

**Health & Safety Guidance
Children's Services Department**

**Action Guide for Wider
Opening & Risk
Assessment Supplement**
CORONAVIRUS (COVID-19)

Review Date	Changes Required	Name & Position

“All policies and other documentation provided to the client by Derbyshire County Council remain exclusively the property of the Council. The client is entitled to retain and use these items only for so long as its contract with the Council subsists. Upon the contract’s termination, all such items shall cease to be used by the client, with immediate effect, and shall be promptly returned to the Council. In the event of breach by the client of this agreement, the Council reserves all legal rights and remedies”.

Health & Safety Section
Children's Services Department

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The Action Guide for Wider Opening & Risk Assessment Supplement is in two sections:

1. Statutory Health & Safety and Building Checks
2. Risk Assessment Supplement

1) The ‘Health & Safety and Building Checks’ section provides the key safeguards, for all schools, whether they have been closed, partially closed or functioning to normal capacity to ensure the health, safety and welfare of all staff, pupils and visitors.

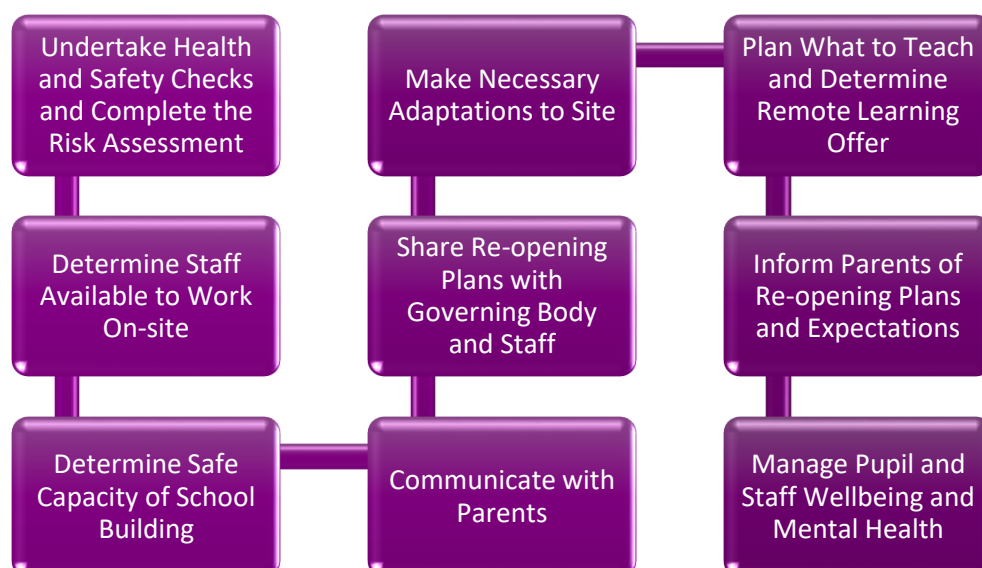
For those schools that closed and partially closed, it is important to ensure that school buildings and utility services are fit for purpose, before staff and pupils return. If your building was closed or has reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires’ disease.

For further information on work place inspections additional to the incorporated ‘Health & Safety and Building Checks’ download the Workplace Inspection 2019.06 V02 guidance, which is available to subscribers in the Derbyshire Services for Schools, S4S Health & Safety - Policies & Guidance area.

2) The ‘Risk Assessment Supplement’ section is to be used as an addition to the ‘Coronavirus Covid19 - RA - 2020.05 V02’ risk assessment and not to replace it.

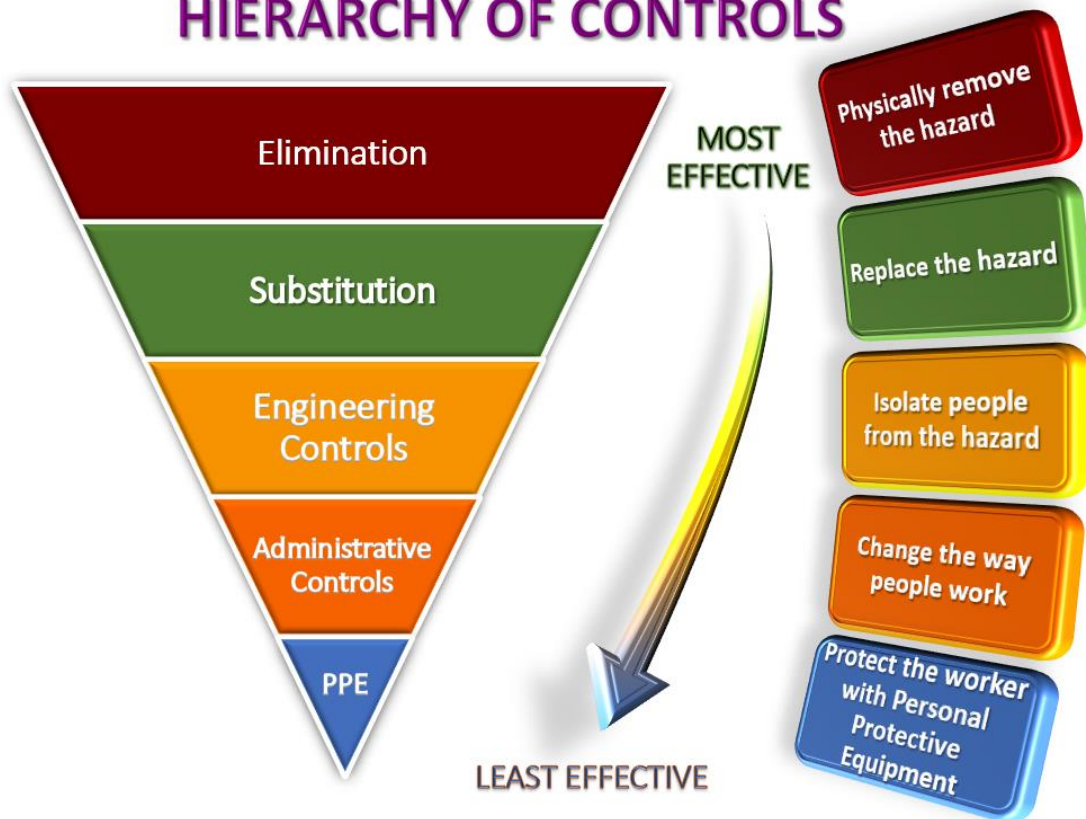
The ‘Risk Assessment Supplement’ and ‘Coronavirus Covid19 - RA - 2020.05 V02’ risk assessment will provide schools with key control measures to assess and manage how many pupils and staff can be on site at any one time. This decision is informed by the size and set up of the school site, individual risk assessments and Government guidelines for safety and social distancing.

Preparation Steps for Wider Opening



When completing your risk assessment you should always use the risk assessment hierarchy of controls principal to guide you.

HIERARCHY OF CONTROLS



Specific Example for Coronavirus (COVID-19) Virus

Elimination is the best form of control. Can we eliminate the virus? Only through vaccination so there is little that can be done at the moment.

Substitution would require replacing the virus for something less harmful. Which is not possible.

Engineering controls can include creating natural ventilation, opening windows.

Administrative controls are the mostly used in schools.

- keeping the workplace and equipment clean, adjust your working practices and ensure people are safe.
- Frequent hand washing.

PPE (personal protective equipment) is the last resort in the hierarchy of risk control because it relies on people using it correctly.

- If gloves are provided, the virus can still be transferred to the surface. If the wearer then touches their face, they are open to infection.

Statutory Health & Safety and Building Checks - Schools should ensure that all statutory compliance checks and any required maintenance that was due to be undertaken has been carried out.

1a	Statutory Health & Safety and Building Checks	✓ X N/A	Further action required?
Risk Assessments	A risk assessment review has been undertaken to take account of the new situation relating to the change in the nature of the provision being made and the provisions of COVID-19 guidance so far as is reasonably practicable.	✓	Risk assessment completed, final version 28 May. Signed off by Governors. Shared with the Governing Board and staff by email 28 May. Copied to school website.
	When risk assessments are reviewed and updated, these are shared with employees, particularly relating to Coronavirus infection and the possibility that PPE may be required.		✓
Building Fabric	Asbestos (management plans are in place to prevent exposure of staff, students and visitors, including contractors) - This is reviewed regularly.	✓	In Asbestos file kept by Facilities Manager, Carl Hazeldine. CH check 8.4.20 DCC full report 2018.
	Glazing - A full glazing survey is in place.		✓ Overseen by DCC School Surveyor
Electrical	Electrical fixed wiring - 5 Yearly test carried out.	N/A	Overseen and managed by Facilities Manager, Carl Hazeldine. Last test April 2017
	Powered doors/gates - Are regularly inspected and maintained.		N/A
	Electrical portable appliance testing (PAT) - Portable appliances requiring testing have been tested and are within the testing date schedule.		Overseen and managed by Facilities Manager, Carl Hazeldine. Annual testing. Last test Sept 2019
Fire Safety	Fire Safety: <ul style="list-style-type: none"> • Fire risk assessment is reviewed. • Emergency lighting tests up to date and documented. • Fire alarm tested and documented . • Fire doors fully operational and all fire exits free from obstruction. • Accessible pull chord toilet alarms are working • Fire drills recorded - <i>Where adjustments have been made to evacuations arrangements, a fire drill should be planned for the first week of re-opening / wider opening to practise when more pupils have returned.</i> • Anyone needing assistance in evacuating the building is supported through a Personal Emergency Evacuation Plan (PEEP). 	N/A	Overseen and managed by Facilities Manager, Carl Hazeldine. Fire risk assessment reviewed annually. Last review 8.4.20 Emergency lighting – CH completed monthly 11.5.20. O’Heap annual test – 8.9.19 Last fire drill 20.11.19 Fire door mechanisms/ smoke alarms completed monthly (CH) Fire alarm check and accessible toilet alarm weekly (CH) A planning fire drill will be carried out during the first week back of opening to increased numbers of pupils (possibly 1 st June). At least one unplanned fire drill will be planned during the same week.
	Fire protection provisions (firefighting equipment including shutters, sprinklers, fixed fall arrest systems) – Serviced annually.		Overseen and managed by Facilities Manager, Carl Hazeldine. Fire Panel serviced by O’Heap 1.5.20

1b	Statutory Health & Safety and Building Checks	✓ X N/A	Further action required?
Heating & Cooling Systems	Boilers (<i>and other gas installations</i>) - Annual Test Certificate and Gas Installation Maintenance Plan.		Overseen and managed by Facilities Manager, Carl Hazeldine. Annual Test – Midland Counties 3.9.19
	Gas soundness test - Annual testing is carried out.		Overseen and managed by Facilities Manager, Carl Hazeldine. Annual Test – Midland Counties 3.9.19
	Kiln servicing - Annual testing of appliances and flues carried out.		N/A
LOLER	Lifts & hoists (<i>Lifting equipment used for lifting persons and handling slings etc</i>) - Inspection frequencies at least every 6 months by a competent person and recorded.		N/A
	Lifting equipment (<i>not used for lifting/carrying people</i>) - Annual service and certification.		N/A
Extraction / Ventilation	Ventilation/ Air conditioning systems: <ul style="list-style-type: none"> All systems should have remained energised in normal operating mode. Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Where possible, in occupied rooms, windows should be open. Air conditioning system are inspected by an energy assessor at regular intervals not exceeding five years. 		Overseen and managed by Facilities Manager, Carl Hazeldine. Kitchen serviced by Quant Aqua – 5.2.20 Air Con – Bradley Refrigeration 3.9.19
	Catering extraction systems - Annually serviced.		Overseen and managed by DCC Catering Team (Francis Butterly) and supported by Facilities Manager, Carl Hazeldine. Kitchen serviced by Quant Aqua – 5.2.20
	Local exhaust ventilation (LEV) extraction systems (<i>Fume cupboards</i>) - Examination and tested every 14 months.		N/A
Alarms and Security	Security (<i>including lighting, fencing and door entry systems</i>) – Security systems are effective.		Overseen and managed by Facilities Manager, Carl Hazeldine.
	CCTV – Are tested to ensure they are working.		Encompassed in PAT testing (Sept 2019) and checked every week day during term time by Business Officer, Karen Myers.

Intruder alarms, panic alarms, accessible toilet alarms - Have been tested to ensure they are working.

Overseen and managed by Facilities Manager, Carl Hazeldine. Alarm Panel annual check by ASI. Monitored by Riber Security. Accessible toilet alarm weekly (CH)
No panic alarms in school.

1c	Statutory Health & Safety and Building Checks	✓ X N/A	Further action required?
Miscellaneous	Inspection of premises – An inspection of the premises has been undertaken with a Governor if the building has been closed to staff/pupils.		Two Governors have overseen the risk assessment and have toured the school although it has not be closed since 23 rd March when Government announced schools would be closed.
	Grounds (including rodent activity infestations) and trees – Inspections carried out regularly.		Overseen and managed by Facilities Manager, Carl Hazeldine. Daily inspections recorded.
	PE equipment and external play equipment – Annual inspection done by a competent person.		DCC Property Services
	Pressure systems – Inspections are within the written schemes of examination (<i>normally undertaken by your insurer</i>).		Undertaken by Insurer. Gas Soundness by Midland Counties annually. Last test 3.9.19
	Radioactive source inspection and leak tests - Checked annually.		Overseen and managed by Facilities Manager, Carl Hazeldine.
	School plant (including vehicles) – Regularly maintained and legal.		Overseen and managed by Facilities Manager, Carl Hazeldine. DCC serviced annually.
	Fuel oil storage - Tanks, bunds and pipework are regularly checked for signs of damage and records kept.		N/A
	Swimming pools (microbiological water testing), including hydrotherapy pools - Subject to assessment but at least annually, monthly testing for hydrotherapy pools.		N/A
Water	<p>Legionella - There may be increased risks related to water hygiene in schools, particularly if the building has been closed for some weeks.</p> <ul style="list-style-type: none"> • If school has been closed then water systems are likely to require chlorination and flushing and certified as safe to use. • If the school has been closed, ALL outlets will require flushing and a record kept. • If the school has remained open, monthly water temperature checks have been undertaken and is this up to date. • Any infrequently used outlets as identified in the legionella risk assessment has been flushed. 		<p>Overseen and managed by Facilities Manager, Carl Hazeldine.</p> <p>All individual taps in school have been run off. Flushing water system completed weekly and twice yearly by Hydro X. Last test 15.1.20</p> <p>Water temperatures checked monthly May 2020 (CH)</p> <p>Provision of hot water and no leaks in system – Hydro X on 15.1.20</p> <p>Water safety and quality tests completed by Hydro X, last test 15.1.20</p>
	Toilets and washing facilities – Welfare facilities have both cold and hot running water.		Overseen and managed by Facilities Manager, Carl Hazeldine.

Risk Assessment Supplement – The following generic control measures are to provide you with additional considerations to add to your existing ‘Coronavirus Covid19 - RA - 2020.05 V02’ risk assessment and not to replace it.

2a	Generic Control Measures	✓ X N/A	Additional Control Measures needed to reduce risk to an acceptable level
Lack of Current and Relevant Information / Guidance	Communication between Headteachers and Governors is clear and understood.	✓	Governors consulted on communications to parents and on decisions made.
	Governors are clear on their role in providing support to leaders in the current situation and the planning and re-opening of the school.	✓	RG (H&S Gov) and JC Parent Gov have been involved in and/or checked the risk assessments
	Headteachers are clear on what Governors need to know and how frequently they receive information.	✓	
	Virtual governing body meetings are undertaken.	✓	Virtual Governors’ meetings have taken place on 15.4.20, 27.4.20, 12.5.20, 19.5.20, 20.5.20
	Staffing numbers and rotas required for different scenarios have been determined including support staff such as facilities, IT, midday and office/admin staff, First Aiders, Fire Wardens.	✓	
	Regular communications with staff are carried out to inform them of any changes around the re-opening plan, returning, initial rotas etc.	✓	Staff have communicated with Staff Gov and Non-Teaching Gov and this has been feedback to all Govs. Staff have communicated individually to NT.
	Communications are kept with parents for <ul style="list-style-type: none"> • planning re-opening. • wellbeing/pastoral support/support and acknowledgement to parents of home learning. 	✓	Letters/messages on Class Dojo (sometimes Twitter). Whole school communications on school website.
	Ongoing communications (posters, emails, inductions, briefing, toolbox talks) are available/ provided to all pupils, which includes: <ul style="list-style-type: none"> • Risks and symptoms of COVID-19 • Advice regarding self-isolation of those showing signs or symptoms • Social distancing measures • Changes to timetable • Emergency procedures (i.e. first aid, fire) • Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) • Recommendations on transport to and from school including encouraging pupils to walk or cycle to school where possible • Education resources such as e-bug and PHE • Expectations when in school and at home 	✓	Advice given in whole school assemblies prior to school ‘closure’ on 23 rd March. These will be revisited, effective from 1 st June 2020 as more children come on the school site and in line with DfE guidance.

2b	Generic Control Measures	✓ X N/A	Additional Control Measures needed to reduce risk to an acceptable level
Lack of Current and Relevant Information / Guidance	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches:</p> <ul style="list-style-type: none"> • Handwashing • Cleaning • Conversations with parents • Inability to sustain placement if persistent • Code of conduct to be signed by students and parents for repeat offenders • Regular reminders given; posters in all classrooms/workspaces. • Risks assessments around students who might struggle to follow expectations 	✓	<p>School behaviour policy amended in light of Covid 19 on school website. 1:1 support pupils who might struggle to follow expectations (where applicable and practicable) – Trauma Informed training guidelines will be helpful in this situation. 2 x TAs completed online training from Creative Education course – Support a Safe & Successful Return to School using the SWAN framework.</p>
	<p>Staff, pupils and parents are regularly reminded of their responsibilities and behaviours on the School site.</p>	✓	
	<p>Information is sent to EYFS children to consider the types of clothes they send their child to school in e.g. elasticated waste trousers, skirts, Velcro shoes /trainers (any clothing that does not require adult assistance/supervision).</p>	N/A	
	<p>All persons will stay on site once they have entered the school premises - access to the local shops is not allowed.</p>	N/A	
Home Visits to be Undertaken by Staff	<p>Home visits are only undertaken if it is absolutely necessary.</p>	X	<p>Staff will not be expected to make home visits.</p>
	<p>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.</p>	X	
	<p>Staff will consider whether it is possible to have a conversation with parents and pupils via an open window.</p>	X	
	<p>Lone working risk assessments/procedures are adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with school.</p>	X	

2c	Generic Control Measures	✓ X N/A	Additional Control Measures needed to reduce risk to an acceptable level
Precautionary Transmission Measures Not Being Followed in School	Electronic/touch screen "signing in" systems are cleaned/wiped down regularly.	✓	
	Hand sanitiser is available for use at multiple use touch screen sign in, touch screen payment and finger print ID contact points.	✓	
	Homework where possible is submitted online to avoid the use of handling books etc.	X	Staff will not be setting homework.
	Visitors are informed/asked to use their own pen to sign in at reception (no school pens are kept with the sign in book/register).		Visitors will be discouraged from coming into school. Where possible every effort will be made to have conversations by phone or email.
	If homework cannot be submitted online all books are left in the school setting and staff DO NOT take books home to mark.	X	Staff will not be setting homework.
	When marking books, staff should either wear gloves and/or wash their hands thoroughly for 20 seconds after handling books and ensure the surfaces are then cleaned.	N/A	In school staff will share answers to work completed and provide verbal feedback to children. Where possible, staff will comment on work sent by Class Dojo but we are mindful of workload and those working their usual hours in school will not be expected to provide feedback to children.
	Food and drink are only consumed in dedicated areas.	✓	Children will consume food and drink in, and with, their bubble.
	Parents are requested to send pupils/children in clean, changed uniforms each day to school.	✓	Children in school will be asked to wear school uniform or similar where children have grown out of their current uniform. It will not be expected that parents buy new school uniform at this time.
	School uniform/clothing expectations are reviewed to ensure clothes worn are easily washable.	✓	See above.
	The school endeavours to keep equipment sharing to a minimum e.g. not using sandpits/water play areas where social distancing cannot be maintained, and which cannot easily be cleaned.	✓	We will not have sand or water play as routine but we may use sand on a 1:1 (socially distanced) as part of therapeutic intervention.
	PPE in Schools Quick Guide for Coronavirus (COVID-19) has been shared with all relevant staff.	✓	Staff will be asked to read https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
PPE requirements (sanitiser and soap) understood and appropriate supplies are in place.	✓	Sanitation Stations in every classroom	
Sufficient training is given to Teachers, if cleaning materials are to be placed in classrooms, including safe use and secure safe storage of products.	✓	MDS staff will wipe tables before and after lunch in the main.	

	Bin liners are used in all bins and emptied daily.	✓	The cleaning staff will do this.
	Enhanced cleaning and disinfecting guidance are available to staff for use if required.	✓	Cleaning staff have this but it would not be expected that teachers and TAs would be doing enhanced cleaning and disinfecting.
	Adequate cleaning supplies are in place including longer-term arrangement for continual supply.	✓	These have been ordered regularly and in bulk.

2d	Generic Control Measures	✓ X N/A	Additional Control Measures needed to reduce risk to an acceptable level
Early Years Foundation Stage - Social Distancing Failure	The safe number of persons aged 6 and above has been determined based on the school's classrooms, rooms, office and additional areas to achieve the 2 metre social distancing rule.	N/A	
	<p>The safe number of staff and children in early years foundation stage (EYFS) has been determined based on the school's classroom/area to achieve the following social distancing rules</p> <ul style="list-style-type: none"> • children under 2 years need 3.5 metres squared per child • 2 year olds need 2.5 metres squared per child • children aged 3 to 5 years need 2.3 metres squared per child 	N/A	
	For mixed children ages requiring different social distancing rules, activities/meal times/breaks and queues are set up for the largest social distancing rule. This allows for sensible management and supervision of those children/areas (staff should continue to follow the 2 metre rule).	N/A	
	EYFS social distancing rules/measures are set up to be integrated and maintained where possible for whole site activities including breaks/ play times /meal times.	N/A	
	EYFS children classes are to a maximum of no more than 8 children per small group.	N/A	
	Materials/resources/toys are allocated to individual children for their own learning/play to reduce and manage cleaning.	N/A	
	Where possible, there is an allocated space for children to store their materials/resources/toys and belongings. Materials/resources/toys are cleaned before they are allocated to another child.	N/A	
	If staff are required to change young children's nappies the correct PPE is worn when carrying out such intimate care (see PPE guidance).	N/A	
	Area dividers/floor markings are used to help keep children in different parts of the room, and helpful in assisting staff keeping groups apart.	N/A	
	Staff are encouraged to refrain from close contact when small children are upset.		
Small children are reminded appropriately should not hug, kiss or be in close contact with each other.	N/A		

2e	Generic Control Measures	✓ X N/A	Additional Control Measures needed to reduce risk to an acceptable level
Social Distancing Failure	Office spaces have been re-designed to allow office-based staff to socially distance and rotas are followed if social distancing cannot be achieved.	✓	The 'new' desk space will be used for social distancing purposes. Rotas will be used if needed.
	Staff, children and pupils are constantly reminded of social distancing and it is accepted that as a group they will not always keep socially distanced apart.	✓	Children will be placed in bubbles and encouraged to social distance – this will be easier to manage in the classroom than at breaks/lunchtimes.
	Pupils, children and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.	✓	See above
	Other areas of the school have been re-purposed as classrooms e.g. halls, gyms etc to achieve social distancing rules for EYFS, Primary & Secondary children/pupils and staff.	✓	The hall has been re-purposed as a classroom.
	Maximum Room capacity and seating plan should be displayed near/on the classroom door – so all pupils know where they must sit.	✓	On the first day in the bubble classroom, children will be allocated a desk that they will always sit at with an accompanying chair.
	Entering/leaving the classroom follows a "one person at a time" rule.	✓	
	The school has incorporated a one way system to allow maximum width space for walking and support social distancing.	✓	Outside doors have green entrance signs and/or red no exit signs. Arrows on the floor show the one-way system. Lines of the floor in corridors show 2m spacings.
	Timetable adaptations considered to allow for social distancing, least travel around school etc.	✓	Break times and lunch times will be staggered.
	In secondary schools halving classes will normally apply. However, a larger group can be taught in a larger space as social distancing can be maintained and mixing is minimised.	N/A	
<p>Fire drill (only)</p> <ul style="list-style-type: none"> 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 pupils. Social distancing is aimed for at all times during the fire drill, including the final assembly point(s). One or more external areas of the school are used to achieve social distancing A debrief is undertaken to share any lessons learnt 	✓	See Risk Assessment 1	

2f	Generic Control Measures	✓ X N/A	Additional Control Measures needed to reduce risk to an acceptable level
Staff and Pupil Wellbeing	<p>The school has sufficient provision to Administer medication, first aid and provide intimate care, operating to the latest additional guidance</p> <ul style="list-style-type: none"> • PPE requirements for staff • PPE in Schools Quick Guide for Coronavirus (COVID-19) 	✓	
	<p>Cover arrangements for Headteachers/leaders are in place.</p>	✓	<p>In the absence of the Headteacher, the Deputy Headteacher will deputise but will not be integrated in a bubble at that point.</p>
	<p>A plan is in place to deal with a fight between pupils.</p>	✓	<p>Pupils usually stop pushing each other when an adult uses his/her voice command. In the event of this not happening, a member of staff with gloves and a face shield may intervene.</p>
	<p>Non-contact de-escalation techniques are used to try and calm situations.</p>	✓	<p>5 members of staff are trauma informed trained.</p>
	<p>Wellbeing support, mental health and resilience, including bereavement support are in place.</p>	✓	<p>We will endeavour to offer 1:1 socially distanced support sessions where possible.</p>
	<p>Pupils who use public transport are informed they must maintain social distancing at all times and avoid contact with hard surfaces (where possible).</p>	✓	<p>A very small minority of our pupils use public transport.</p>
	<p>Pupils are requested to refrain from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face.</p>	✓	<p>A very small minority of our pupils use public transport and those who do with be escorted by a parent who would be expected to endorse this.</p>
Individual Pupil Risk Assessment (SEND)	<p>Risk assessments are carried out for</p> <ul style="list-style-type: none"> • pupils who have not previously been required to be risk assessed but in the new circumstances may pose a risk; • pupils who need specific care, which cannot be delivered whilst ensuring social distancing, including those requiring daily or emergency medication • potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint 	✓	<p>Where applicable</p>
	<p>An assessment of the availability of school transport for pupils with special needs has been carried out.</p>	N/A	
	<p>Current risk assessments for individual pupils have been reviewed to</p> <ul style="list-style-type: none"> • ensure they are appropriate and adequate • identify any updates needed to take into account the change in the nature of the provision being made under COVID-19 guidance. 	✓	<p>Where applicable.</p>

2g	Generic Control Measures	✓ X N/A	Additional Control Measures needed to reduce risk to an acceptable level
Lack of Hygiene Provision and Effective Cleaning	Hand washing in cold water - <i>Hand washing in hot water does not actually effect 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/pupils/children/visitors not washing their hands thoroughly. If you find that is the case, you may want to introduce hand sanitiser as a short term measure.</i>	✓	
	To facilitate cleaning, unnecessary items are stored safely, including those stored in the classroom and space taken up is accounted for in the overall calculations.	✓	
	All areas used for eating are thoroughly cleaned at the end of each sitting/break, including chairs, door handles, and payment devices.	✓	Children will eat their lunch in their bubble classroom. No payment devices are used.
	Vending machines are taken out of use for the foreseeable future as continual hygiene cannot be maintained.	N/A	
	Contact between staff and delivery staff/drivers is minimised through temporary drop off and pick up zones.	✓	The main gates to school will be closed. Delivery drivers will have to call school or have a pre-arranged delivery time, when they will be advised of the drop off area.
	When placing orders for delivery, the company is informed of the school's protocol for accepting deliveries.	✓	
	Staff do not let delivery staff/drivers come into the school building unless it is essential for the delivery or for them to use a toilet whereby, they use hand sanitiser before entering the building.	✓	We would very much discourage delivery drivers coming inside the building. It is rare that delivery driver asks to use our toilet.
	Deliveries are kept to a minimum where possible.	✓	
	Staff DO NOT sign for deliveries unless its essential (then staff would immediately follow 20 second hand washing routine).	✓	
	Cars and vehicle cabs are not shared if it is not possible to keep a 2m distance in a vehicle with windows open. Unless the driver and individual member of staff are separated by a bulkhead (found in hackney carriage/black cab taxis).	✓	Staff will not share cars, unless there are exceptionally circumstances and these will have been discussed with NT prior to the car sharing.

2h	Generic Control Measures	✓ X N/A	Additional Control Measures needed to reduce risk to an acceptable level
Contractors / Essential Repair Work	Only contractors carrying out essential maintenance work are allowed on the school site.	✓	
	Staff and contractors are to maintain a safe distance between themselves and others (2 metres).	✓	Essential contractors will be asked to come on site when staff and children are not on site, wherever possible.
	All contractors are to wash their hands/use hand sanitiser upon entering the site.	✓	
	Site briefing carried out explaining social distancing rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas.	✓	
Vulnerable People	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/setting. Where possible they are required to work from home.	✓	
	All employees who live with a person who is Clinically Extremely Vulnerable must also not attend school/setting and where possible work from home.	✓	
	All employees, themselves or persons within their household have COVID-19 symptoms, should not attend school/setting.	✓	
	We regularly contact/keep in touch with colleagues who are self-isolating/working from home and monitor/support both their Physical and Mental Health & Wellbeing.	✓	Year Groups support each other through virtual meetings and catch ups. There is also a staff social online group.
	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	✓	We would do this if needed.
	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/setting.	✓	
	All pupils who live with a person who is Clinically Extremely Vulnerable must also not attend school/setting.	✓	
	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/setting.	✓	
We provide on-line/distance learning for all pupils who are not in school/setting.	✓	We will provide home learning for our pupils not at school.	

