	Staff and Headteacher/Manager/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.	Ongoing	SBM	✓

Hazard	Control Measures	Additional Controls required	Date	Lead role	✓
MANAGEMENT RESPONSIBILITIES					
Confirmed case of COVID-19	<p>When the school becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19), contact is made with the local health protection team (<i>this team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school</i>) – as identified by NHS Test and Trace.</p>	<p>Complete the local spreadsheet and email to asch.testandtrace@derbyshire.gov.uk</p>	As required	SBM	✓
	<p>The health protection team will work with schools in the above situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools will be given advice on:</p> <ul style="list-style-type: none"> • 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 <p>A supporting flowchart is available to download for dealing with Coronavirus (COVID-19) suspected and confirmed cases. (see the last page of this document).</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	<p>If there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school will continue to work with their local health protection team who will be able to advise if additional action is required in the event of an outbreak.</p>	Sept 2021	HT / SBM	✓

Hazard	Control Measures	Additional Controls required	Date	Lead role	✓
MANAGEMENT RESPONSIBILITIES					
Planning Shortcomings https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak	The school 'COVID-19 risk assessment (September 2021 onwards)' is reviewed regularly & when there are significant changes. Governors are clear on their role in providing support to Headteachers/leaders in the current situation and the full opening of the school. Headteachers are clear on what Governors need to know and how frequently they receive information.	Governors are satisfied that health and safety arrangements for COVID-19 are in place and in line with DfE guidelines (Step 4 Guidelines). Regular communication and updates provided.	Sept 2021	SBM	✓
	Head Teacher/Manager ensures regular checks are made with Derbyshire County Council Health and Safety S4S Resources page and Government updates (including H&S COVID-19 FAQ's).	In addition to the Government guidance and Derbyshire County Council risk assessments, the school/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent reduce Covid-19 spread.	Ongoing	SBM	✓
	When risk assessments are reviewed and updated, these are shared with employees, particularly relating to Covid-19 infection and the possibility that PPE/face coverings may be re-introduced upon Public Health advice should an outbreak occur.	The approach to preparing Students for a return to academic work and the lifting of restrictions (Step 4) is developed and shared by all teaching staff	As required	SBM	✓
	Contingency planning with Local Authority is in place and additional resource identified where an outbreak or NHS Test & Trace isolation notifications affects staffing levels Full use is made of those staff who for medical reasons cannot attend the school site but who are well enough to undertake other duties.		July 2021	SBM / HT	✓
	Checking rooms within the premises for ventilation to identify any poorly ventilated spaces. Utilising the CO ₂ detectors on site and if readings are higher than expected, take steps to improve fresh air flow in these areas.	Consideration to be given to ventilated spaces when holding events with visitors, for example, school plays.	November 2021	SBM/ SLT / Site	✓

Hazard	Control Measures	Additional Controls required	Date	Lead role	✓
MANAGEMENT RESPONSIBILITIES					
Staff and student wellbeing	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the School Business Manager.	Individual risk assessments are in place following the Derbyshire County Council 'Guidance for Schools Individual Risk Assessment for Staff Categorised as at Higher Risk from COVID-19'.	Ongoing	SBM	✓
	The school communicates appropriately with their most vulnerable Students and a risk mitigation form is completed for all Students with an EHCP to ensure necessary support is provided during an outbreak situation as advised by Public Health		Ongoing	SENCo	✓
	The school has sufficient provision to administer medication, first aid and provide intimate care, operating to the latest additional guidance		Sept 2021	AHT - Pastoral	✓
COVID testing in schools	Staff testing will be off school site. There is a requirement for the return of schools in September to conduct Lateral Flow Tests on site, for students who the school has received consent for. The school has a dedicated LFDT onsite testing organized, with signage and cleaning processes in place.	Please see the Lateral Flow Test Risk Assessment September testing in Minor Hall, with ongoing testing if required for designated students in Pastoral room 3.	Sept 2021	SBM	✓

Hazard	Control Measures	Additional Controls required	Date	Lead role	✓
MANAGEMENT RESPONSIBILITIES					
Communication and Support	<p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) are available/ provided to all staff and Students, which includes:</p> <ul style="list-style-type: none"> • Risks and symptoms of COVID-19 • Advice regarding self-isolation of those showing signs or symptoms • Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) • Education resources such as e-bug and PHE 		Sept 2021	HT	✓
	<p>The impact of COVID-19 on families and whether additional support may be required is considered (financial, increased free school meals eligibility, referrals to social care and other support and Student premium grant/vulnerable groups.)</p>	<p>The use of the Gell Together Fund will support this.</p>	Ongoing	HT	✓
	<p>Staff, Students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</p>	<p>As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.</p>	Sept 2021	HT	✓
	<p>Parents are required to follow any relevant school risk assessments, rules, current Coronavirus (COVID-19) Government guidance and meet hygiene expectations, which should also be communicated in the home environment.</p>		Ongoing	SBM	✓
	<p>Staff receive regular briefings on day to day school matters</p>	<p>Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders.</p>	Sept 2021	HT / wellbeing co-ord's	✓

Hazard	Control Measures	Additional Controls required	Lead role	✓
STAFF RESPONSIBILITIES - There will be a lead role in some of these control measures, but the responsibility is on all staff to follow measures				
Curriculum	Ensure continued risk assessment of activities so that risks can be mitigated. Ensure guidance related to the subject area is adhered to.	Consider physical distancing and COVID safe practices –regular cleaning of equipment and good ventilation.	DTL	✓
Offsite Visits	Check to ensure guidance on visits. Complete all risk assessment forms for Evolve system. If looking at international travel, appropriate additional insurance is required. Vehicles are cleaned regularly, and in between different users.	Cleaning products used that are effective are appropriate to the vehicle and contact points being cleaned.	Visit Lead Site Team	✓
Staff medical / information	All staff with underlying health issues or those within vulnerable groups should make their condition known to the School Business Manager. The DCC 'Individual Risk Assessment for Staff Categorised as at Higher Risk from COVID-19' is undertaken for those individuals who are identified by their GP to be clinically extremely vulnerable. Staff who are pregnant are taken through the existing 'Expectant and Nursing Mothers' risk assessment, which is carried out in conjunction with the DCC individual risk assessment for staff categorised as at Higher Risk.	The school follows the 'Updated guidance on vulnerable staff in schools.	SBM/ PA SBM	✓
Precautionary transmission measures not being followed in school	The requirement for rooms to be well ventilated will remain and schools need to ensure that adequate flow of air is maintained by opening windows and doors. External doors and windows are opened and appropriately secured to allow additional ventilation, where possible (including offices). Open as many windows and external doors partially rather than opening one or two wide.	Areas should be ventilated at the start of the day, through to the end. Ventilation and the use of internal fans and open doors will reduce transmission. HSE - Air conditioning and ventilation. Close windows and doors in unoccupied rooms. Wear appropriate clothing	all	✓
	Where safeguarding and security is not adversely affected, <ul style="list-style-type: none"> • internal doors that are not designated fire doors • fire doors with automatic closers • doors that do not need to be kept closed for security reasons are left open during the day to reduce the touch points		Site	✓

Hazard	Control Measures	Additional Controls required	Lead role	✓
STAFF RESPONSIBILITIES				
Precautionary transmission measures not being followed in school	<p>Shared materials and surfaces are cleaned and disinfected more frequently.</p> <p>Hand sanitiser (alcohol hand gel 60% minimum) is available for use at multiple use touch screen sign in, touch screen payment and fingerprint ID contact points The school has a cashless system to limit cash handling.</p>	Note; coronaviruses may persist on surfaces, but this varies under different conditions - plastic up to 72 hours, stainless steel up to 48 hours, cardboard 24 hours, copper 4 hours.	DTL	✓
	<p>Staff will follow the Derbyshire County Council 'PPE requirements for staff' guidance where required. Note; most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p>		SBM	✓
	<p>All staff, students and visitors will be required to wear a face covering (unless exempt) when moving around the premises. This means when commuting between lessons, in corridors and communal areas such as the hall and the canteen, and whilst on public and school transport. There is no requirement to wear a face covering in lessons or outdoors over break and lunch. A small supply of face coverings will be available - but it is expected for students, visitors and staff to supply their own.</p>	Spare coverings are available in Pastoral and Reception if requested.	SBM	✓
	<p>Teachers (and support staff) follow and regularly reiterate the hygiene message to Students;</p> <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin <p>avoid touching your eyes, nose and mouth with unwashed hands.</p>	Note; hand washing in cold water - <i>Hand washing in hot water does not significantly affect the killing of germs, it's the washing of hands thoroughly with soap that does. That said, the problem with washing hands in cold water, may lead to adults/Students/children/visitors not washing their hands for long enough.</i>	All	✓
	<p>Checking rooms within the premises for ventilation to identify any poorly ventilated spaces. Utilising the CO₂ detectors on site and if readings are higher than expected, take steps to improve fresh air flow in these areas.</p>	Report any consistently high readings on a CO ₂ monitor to the School Business Manager	All	✓

Home visits to be undertaken by staff	Home visits are only undertaken if it is absolutely necessary. Staff will use their own vehicle to get to the visit and once they arrive, they will knock on the door and step back to maintain social distancing wherever possible to help reduce transmission risk whilst infection levels remain high.	Lone working risk assessments/procedures are adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with school.		✓
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Hazard	Control Measures	Additional Controls required	Lead person	✓
STUDENT RESPONSIBILITIES				
Precautionary transmission measures not being followed in school	Handwashing techniques are explained to all Students. All Students are asked and reminded to wash their hands at regular intervals during the day, especially after using the toilet and after breaks and sporting activities, when they change rooms, before food preparation and eating any food, including snacks.		Tutors	✓
	Room ventilation is a priority, with occupied rooms having windows and doors partially open. Heating is adjusted but appropriate clothing should be worn by students.		All	✓
	Parents are required to follow school risk assessments along with current Government guidance and meet hygiene expectations. Parents of Clinically Extremely Vulnerable students will have a risk assessment shared with them regarding a personal approach to health and safety for that student, if applicable	Parents asked to read <u>Government Coronavirus (COVID-19): safer travel guidance for passengers</u> , sharing information with students	All	✓
	All staff, students and visitors will be required to wear a face covering (unless exempt) when moving around the premises. This means when commuting between lessons, in corridors and communal areas such as the hall and the canteen, and whilst on public and school transport. There is no requirement to wear a face covering in lessons or outdoors over break and lunch. A small supply of face coverings will be available - but it is expected for students, visitors and staff to supply their own.	Spare coverings are available in Pastoral and Reception if requested.		

This section is to be followed with the Cleaning and Caretaking guidelines currently in place, as well as the COVID Risk assessment specifically for COVID-19, including detailed provision of cleaning on site.

Hazard	Control Measures	Additional Controls required	Lead person	✓
SITE TEAM RESPONSIBILITIES				
Suspected Covid-19 case	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).		SBM	✓
Confirmed Covid-19 case	<p>Classrooms(s), offices and other room(s) used by the member of staff or Student with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u>, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'.</p> <p>Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).</p>	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal.	SBM	✓
Suspected Covid-19 case	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).		SBM	
Lack of hygiene provision and effective cleaning	<p>The school/setting would pursue;</p> <ul style="list-style-type: none"> • sharing site staff support from another school/setting • external cleaning services • temporary workers if alternative arrangements cannot be made <p>If identified areas cannot be cleaned, the school/setting will contact the Local Authority for further advice before making decisions to temporarily close on health and safety grounds.</p>		SBM	

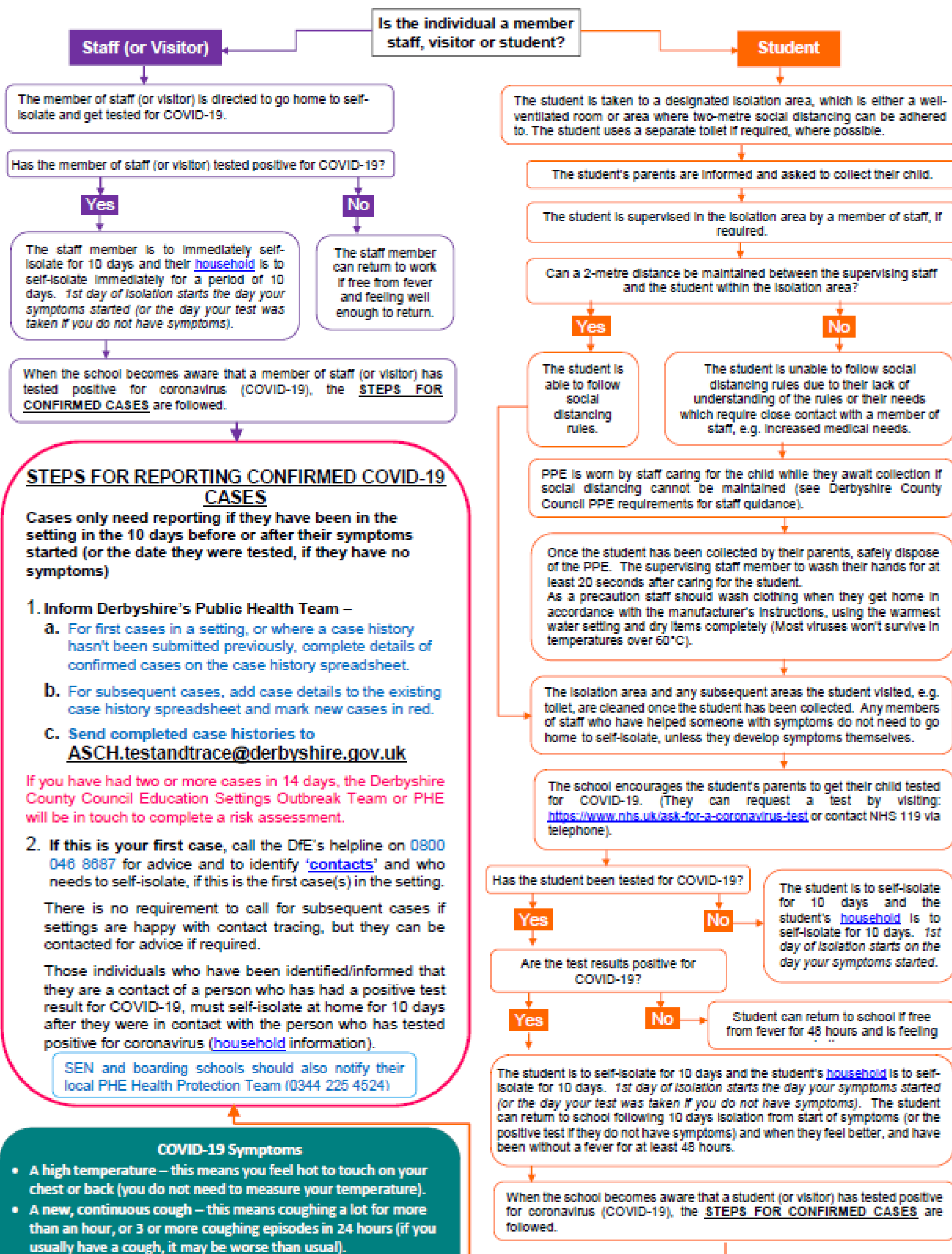
Hazard	Control Measures	Additional Controls required	Lead person	✓
SITE TEAM RESPONSIBILITIES				
<p>Lack of hygiene provision and effective cleaning</p>	<p>Cleaning Additional cleaning schedules remain in place with site staff/cleaners/cleaning contractors, which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school.</p> <p>Site staff/cleaners follow (existing) cleaning procedures and risk assessments with special attention given to frequently touched surfaces (contact points) e.g. light switches, handrails, door handles, toilets etc.</p> <p>Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture. To facilitate cleaning, unnecessary items are stored safely, including those stored in the classroom. All areas used for eating are thoroughly cleaned at the end of each sitting/break, including chairs, door handles, and payment devices.</p> <p>Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception/delivery drop off areas for staff and visitors to</p> <p>The toilets are cleaned frequently to take account for the number of Students accessing the facilities.</p> <p>To evidence the cleaning routine a tick sheet is signed and dated by the person carrying out the cleaning for each area.</p> <p>Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply.</p> <p>Electronic/touch screen “signing in” systems are cleaned/wiped down regularly.</p>	<p>COVID-19: cleaning of non-healthcare settings outside the home</p>	<p>Site Manager and Cleaning Supervisor</p>	<p>✓</p>

Hazard	Control Measures	Additional Controls required	Lead person	✓
SITE TEAM RESPONSIBILITIES				
	<p>Vehicle Cleaning All cleaning carried out is focused on high traffic touch points e.g.</p> <ul style="list-style-type: none"> • handles (inside and out) • steering wheel and key • stereo • handbrake and gearstick • indicators and wiper stalks <p>windows, mirrors and mirror switches, seat adjusters any other controls</p>		Site Manager	✓
Staffing	<p>The school/setting would pursue;</p> <ul style="list-style-type: none"> • sharing site staff support from another school/setting • external cleaning services • temporary workers if alternative arrangements cannot be made <p>If identified areas cannot be cleaned, the school/setting will contact the Local Authority for further advice before making decisions to temporarily close on health and safety grounds.</p>		SBM	
Precautionary measures	<p>Deliveries When placing orders for delivery, the company is informed of the school's protocol for accepting deliveries. While packaging is not known to present a specific risk, delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling. Staff will wash/sanitise (alcohol hand gel 60% minimum) their hands immediately if they sign for any deliveries.</p>		Site Manager	

Hazard	Control Measures	Additional Controls required	Lead person	✓
SITE TEAM RESPONSIBILITIES				
<p>Building Checks</p> <p>Operating in a different manner to normal operation</p>	<p>Fire</p> <p>Fire drills are undertaken and recorded. Someone is in charge to coordinate the fire drill and communicate with others who might be using other areas of the site (additional fire marshals are used where required). A known fire drill is done first to reassure staff and Students. A debrief is undertaken to share any lessons learnt</p> <p>Alarm point checks are recorded.</p> <p>There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off. Staff know where utility isolation points and firefighting equipment are.</p> <p>Personal Emergency Evacuation Plans are in place for Students/staff who need assistance to evacuate the building.</p> <p>A fire risk assessment review has been undertaken to take account of the changing situation upon the introduction of Step 4 of the Government guidance so far as is reasonably practicable.</p>		<p>SBM and Site Manager</p>	<p>✓</p>

Hazard	Control Measures	Additional Controls required	Lead person	✓
SITE TEAM RESPONSIBILITIES				
Contractors	<p>Contractors carrying out required repair work, servicing, maintenance and work to meet inspection schedules are allowed on the school site. Contractors are to adhere to site rules. All contractors are to wash their hands/use hand sanitiser upon entering the site.</p> <p>Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for hygiene precautions to be shared.</p> <p>Site briefing carried out explaining health & safety, rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas.</p> <p>Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</p> <p>Contractors will be responsible for removing (where required) all rubbish they have created and to clean their area of work prior to leaving.</p>	<p>Working safely during coronavirus (COVID-19)</p> <p>All contractor details are logged for emergency eventualities.</p>	Site Manager	✓

Coronavirus (COVID-19) Symptomatic to Confirmed Case Flowchart



STEPS FOR REPORTING CONFIRMED COVID-19 CASES

Cases only need reporting if they have been in the setting in the 10 days before or after their symptoms started (or the date they were tested, if they have no symptoms)

1. Inform Derbyshire's Public Health Team –
 - a. For first cases in a setting, or where a case history hasn't been submitted previously, complete details of confirmed cases on the case history spreadsheet.
 - b. For subsequent cases, add case details to the existing case history spreadsheet and mark new cases in red.
 - c. Send completed case histories to ASCH.testandtrace@derbyshire.gov.uk

If you have had two or more cases in 14 days, the Derbyshire County Council Education Settings Outbreak Team or PHE will be in touch to complete a risk assessment.

2. If this is your first case, call the DfE's helpline on 0800 046 8887 for advice and to identify 'contacts' and who needs to self-isolate, if this is the first case(s) in the setting.

There is no requirement to call for subsequent cases if settings are happy with contact tracing, but they can be contacted for advice if required.

Those individuals who have been identified/informed that they are a contact of a person who has had a positive test result for COVID-19, must self-isolate at home for 10 days after they were in contact with the person who has tested positive for coronavirus (household information).

SEN and boarding schools should also notify their local PHE Health Protection Team (0344 225 4524)

COVID-19 Symptoms

- 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.