

## Infection Control COVID-19 General Risk Assessment Form

All schools are advised to note the issues and suggested control measures in this document and then add detail specific to their school.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                      |                                      |
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| <b>Name and Address of the School:</b><br>Dene Academy<br>Manor Way<br>Peterlee<br>SR8 5RL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                      |                                      |
| <b>Current Number of Staff Employed- 103</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Name of Person Completing the Risk Assessment-</b><br>Mr D Nelson | <b>Date of assessment – 01.03.21</b> |
| <b>Current Number of Pupils on Role-628</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Review Dates- Ongoing</b>                                         |                                      |
| Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                      |                                      |
| Communication - The school have more than 50+ members and staff and to comply with the current Guidance for full opening: schools ,Early Years, Special Schools and Further Education Colleges and to ensure compliance with the Health and Safety Executive (HSE) a copy of this risk assessment has been placed on the school website.                                                                                                                                                                                                                                                                                                                                                                |                                                                      |                                      |
| Staff covered by this assessment – <b>The School Community</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                      |                                      |
| 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.<br><b>The virus is thought to spread mainly from person-to-person.</b> <ul style="list-style-type: none"> <li>Between people who are in close contact with one another (within about 6 feet).</li> <li>Through respiratory droplets produced when an infected person coughs, sneezes, or talks.</li> <li>These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.</li> <li>COVID-19 may be spread by people who are not showing symptoms.</li> </ul> |                                                                      |                                      |

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

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

The school are following the guidance [Guidance for full opening: schools](#)

Public Health England advice the following measures to minimize coronavirus (COVID-19) risks in school environments;

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable

Public Health England are actively supporting schools. If schools have a query about coronavirus (COVID-19) they can contact PHE helpline, lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends-If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the helpline- DfE coronavirus helpline -Telephone 0800 046 8687

By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](#).

All relevant guidance is located in Appendix 1, links are subject to updates as required.

For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team -[hsteam@durham.gov.uk](mailto:hsteam@durham.gov.uk) and 03000 263430.

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| Hazards / issue                                          | Risk rating<br>H/M/L<br>(before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Further Action required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Risk Rating<br>H/M/L<br>(after) | By Whom &<br>When                                                                                                                                                                                                                                                                                  |
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| <b>1.Staff and Pupils and the wider school community</b> |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                 |                                                                                                                                                                                                                                                                                                    |
| <b>COVID-19 transmission within the school community</b> | <b>M</b>                         | <ul style="list-style-type: none"> <li>-Registers are taken each day of pupils present.</li> <li>- Staff arrive on site prior to the start of the school day using the contactless sign in system.</li> <li>-Pupils are met each day by duty staff and directed to their specific zone. Staff maintain social distancing.</li> <li>-Parents will not be permitted into the school building without a prior appointment.</li> <li>-Staff attendance at work and those who remain working from home are monitored by the Head teacher /SLT.</li> <li>-Sickness absence procedures in place for Staff and Pupils.</li> <li>- Pupils are kept in consistent bubbles/groups within their year groups, where possible.</li> <li>-Durham County Council (DCC) are working with partner agencies, trade unions and updating schools with relevant information.</li> <li>-Public Health England (PHE) is clear that routinely taking the temperature of pupils is <b>not</b> recommended as this is an unreliable method for identifying coronavirus (COVID-19).</li> </ul> | <ul style="list-style-type: none"> <li>- Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence.</li> <li>-Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence.</li> <li>-The Academy Council Chair of the school are to be informed of staff members and Parent/Carers concerns.</li> <li>-Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have.</li> <li>-Head teacher to remind parents/carers and staff via newsletters etc. that where Pupils or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for households with possible coronavirus infection</a>.</li> <li>-Parents/Carers and Staff members are reminded that testing for COVID-19 is available to everyone whatever their age. Testing is available through the NHS.</li> <li>-Pupils or a family member or Staff member displaying symptoms will be advised to self-isolate and will <b>not be</b> permitted into school until <u>10 day isolation completed</u>.</li> </ul> | <b>L</b>                        | <p><b>Head teacher-<br/>On Going</b></p> <p><b>SLT/<br/>Attendance<br/>Officer-As<br/>required</b></p> <p><b>Parents/<br/>Carers and<br/>Staff-On<br/>going.</b></p> <p><b>Head teacher-<br/>On Going.</b></p> <p><b>Head teacher-<br/>On-going.</b></p> <p><b>Head teacher-<br/>Immediate</b></p> |

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| Hazards / issue                                | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Further Action required                                                                                                                                                                                                                                               | Risk Rating H/M/L (after) | By Whom & When       |
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| Mass testing in schools                        | H                          | <p>The LA update schools on a weekly basis with changes in COVID-19 Guidance</p> <ul style="list-style-type: none"> <li>-Mass asymptomatic testing in specialist settings taking place in from January 2021</li> <li>-Mass asymptomatic testing in schools and colleges taking place in January 2021</li> <li>-School testing programme documentation available on the H&amp;S Teams Extranet page.</li> <li>- Mass testing upon school return.</li> </ul>                                                                                                                                                                                                                                                                                                  | <p>-Staff/pupils who test positive are advised to follow -<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</a></p> <p>--Distribution of home testing kit to school staff and students. (March 2021)</p> | L                         | Headteacher ongoing. |
| Social interaction within the school community | H                          | <ul style="list-style-type: none"> <li>--The <a href="#">Systems of Control</a> are followed throughout the school day.</li> <li>-The school are aware of the updated guidance - <a href="#">Face coverings in education.</a></li> <li>-Parents/Carers required to wear face coverings when collecting pupils from the school site.</li> <li>-<a href="#">Hands, Face, Space guidance</a> followed by Parents/Carers when on the school site.</li> <li>-Pupils remain within their identified bubbles during the school day.</li> <li>-Staff and students to wear face coverings in classrooms.</li> <li>-Classrooms/toilets/staff rooms/halls etc. well ventilated throughout the school day.</li> <li>-Staff may choose to wear a face shield.</li> </ul> | <p>-Limit staff movement between bubbles where possible.</p> <p>-Staff continually consulted regarding the use of face coverings/face shields during the school day.</p>                                                                                              | L                         | Head teacher/Staff   |

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| Hazards / issue                                                      | Risk rating<br>H/M/L<br>(before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Further Action required | Risk Rating<br>H/M/L<br>(after) | By Whom &<br>When     |
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| <b>2.Maintaining hand and respiratory hygiene on the school site</b> |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |                                 |                       |
| <b>Hand and respiratory hygiene across the school</b>                | <b>H</b>                         | <ul style="list-style-type: none"> <li>- Staff and students encouraged to wash their hands/apply hand sanitiser at the start and end of the school day.</li> <li>-Pupils are supervised to apply hand sanitiser where hand washing facilities are not available due to the number of pupils at the start of the school day</li> <li>-Where hand washing facilities are limited due to the number of pupils, hand sanitiser stations have been located in identified areas. around the school site</li> <li>-Tissues made available in each classroom.</li> <li>-Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> <li>-Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> <li>-Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>- Waste bins are in place-to-place used tissues in.</li> <li>-Waste bins are emptied and placed in the bin store at the end of the school day and where need identified.</li> <li>-Hand sanitiser stations located at the main entrance for visitor use.</li> <li>-All Visitors sanitise their hands on entering the school building.</li> <li>-<u>Stringent cleaning schedules in place.</u></li> </ul> |                         | <b>L</b>                        | <b>Staff-On going</b> |

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| Hazards / issue                                                         | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Further Action required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Risk Rating H/M/L (after) | By Whom & When                    |
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| <b>3.Symptoms of COVID-19 in the school community</b>                   |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           |                                   |
| <b>Staff sickness absence</b>                                           | <b>H</b>                   | <a href="#">-Mass asymptomatic testing in schools and colleges</a><br>- The school are aware of the updated guidance - <a href="#">Face coverings in education.</a><br>-Weekly testing made available to all staff<br>-Staff follow the sickness absence procedure for the school.<br>-Staff sickness absence monitored by the Head teacher on a daily basis.<br>-Staff advised to maintain social distancing at all times around other adults.                                                                                                                                                                                                                                    | -Where staff do not give consent to be tested the <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a> is followed and the member of staff isolates for 10 days<br>-Head teachers to share the guidance - <a href="#">Use of NHS COVID-19 app in education and childcare settings</a> . Where staff are permitted to have their phones on the school site remind them to pause contact tracing to avoid 'false 'alerts.<br>-Where need identified the Head teacher to raise concerns with the Chair of their Governing body and the Local Authority.                                                | <b>L</b>                  | <b>Head teacher</b>               |
| <b>Members of the school community presenting symptoms of COVID-19.</b> | <b>H</b>                   | -Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are:<br>- <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)<br>- <b>a new, continuous cough</b> – 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)<br>- <b>a loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.<br>- If anyone in the school becomes unwell with a new, continuous cough or a high | -Head teacher to continuously remind Parents/Carers via school comms of the symptoms of COVID-19.<br>Head teacher to continuously remind Parents/Carers that anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the <a href="#">NHS testing and tracing for coronavirus website</a> , or ordered by telephone via NHS 119 for those without access to the internet.<br>Essential workers, which includes anyone involved in education or childcare, have priority access to testing.<br>-Head teacher to remind Parents/Carers and Staff via school comms. that where a pupil or a member of their household | <b>L</b>                  | <b>Head teacher-<br/>On going</b> |

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|                 |                            | <p>temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow '<u><b>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</b></u>', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>-Other members of their household (including any siblings) should <b>self-isolate for 10 days</b> from when the symptomatic person first had symptoms</p> <p>-The school understands the NHS Test and Trace process and are aware of how to contact their local <u>Public Health England health protection team</u>-</p> <p>-The school have advised staff and Parents/Carers that they will need to be ready and willing to;</p> <p>-<u>Book a test</u> if they are displaying symptoms.</p> <p>-Staff and pupils <b>DO NOT</b> come into the school if they have symptoms of COVID-19 and <b>WILL BE</b> sent home to self-isolate if they develop them in school.</p> <p>The school are aware that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Carers if using a home testing kit</p> <p>-<u><b>Self-isolate</b></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)</p> | <p>displays symptoms of the coronavirus, they are to follow <u>the Guidance for households with possible coronavirus infection</u>.</p> <p>-Parents/Carers collecting unwell pupils are reminded of the guidance to follow.</p> <p>-Consider having a pre-printed information slip to give to Parents/Carers and members of Staff if they present with COVID-19 symptoms with relevant information/guidance to follow.</p> <p>-Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace.</p> <p>-Remote education to be made available to pupils not attending the school.</p> |                           | <p><b>Staff-On-Going</b></p> <p><b>Head teacher</b></p> <p><b>Head teacher-On going</b></p> |

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| Isolating Staff/Pupils during the school day | H                          | <p>-If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation.</p> <p>-Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff.</p> <p>-Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible.</p> <p>-Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>-Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them <b><u>DO NOT</u></b> need to go home to self-isolate</p> | <p>-Staff members to be assessed as to whether they are fit enough to drive them selves' home. If they are not fit to drive their next of kin are to be contacted.</p> <p>-If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a <b>test</b>) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test.</p> <p>-Staff are aware that they may be contacted by NHS Test and Trace.</p> <p>-Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser.</p> <p>-The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people the guidance <u>COVID-19: cleaning of non-healthcare settings guidance</u>.is to be followed.</p> | M                         | <p>SLT-As required</p> <p>Staff-As required</p> <p>Staff/Pupils as required</p> <p>Staff-As required</p> |

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| <b>4.Managing a positive case in the school community</b> |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                  |                                 |                   |
| <b>Staff /Pupil tests positive for COVID-19</b>           | H                                | <p>The school are following the updated guidance-<a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a></p> <p>- School applies the following definition of a close contact regarding a staff member/pupil who has tested positive.</p> <ul style="list-style-type: none"> <li>•A person who lives with or spends significant time in the same household as a confirmed case of coronavirus (COVID-19)</li> <li>•Having direct face-to-face contact or direct physical contact with a confirmed case for any length of time</li> <li>•Being less than 1m from a confirmed case for 1 minute or longer</li> <li>•Being less than 2m from a confirmed case for more than 15 mins (<i>As a sustained 15 mins one-off contact or a cumulative 15 mins contact added up over one day</i>)<br/>Travelling in a small vehicle with a confirmed case.</li> </ul> | -Isolating Staff/Pupil procedure followed where need identified. | L                               | Head teacher      |

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| Hazards / issue                                                                | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Further Action required                                                                                                                                                                                                                             | Risk Rating H/M/L (after) | By Whom & When |
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| Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.   | H                          | <p><b>The school will contact the Health Protection Agency -Contact - 0300 3038596-Option1</b></p> <p><b>-The Health Protection Team</b> will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by NHS Test and Trace.</p> <p><b>-Where need identified The Health Protection Team</b> will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> | The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible,                                                                                                                 |                           | Head teacher   |
| The School being placed on lockdown                                            | M                          | <p>-Wellbeing checks carried out for staff and pupils.</p> <p>-Work with the Health Protection Team.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>-Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur.</p> <p>-Following the guidance provided by the Health Protection Team.</p>                                   | L                         | Head teacher   |
| <b>5.Staff and Pupils accessing vehicles to travel to and from the school.</b> |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                     |                           |                |
| Transport on and off the school site.                                          | M                          | -Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one                                                                                                                                                                                                                                                                                                                | <p>-Where possible Parent/Carers to Transport pupils to and from school.</p> <p>-Pupils and Parents/Carers will be made aware of the instructions to follow to ensure the safety of the transport driver and pupils when accessing the vehicle;</p> | L                         | Head teacher   |

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|                                                                   |                            | <p>metre plus' approach where this is not possible, <b><u>will not apply</u></b> from the autumn term on dedicated transport.</p> <p>-Face coverings must be worn on public transport.</p> <p>-Where need identified the school will liaise with DCC Integrated Transport Team.</p> <p>-Where need identified pupils will be met by staff members who will be supporting them during the school day at the identified drop off/pick up points on the school site.</p> <p>-Pupils closest to the driver will get off the vehicle first, ensuring social distancing where possible.</p> <p>-Staff working with specific pupils/groups of pupils will support pupils where need identified getting out of/into vehicles at the start and end of the day where need identified.</p> <p>-Social distancing, where possible will be maintained by staff members.</p> <p>-Where face to face support is needed, this is limited to 15 minutes.</p> <p>-Staff wash their hands/apply hand sanitiser when re-entering the building.</p> <p>-Where need identified transport, arrangements included in individual pupil risk assessments.</p> | <p>-Parents/Carers are to ensure that pupils are to wash their hands for <u>20 seconds</u> prior to leaving their home.</p> <p>-Pupils <b>not able</b> to wash their hands/apply hand sanitiser are to be supported by Parents/Carers to wash their hands prior to leaving for school.</p> <p>-The school are to <u>ensure</u> that all pupils are met at the identified drop off points at the school.</p> <p>-The school are to ensure that all pupils are supervised when accessing transport vehicles at the end of the school day.</p> <p>DCC Integrated Transport team to be made aware of challenging behaviours that pupils may exhibit, which may put themselves or the driver at risk.</p> |                           | <p><b>Parents/Carers-On going</b></p> <p><b>Parents/Carers-On going</b></p> <p><b>Staff-On going</b></p> <p><b>Transport/School- On completion</b></p> <p><b>School-Immediate</b></p> |
| <b>Pupils /Staff independently travelling to the school site.</b> | <b>H</b>                   | <p>- Social distancing guidance to be followed when accessing/egressing from car vehicles.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>-Staff and Parents/carers and pupils advised on the current guidance regarding accessing <u>public transport</u>.</p> <p>-Staff /Pupils to be advised to adhere to <u>staying alert</u> and social distancing guidance when away from the school.</p> <p>- Staff presence in the outdoor areas at the start and end of the school day.</p>                                                                                                                                                                                                                                                                                                                                                        | <b>L</b>                  | <b>Head teacher-Immediate</b>                                                                                                                                                         |

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| Hazards / issue                                                | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Further Action required                                                                                                                                                                           | Risk Rating H/M/L (after) | By Whom & When |
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| Staff and Pupils wearing face coverings.                       | H                          | <p>-Pupils, staff and visitors are required to wear a face covering in all communal areas and when moving around the school building,</p> <p>-Staff and Pupils instructed not to touch the front of their face covering during use or when removing them.</p> <p>Staff/ Pupils must wash their hands immediately on arrival /hand sanitiser (as is the case for all pupils), dispose of temporary face coverings in a lidded bin or place a reusable face coverings in a plastic bag that is to be placed in their school bag/work bag so that they can re wear it during the school day and to travel home.</p> | <p>-Following public health update June 2021 it is now recommended that face coverings are worn in the classroom.</p> <p>-Students will be required to wear a face covering in the classroom.</p> | L                         | Head teacher   |
| Use of school minibuses                                        |                            | <p>-Thoroughly cleaned prior to the start of term e.g. seating, seatbelts hand holds.</p> <p>-Hand sanitiser, tissues and waste bags located in the vehicle.</p> <p>-School minibuses are identified in this instance as <b>dedicated transport</b>.</p> <p>- Vehicle inspected prior to each use and findings recorded.</p> <p>- Windows are opened when transporting pupils.</p> <p>- Vehicle thoroughly cleaned after each use</p>                                                                                                                                                                            | -Ensure Staff are suitably qualified to drive the vehicles.                                                                                                                                       |                           | Head teacher   |
| <b>6.Staff/Pupil family member who maybe at increased risk</b> |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                   |                           |                |

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| Hazards / issue                                                                                                      | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Further Action required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Risk Rating H/M/L (after) | By Whom & When            |
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| Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)                                      | H                          | <ul style="list-style-type: none"> <li>- Some staff/pupils may have particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees.</li> <li>-People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</li> </ul> | <ul style="list-style-type: none"> <li>-Where need identified the Head teacher is to discuss Parent/ Carers or Staff members concerns and explain the measures the school has in place to reduce risks of COVID-19 transmitting in the school community.</li> <li>-Head teachers are as far as practically possible to accommodate concerns raised.</li> </ul>                                                                                                                                                                                                                                                                                              | M                         | Head teacher-<br>On Going |
| Staff/Pupils who are Clinically Extremely Vulnerable (CEV) (High Risk) or Clinically Vulnerable (CV) (Moderate Risk) | H                          | <ul style="list-style-type: none"> <li>-The school are aware of the recent changes to <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></li> <li>-The Headteacher/SLT are aware of the definition of <a href="#">Clinically Extremely Vulnerable groups</a></li> <li>-<u>Staff</u> who are-Clinically Extremely Vulnerable (CEV) are strongly advised to work from home.</li> <li>-The school Identified <u>Pupils</u> who are Clinically Extremely Vulnerable (CEV) and have identified if the pupils Consultant has advised them to shield/They have received a letter to shield.</li> <li>-The Head teacher/SLT are aware of the definition of <a href="#">Clinically Vulnerable</a>.(CV).</li> </ul>                                                                        | <ul style="list-style-type: none"> <li>- Clinically Extremely Vulnerable/ Clinically Vulnerable risk assessment template available on the Extranet. <a href="#">H&amp;S COVID-19 folder</a>.</li> <li>-Pupils - Parents/Carers to speak with their GP or specialist clinician, if they have not already done so, to understand whether their child should still be classed as Clinically Extremely Vulnerable.</li> <li>- If <u>staff</u> are CEV and they believe they should have received a letter from the NHS. <u>Staff</u> are to speak to their GP or hospital care team if they have not been contacted and think they should have been.</li> </ul> | L                         | Head teacher/SLT          |

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| Hazards / issue                                            | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Further Action required                                                                                                                                                                                                                                                                  | Risk Rating H/M/L (after) | By Whom & When |
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|                                                            |                            | <ul style="list-style-type: none"> <li>-If staff are CV, staff can attend work.</li> <li>-Staff/pupils who live with those who are CV or CEV can attend the workplace but should ensure they maintain good prevention practice in the workplace and home setting.</li> </ul>                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                          |                           |                |
| <b>7.New and Expectant mums in the school community</b>    |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                          |                           |                |
| <b>New and Expectant Mums</b>                              | M                          | <ul style="list-style-type: none"> <li>- New /Expectant Mum risk assessment in place.</li> <li>- The Head teacher/SLT are aware of the definition of <a href="#">Clinically Vulnerable</a>.(CV).New and Expectant Mums are categorized as CV.</li> <li>-Work area to be regularly reviewed to ensure 2 metre social distancing is in place.</li> <li>-Where need identified floor markings to be put in place to ensure that social distancing can be maintained.</li> <li>-Also see face coverings</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>- New /Expectant Mum risk assessment updated and available on the Extranet. <a href="#">H&amp;S COVID-19 folder</a></li> <li>-New and Expectant mum to raise <u>concerns in the first instance with the Head teacher.</u></li> </ul>              | L                         | Head teacher   |
| <b>New and Expectant Mums showing symptoms of COVID-19</b> | H                          | <ul style="list-style-type: none"> <li>- Staff are aware of the symptoms of COVID-19.</li> <li>-<b>Staff instructed to follow the guidance;</b></li> <li>-<b>Stay at home (self-isolate)</b> – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.</li> <li>-<b>Book a test</b> – <u>get a test to check if you have coronavirus</u> as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.</li> <li>- <b>Speak to your midwife or maternity</b></li> </ul> | <ul style="list-style-type: none"> <li>- See 4-. Managing a positive case in the school community.</li> <li>- Staff can be referred to DCC Occupational Health Service regarding a testing for COVID-19.</li> <li>- Where need identified consultation to take place with HR.</li> </ul> | M                         | Head teacher   |

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|                 |                            | <b>team</b> they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone or as a <u>video consultation</u> . |                         |                           |                |

## 8.Access to the school site and building

|                                          |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |                             |
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| Transmission of COVID-19 to Pupils/Staff | M | <ul style="list-style-type: none"> <li>-Access to the school site is controlled, several entrance gates and entrance doors are used to allow Pupils and Parents/Carers to flow onto the school site/building</li> <li>-Separate Entrance doors for each year group clearly identified.</li> <li>-Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child.</li> <li>-Pupils, Parents/Carers advised to maintain social distancing when entering the school site.</li> <li>-Where possible the end of the school day to be staggered to prevent gatherings outside of the school site.</li> <li>-Parents <b>not</b> permitted to enter the school building unless need is essential.</li> <li>-Pupils are met each day at the identified entrances for their year group.</li> <li>-Pupils to wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the school day.</li> <li>-Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to a separate room and next of kin/parents contacted.</li> </ul> | <ul style="list-style-type: none"> <li>-Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site.</li> <li>-Start times communicated to parents via school communication links and updates provided where need identified.</li> <li>-Parents/Carers advised to leave the school site immediately once their child has entered the building.</li> <li>-School entrances and site secured at the start of the school day.</li> <li>-Staff, Pupils, Parents/Carers will be informed to only bring essential items not needed for that day.</li> <li>-Staff to utilise the information available from <u>eBug website</u>.</li> </ul> | M | Staff/Head teacher-On Going |
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## 9.None school staff working in the building

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| Hazards / issue                                                                                                               | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Further Action required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Risk Rating H/M/L (after) | By Whom & When  |
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| Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19 | H                          | <ul style="list-style-type: none"> <li>-Social distancing markers in place in large corridor areas.</li> <li>-Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the school</li> <li>-Visitors to the school are by appointment only.</li> <li>-Where possible Contractors to carry out activities outside of school hours.</li> <li>-Hand sanitiser station located at the main entrance.</li> <li>-All Visitors sanitise their hands prior to entering the school building.</li> <li>-Visitors are required to wear a face covering.</li> <li>-A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details.</li> <li>-Dedicated areas identified for use by Support Agencies.</li> <li>-Where possible areas allocated to Support Agencies as close to the main entrance, to reduce movement around the building.</li> <li>-Where agencies supporting the school, where possible it is the same member of staff each time.</li> <li>-All visitors are accompanied when moving about the building.</li> <li>-Parents/Carers discouraged to access the main reception area without an appointment.</li> <li>-Main reception area spot cleaned throughout the school day.</li> <li>- Tissues located at the main reception area with a lidded waste bin.</li> </ul> | <ul style="list-style-type: none"> <li>-Are to be advised not to attend the school if they are unwell.</li> <li>-Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment.</li> <li>-Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene.</li> <li>-Where electronic signing in screens are in use, the screen is to be cleaned after each use.</li> <li>-Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. <b>They are</b> responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings.</li> </ul> | M                         | SLT-As required |

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| Hazards / issue                   | Risk rating H/M/L (before) | Controls already in place                                     | Further Action required                                                                                                                                                                                                                          | Risk Rating H/M/L (after) | By Whom & When  |
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|                                   |                            | - Waste bins emptied at the end of the school day.            |                                                                                                                                                                                                                                                  |                           |                 |
| Initial Teacher Training Students | M                          | -Allocated a class/year group to work with within the school. | -ITTS staff receive a full induction - Shown welfare facilities available to Staff members.<br>-Reminded what the symptoms of COVID-19 are.<br>-ITT are required to take a COVID test before returning to work under January COVID restrictions. | L                         | SLT-As required |

### 10.Maintaining infection control /hygiene standards during the school day.

|                                                                     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |                       |
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| COVID-19 spreading from person to person within the school building | H | <p>-Guidance followed for the cleaning of non health care settings.</p> <p>-Cleaning schedule in place during the school day and at the end of the school day.</p> <p>-Where need identified hand sanitiser be made available to staff and pupils.</p> <p>-Where hand washing facilities are limited due to the number of pupils, hand sanitiser stations have been located in identified areas. Pupils are supervised when accessing the hand sanitiser.</p> <p>-Handwashing <a href="#">posters</a> located in pupil and staff toilet areas and in the classroom areas.</p> <p>-Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>-Catch it, bin it, kill it posters located in</p> | <p>-Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified.</p> <p>-Staff to utilise the information available from <a href="#">eBug website</a></p> <p>-Staff to take responsibility for their own personal hygiene throughout the school day.</p> <p>-Consideration be given to using hand towels and not hand dryers to ensure that hands are dried thoroughly.</p> <p>-The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc.</p> <p>-Where need identified pupils to eat their lunches in their classrooms.</p> <p>-Classroom surfaces to be cleaned if</p> | M | Head teacher-On going |
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| Hazards / issue | Risk rating<br>H/M/L<br>(before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Further Action required                                                                                                                                                                                                                                                                                                        | Risk Rating<br>H/M/L<br>(after) | By Whom &<br>When |
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|                 |                                  | <p>pupil, staff toilet areas and around the school site.</p> <p>-Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p> <p>-Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.</p> <p>-Pupils and Staff ensure that they thoroughly dry their hands.</p> <p>-Infection Control Risk assessment in place to manage other biological hazards within the school community.</p> <p>-Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</p> <p>- Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils.</p> <p>-Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis.</p> <p>-Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.</p> <p>-Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins.</p> <p>-Staff and pupils wash their hands/apply hand sanitiser at the end of the school day</p> <p>-Where available windows to be opened in corridor areas/school halls during the</p> | <p>classroom used as a dining area.</p> <p>-All bins emptied at the end of each school day</p> <p>-Parents advised to ensure that pupils wash their hands when they <b>return</b> to the home environment.</p> <p><u>-The Governing body of the school are to be informed of Staff members and Parent/Carers concerns.</u></p> |                                 |                   |

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|                                                                                 |                            | <p>carried out in the outdoor areas of the school.</p> <p>-Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.</p> <p>-Where classrooms/halls are unoccupied doors are to be closed.</p> <p>-Water fountains taken out of use around the school site.</p> <p>-Pupil face to face working to be reduced.</p> <p>-Where pupils require support from a Staff member or TA support to be given side on and not face to face.</p> <p>- Hand sanitiser stations located around the building where need identified.</p> |                                                                  |                           |                |
| <b>Maintaining infection control in the Classrooms and during break periods</b> | H                          | <p>-Seating plans in place within classrooms.</p> <p>-Seating plans in place where dining areas are in use.</p> <p>-Any changes to pupil bubbles recorded.</p> <p>-Staff movement between bubbles recorded.</p> <p>-Staff movement between bubbles limited.</p> <p>-See face coverings</p> <p>-See ventilation</p>                                                                                                                                                                                                                                           | - All staff and students use face coverings in all school areas. | L                         | Head teacher   |
| <b>11.Pupils and Staff working in identified bubbles/groups</b>                 |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                  |                           |                |
| <b>Maintaining Year Group bubbles to reduce</b>                                 | H                          | - Seating plans in places within classrooms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Stagger the end times for year groups to ease congestion.        | L                         | Head teacher   |

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| transmission of COVID-19    |                            | <ul style="list-style-type: none"> <li>-Staff move to classrooms to reduce whole school movement around the building.</li> <li>-Staff workstations are positioned at the front of the classroom, socially distanced from pupils.</li> <li>-Where possible desks placed in rows facing the front of the classroom.</li> <li>-Pupils kept in consistent groups/bubbles.</li> <li>-Pupils are supported to maintain distance and not touch staff and their peers where possible.</li> <li>-SLT will continue to walk around the school, particularly at times when transitions are at a minimum.</li> <li>-Classrooms have a demarcation area on the floor where no pupil, furniture or equipment will be placed, enabling leaders to enter the classroom, speak to pupils observe learning and generally be present around the school</li> <li>-Pupils taught in identified classrooms, lesson subject movement is limited throughout the school day.</li> <li>-Classroom based resources, such as books and games, are used and shared within the bubble /group.</li> <li>-Classroom resources included in the cleaning schedule for each class.</li> <li>-Movement limited where possible to key times-Break times/Lunch times and specialist subject areas.</li> </ul> | <ul style="list-style-type: none"> <li>-Teaching KS3 in their tutor groups for all or most lessons and therefore keeping the KS3 bubbles class-sized, minimising mixing and contacts within the year bubble. Reducing movement around the school by doing most of the teaching of these groups in one room, or in a small number of rooms, with teachers moving to pupils. Pupils move between rooms only where specialist spaces are needed.</li> <li>-Where teaching pupils in their tutor groups is not possible consider 'zoning' the school classroom space, so that where possible, particular year group bubbles occupy certain rooms in the school for general teaching.</li> <li>-Reduced the general movement in the school, contacts between different bubbles and the frequency with which one-year group follows another into a space.</li> <li>-‘Zoning’ social areas, so that where pupils from different year group bubbles are on break or lunch at the same time, they are kept separate from one another.</li> </ul> |                           |                |
| Isolation of close contacts | M                          | <p>-<a href="#">The Guidance for full opening: schools</a> is being followed to reflect the change in the isolation period from 14 days to 10 days for close contacts.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Parents/Carers and Staff to be informed via the schools usual communication links that <a href="#">the guidance</a> for close contact isolation has been updated from 14 days to 10 days as                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | L                         | Head teacher   |

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| Hazards / issue | Risk rating<br>H/M/L<br>(before) | Controls already in place | Further Action required                                                                                                                                               | Risk Rating<br>H/M/L<br>(after) | By Whom &<br>When |
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|                 |                                  |                           | of the 14 <sup>th</sup> December 2020.<br>-Where staff/pupils are currently isolating, their isolation period is to end after 10 days, in line with the new guidance. |                                 |                   |

## 12.Impact of pupils and staff moving about the building/school site

|                                                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                        |   |                       |
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| Moving about the building/school site-Covid-19 transmission | M | <ul style="list-style-type: none"> <li>-Clear direction given to parents via the school's communication links for the start and end of the school day.</li> <li>-Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas.</li> <li>-Where need identified some pupils will eat their lunch in their classrooms.</li> <li>-Rota in place to access the outdoor play areas at the school.</li> <li>-Alternative external routes to be adopted to access outdoor play areas etc.</li> <li>-Social distancing measures adhered to where possible.</li> <li>-Posters in place reminding pupils to maintain social distancing.</li> <li>-One-way systems where possible put in place on stairways and corridors.</li> <li>-Pupils and staff advised to stick to the left-hand side of corridor areas. Consideration be given to placing directional signs around the school site.</li> <li>-Pupils supervised by Staff members when moving about the building.</li> <li>-Hand sanitiser dispensers located around the school site, including where need identified in classroom areas.</li> </ul> | <ul style="list-style-type: none"> <li>-Movement about the building monitored throughout the school day.</li> <li>-Rota's changed where need identified.</li> <li>-Cleaning schedule in place for corridor areas doors etc.</li> </ul> | L | Head teacher-On Going |
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| Hazards / issue                                          | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Further Action required                                                 | Risk Rating H/M/L (after) | By Whom & When                         |
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|                                                          |                            | -Use of hand sanitiser supervised by Staff members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                           |                                        |
| <b>Access to Welfare facilities for Staff and Pupils</b> | <b>M</b>                   | <ul style="list-style-type: none"> <li>-Cubicles in place.</li> <li>-Urinals instruction given to pupils how to safely use them.</li> <li>-Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>-Staff and pupil toilet facilities cleaned following break and lunch periods.</li> <li>-Lunch time and breaktime spaces available for staff. Additional eating spaces created within the school e.g. sports hall/ gym.</li> <li>-Windows are opened in the staff room when it is occupied by staff members.</li> <li>-Position of furniture within staff room areas reviewed to ensure social distancing.</li> </ul> | Additional welfare facilities provided for staff where need identified. | <b>L</b>                  | <b>Premises Management-As required</b> |
| <b>Break and Lunch periods</b>                           | <b>H</b>                   | <ul style="list-style-type: none"> <li>-Menu to be agreed with the kitchen contractor. Ensure that pupil and staff social distancing can be attained.</li> <li>-Staggered break times and lunch times agreed for year groups.</li> <li>-Pupils directed to wash their hands during break/lunchtime periods.</li> <li>-Areas zoned off for use by specific year groups/bubbles.</li> <li>-When congregating in halls etc, doors and windows are opened to allow natural</li> </ul>                                                                                                                                                                                                                                 |                                                                         | <b>L</b>                  | <b>Head teacher</b>                    |

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| Hazards / issue                                                          | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Further Action required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Risk Rating H/M/L (after) | By Whom & When                                                                                                                                                                                |
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|                                                                          |                            | ventilation.<br>-Outdoor areas accessed as much as possible. Areas zoned off for use by specific year groups/bubbles.<br>-Spot cleaning carried out.<br>-Surfaces are cleaned following each group/bubble use.<br>-Cleaning schedule in place.                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |                                                                                                                                                                                               |
| <b>13.Pupil behaviour during the school day</b>                          |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |                                                                                                                                                                                               |
| <b>Pupils refusing to social distance/follow hand washing procedures</b> | <b>H</b>                   | -Parents/Carers advised prior to the pupils returning to the school that <b>all</b> pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety.<br>-Hand sanitiser made available where pupils refuse to wash hands.<br>-Pupils are supervised when using hand sanitiser considering risks around ingestion.<br>-Individual needs of pupils identified and managed where need identified.<br>-Cleaning schedule in place for the whole school.<br>-Where possible social distancing to be maintained.<br>-Staff supporting pupil continue to adhere to regular hand washing. | -Reviewed schools Behaviour Policy.<br>-Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school.<br>-Consideration be given to a phased return for identified pupil to manage risk.<br>-Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible.<br>-Area where the pupil has been located within the building to be thoroughly cleaned.<br>-Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team.<br>-Where need identified Staff wearing PPE reviewed with the Head teacher. | <b>M</b>                  | <b>Head teacher-As required Staff-Where need identified</b><br><br><b>Head teacher-Where need identified.</b><br><br><b>Staff-Immediate</b><br><br><b>Head teacher-Where need identified.</b> |
| <b>Pupil-Challenging behaviours displayed</b>                            | <b>M</b>                   | - Pupils with challenging behaviours identified.<br>- Where need identified individual risk,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | -Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>M</b>                  | <b>Staff-Where need identified.</b>                                                                                                                                                           |

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| Hazards / issue                                                               | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Further Action required                                                                                                                                                                                                                                                | Risk Rating H/M/L (after) | By Whom & When                                                                                                      |
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|                                                                               |                            | assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours.<br>-Relevant staff are Team Teach Trained.<br>-Where need identified Team Teach techniques are applied, including restraint.<br>- General Infection Control risk assessment in place.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | -Where restraint has had to be carried out review the pupil risk assessment in place.<br>-Continually review whether PPE is required when managing challenging behaviours.<br>-Where need identified review the Behaviour Policy.                                      |                           | <b>Staff-Where need identified. Staff-Immediate Head teacher-As required</b><br><br><b>Staff/Pupils-As required</b> |
| <b>Pupils absconding from the school site</b>                                 | <b>M</b>                   | -Security checklist and Policy in place for the school.<br>-Home transport Child locks on when transporting pupils in car vehicles to and from home.<br>-Where need identified to transport pupils in staff vehicles, driving in the course of work risk assessment completed and child locks are on.<br>-Pupils are met from transport vehicles each day by a member of staff working in their group/bubble.<br>-Pupils access the building by an identified door and are met by a member of staff.<br>-Fob access control around the building<br>-Class groups/bubbles agreed, with a suitable number of staff supervising the class.<br>-Individual risk assessments in place for pupils who present challenging behaviours and further controls identified. | -Procedures in place should pupils abscond from the school building/site.<br>-Home-to school Transport Risk Assessment completed and shared with Transport Contractor and Schools.<br>-Where need identified pupil information to be shared with Transport Contractor. | <b>L</b>                  | <b>Head teacher</b><br><br><b>Integrated Transport Team-Immediate</b>                                               |
| <b>Pupils that have an EHCP that require staff support throughout the day</b> | <b>H</b>                   | -Identified staff work with pupils.<br>-Staff wash their hands before and after working with a pupil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | -Staff provide with hand sanitiser that can be kept about their person.<br>-Consider the introduction of activity boxes                                                                                                                                                | <b>L</b>                  | <b>Head teacher</b>                                                                                                 |

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| Hazards / issue                                         | Risk rating<br>H/M/L<br>(before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Further Action required                                                                                                                                                                                         | Risk Rating<br>H/M/L<br>(after) | By Whom &<br>When   |
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|                                                         |                                  | <p>-A space is identified for the intervention totake place, and set up with two separate desks placed a suitable distance apart</p> <p>-All equipment needed for the child is set up in the space before the start of the session</p> <p>-Staff go to the pupil's classroom, standing at the entrance to collect the pupil (not entering the classroom)</p> <p>-The pupil follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way</p> <p>-The intervention is provided at a distance where possible.</p> <p>-Following the intervention Staff and Pupil wash their hands.</p> <p>-After the Pupil has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil.</p> | that can be introduced each day and removed and cleaned at the end of each day.                                                                                                                                 |                                 |                     |
| <b>Pupils accessing alternative education provision</b> | <b>H</b>                         | <p>The school has agreed the following control measures with the alternative provision;</p> <ul style="list-style-type: none"> <li>- The school has issued a copy of their COVID-19 risk assessment where the Pupil attends both settings during the week.</li> <li>- Any concerns with the identified Pupils health and wellbeing is to be communicated immediately via telephone by the school/alternative provision.</li> </ul> <p>-The Pupil will wear clean clothing each day when attending alternative provision.</p> <p>-Sickness absence procedure in place for</p>                                                                                                                                                                                                                                    | <p>-The school is to request a copy of the COVID-19 risk assessment for the alternative provisions that Pupils attend.</p> <p>-Spot check to be carried out on alternative provision to ensure pupil safety</p> | <b>L</b>                        | <b>Head teacher</b> |

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| Hazards / issue                                   | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Further Action required                                                                                                                                                                                                                                                                                 | Risk Rating H/M/L (after) | By Whom & When        |
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|                                                   |                            | pupils.<br>-Alternative provision is to make the school aware if the pupil does not attend the setting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                         |                           |                       |
| <b>15.Supporting pupils during the school day</b> |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                         |                           |                       |
| <b>Intervention groups</b>                        | <b>H</b>                   | <ul style="list-style-type: none"> <li>-The school will review groups so that each small group receiving support is drawn from one class/year group bubble only.</li> <li>-Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session.</li> <li>-Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils.</li> <li>-Pupils will bring all equipment they require with them to the intervention area.</li> <li>-The area will be cleaned over lunch, before pupils from another bubble use the area.</li> <li>-Staff wash their hands between each intervention group.</li> </ul> | <ul style="list-style-type: none"> <li>- Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> </ul> | <b>M</b>                  | <b>Staff-On going</b> |
| <b>Pupils not currently attending the school</b>  | <b>L</b>                   | <ul style="list-style-type: none"> <li>- Resources available through BBC bitesize and Oak National Academy and School Staff</li> <li>- See mental wellbeing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>-Head teacher/SLT are aware of the needs of pupils not currently attending the school.</li> <li>-Remote education to be made available to pupils not attending the school.</li> </ul>                                                                            | <b>L</b>                  | <b>Head teacher</b>   |
| <b>16.Subject area needs</b>                      |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                         |                           |                       |

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| Hazards / issue                             | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Further Action required                                                                                                                                                                                                                                                                                              | Risk Rating H/M/L (after) | By Whom & When                                                                                     |
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| Equipment needed for specific subject areas | M                          | <ul style="list-style-type: none"> <li>- Pupils will have their own pencil cases and books/writing pads required for each subject.</li> <li>- Activities planned by subject Leads.</li> <li>- Timetable agreed.</li> <li>- All Science, DT and Art areas have been pre-checked as per <u>CLEAPPS</u> guidance and are ready for use.</li> <li>- Where need identified pre-user, checklists completed.</li> <li>- Cleaning schedule in place following the use of equipment.</li> <li>- Subject area risk assessments in place.</li> <li>- Cleaning schedule in place for subject areas</li> </ul> | <ul style="list-style-type: none"> <li>-Ensure that the building checklist is completed.</li> <li>-Ensure that where need identified daily inspections are completed prior to work equipment being operated.</li> <li>-Where need identified pupils provided with stationery and paper for subject areas.</li> </ul> | L                         | <b>Premises Management-</b><br><br><b>As required Subject Lead</b><br><br><b>Staff-As required</b> |
| Classroom resources                         | H                          | <ul style="list-style-type: none"> <li>-Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously</li> <li>-Resources cleaned prior to each group/bubble using them.</li> <li>and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> </ul>                                                                                                                                                  | <ul style="list-style-type: none"> <li>-Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups/bubbles.</li> <li>-Resource boxes to be set up in advance where possible.</li> </ul>      | L                         | Staff                                                                                              |
| PE Activities / Lack of changing room space | H                          | <ul style="list-style-type: none"> <li>-PE activities can take place in external areas of the school.</li> <li>- Pupils are to be kept in consistent groups/bubbles within year groups.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>-Consider allowing pupils to wear their school PE kit and not school uniform when PE lessons are timetabled.</li> <li>-Consider identifying alternative changing facilities that can be easily accessed and</li> </ul>                                                        | L                         | PE Department                                                                                      |

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| Hazards / issue      | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Further Action required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Risk Rating H/M/L (after) | By Whom & When    |
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|                      |                            | <ul style="list-style-type: none"> <li>- Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>-Outdoor sports prioritised where possible.</li> <li>-Large indoor spaces used where it is not, doors are opened to allow ventilation.</li> <li>-Maximize distancing between pupils</li> <li>-External coaches, clubs and organisations for curricular and extra-curricular activities can resume supporting the school.</li> <li>-Class/Year group bubbles maintained for after school clubs/activities.</li> <li>-Cleaning schedule in place for PE equipment accessed during the school week.</li> <li>- Heads of PE Departments/Co Ordinator to read guidance readily available to support programme development across 2021.</li> </ul> | <p>ensure safeguarding measures.</p> <p>-Parents/Carers and Pupils advised what PE kit pupils should wear to school.</p> <p>- Consideration be given to undertaking the Summer Term PE programme for the start of September.</p> <p>-PE Guidance available -<a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport is available .<a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></p> <p>- Where SLA in place PE support activity risk assessments clearly detailing the controls in place for COVID-19 to be shared with the school.</p> |                           |                   |
| <b>Music lessons</b> | <b>H</b>                   | <ul style="list-style-type: none"> <li>-Lessons can take place where physical distancing can be assured.</li> <li>-During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</li> <li>-Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>Current guidance advises;</b></p> <ul style="list-style-type: none"> <li>-There may be an additional risk of infection in environments where Staff/Pupils are singing, chanting, playing wind or brass instruments or shouting.</li> <li>-Where instruments are to be played consideration be given to lessons taking place outside.</li> <li>-Consider limiting class sizes to no more than 15 if instruments and singing are to take place.</li> </ul> <p><b>Further guidance is to be issued by the DfE in due course.</b></p>                                                                                                                                   | <b>M</b>                  | <b>Music Lead</b> |

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| Hazards / issue           | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Further Action required                                                                                                                                                   | Risk Rating H/M/L (after) | By Whom & When |
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| <b>Educational Visits</b> | <b>M</b>                   | <ul style="list-style-type: none"> <li>- Domestic (UK) overnight and overseas educational visits at this stage <b>are not</b> permitted at the present time. Guidance is available- <a href="#"><u>coronavirus: travel guidance for educational settings</u></a>.</li> <li>- Daily visits are uploaded to the EVOLVE system.</li> <li>- Where possible the school is making use of local outdoor spaces.</li> <li>- Hand wipes hand sanitiser carried by staff for use during the visit.</li> </ul> | <ul style="list-style-type: none"> <li>-Ensure that pupils are kept within their consistent groups.</li> <li>-Ensure that venues accessed are COVID-19 secure.</li> </ul> | <b>L</b>                  | <b>Staff</b>   |

## 17.School Community Activities

|                                                   |          |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                               |          |                     |
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| <b>School Assemblies/Worship-Large gatherings</b> | <b>H</b> | <ul style="list-style-type: none"> <li>- Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible.</li> </ul> | <ul style="list-style-type: none"> <li>-Consider Class-based assemblies led by members of the SLT via TEAMS, supervised by Teaching Assistants (if the TA is not part of the class bubble, they will remain. distanced from the class).</li> <li>-Consider planning a timetable for class assemblies, and whole school assemblies, all involving interaction from different classes, with MS Teams etc.</li> <li>-</li> </ul> | <b>L</b> | <b>Head teacher</b> |
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## 18.Welfare facilities around the school site for Staff, Pupils and Visitors.

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| Hazards / issue                                       | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Further Action required                                                                                                                                                                                                                                                                                                                                                                                                               | Risk Rating H/M/L (after) | By Whom & When                         |
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| <b>Use of Welfare facilities for Staff and Pupils</b> | <b>M</b>                   | <ul style="list-style-type: none"> <li>-Staff supervise pupils when in the toilet areas/sink areas.</li> <li>-Cubicles in place in toilet areas</li> <li>-Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>-Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods.</li> <li>-Lunch time and breaktime rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room.</li> <li>-Windows are opened in the staff room when it is occupied by staff members.</li> <li>-Position of furniture within staff room areas reviewed to ensure social distancing.</li> <li>-Cleaning schedule in place</li> <li>-Areas immediately outside of toilet areas clearly marked to allow for social distancing and movement in and out of the facilities.</li> <li>-Staff encouraged to bring flasks into school for personal use.</li> <li>-Alternative space made available to staff for break periods.</li> </ul> | <ul style="list-style-type: none"> <li>- If zoning of the building is taking place consideration be given where possible allocating toilet facilities to specific year groups, staff and visitors.</li> <li>-Ensure that a robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned.</li> </ul> | <b>L</b>                  | <b>Premises Management-As required</b> |
| <b>Personal care</b>                                  | <b>H</b>                   | <ul style="list-style-type: none"> <li>-Personal care takes place in identified toilet areas within the school.</li> <li>-PPE readily available for toilet areas.</li> <li>-Staff wear appropriate PPE when carrying out personal care tasks.</li> <li>-Resources required to support personal care readily available.</li> <li>-Face visors available to staff where need</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>- Staff concerns to be raised with the Head teacher.</li> </ul>                                                                                                                                                                                                                                                                                                                                | <b>L</b>                  | <b>Head teacher</b>                    |

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| Hazards / issue                             | Risk rating<br>H/M/L<br>(before) | Controls already in place                                                                                                                                                                                 | Further Action required | Risk Rating<br>H/M/L<br>(after) | By Whom &<br>When |
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|                                             |                                  | <p>identified.</p> <p>-Where windows are available, they are opened whilst personal care taking place.</p> <p>-Area cleaned after each use.</p> <p>-Included in the cleaning schedule for the school.</p> |                         |                                 |                   |
| <b>19. Pupils with first aid/medication</b> |                                  |                                                                                                                                                                                                           |                         |                                 |                   |

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| Hazards / issue                            | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Further Action required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Risk Rating H/M/L (after) | By Whom & When                                                                                                           |
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| <b>Personal Protective Equipment (PPE)</b> | <b>M</b>                   | <p>- The World Health Organisation (WHO) now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.”</p> <p>-It is compulsory that children/staff and visitors wear a face covering in communal areas and when moving around the school building and in classrooms. In the event of an outbreak or local lockdown facemasks would need to worn as a compulsory requirement.</p> <p>-Face covering in classrooms is now a requirement within the classroom.</p> <p>-Other tasks that have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19.</p> <p>-Staff follow good hand <u>washing practice</u> prior to wearing PPE.</p> <p>-Individual risk assessments in place for pupils who have special educational needs / challenging behaviours/require support with personal care.</p> | <p>- Ensure that the school maintains a stock of disposable gloves/aprons and face masks. Contact your usually PPE supplier any concerns are to be raised with the Health and Safety Team- <a href="mailto:hsteam@durham.gov.uk">hsteam@durham.gov.uk</a> and 03000 263430.</p> <p>- Staff wishing to wear PPE whilst in the classroom are to discuss their concerns/wishes in the first instance with the Head teacher.</p> <p>Where staff are supporting pupils, who present challenging behaviours and pupil individual risk assessments are in place., PPE requirements to be discussed with staff to ensure their safety.</p> | <b>L</b>                  | <p><b>Head teacher- On going</b></p> <p><b>Staff-Where need identified</b></p> <p><b>Staff-Where need identified</b></p> |

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| Hazards / issue                                            | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Further Action required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Risk Rating H/M/L (after) | By Whom & When                  |
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| <b>First Aid Provision and support with medication</b>     | <b>M</b>                   | <ul style="list-style-type: none"> <li>--First Aid risk assessment in place</li> <li>-Identified Staff are first aid trained.</li> <li>-Staff are aware of the procedure to follow should they need to undertake <u>CPR</u></li> <li>-Head teachers are aware of the current <u>guidance</u></li> <li>-Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use</li> <li>-Staff to wash their hands prior to administering first aid</li> <li>Staff to wear disposable gloves when providing first aid support.</li> <li>-Staff to wash their hands after providing first aid support.</li> <li>-Medication policy in place.</li> <li>-Staff to wash their hands prior to and following support with medication.</li> <li>-Where pupils have medical needs Individual Health Plans reviewed prior to them returning to school.</li> <li>- Medication stored in a dedicated area.</li> <li>- Identified staff support pupils with medical needs.</li> </ul> | <ul style="list-style-type: none"> <li>- Review the First Aid Risk Assessment.</li> <li>Gloves and first aid items used to be double bagged and placed in the waste bin.</li> <li>- Waste bins emptied throughout the school day.</li> <li>- Ensure that a stock of disposable gloves are available for staff use.</li> <li>- Review when staff members last received First Aid Training ,guidance is available on the <u>HSE website</u>.</li> <li>- Review when staff members last received medication training. Concerns to be raised with the school nurse in the first instance.</li> </ul> | <b>L</b>                  | <b>Staff-On going</b>           |
| <b>Congestion at the exit gates around the school site</b> | <b>M</b>                   | <ul style="list-style-type: none"> <li>- Pupils/Staff will wash / Sanitise their hands before they leave the school site.</li> <li>- Pupils advised not to congregate at exit doors and gates.</li> <li>- Pupils supervised to ensure that they leave the school site swiftly and not in gangs.</li> <li>- Where staff have had to change into clothing when they arrived at the school, they are to change out of clothing and place clothing in a pillowcase before leaving.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>- Parents/Carers to keep the school up to date who will be collecting their child from school.</li> <li>- Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school.</li> <li>- Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home.</li> </ul>                                                                                                                                                                        | <b>L</b>                  | <b>Parents/ Carers-On Going</b> |

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| Hazards / issue | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Further Action required | Risk Rating H/M/L (after) | By Whom & When |
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|                 |                            | <ul style="list-style-type: none"> <li>- Water bottles and lunch bottles taken home from school each day</li> <li>- Only one Parent/Carer permitted to collect their child from the school site.</li> <li>- Parents/Carers to ensure that they follow social distancing.</li> <li>- Parents/Carers directed to leave the school site immediately once they have collected their child.</li> <li>- Staff control the flow of pupils leaving the school building to encourage social distancing.</li> <li>- Gates and entrance doors are included in the cleaning regime at the school.</li> <li>- Pupils and staff reminded to maintain social distancing when supervising pupils off the school site.</li> </ul> |                         |                           |                |

## 20.Mental Wellbeing

|                        |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                                                                                                    |
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| <b>Staff Wellbeing</b> | <b>M</b> | <ul style="list-style-type: none"> <li>- Staff have been provided with <u>Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</u></li> <li>- Staff have been provided with <u>COVID-19 mental health link</u></li> <li>- Staff receives sufficient breaks during the school day.</li> <li>- Staff encouraged to leave the school site shortly after the end of the school day.</li> </ul> | <ul style="list-style-type: none"> <li>- Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school.</li> <li>- Where need identified staff are to be referred to the DCC Occupational Health Team-occhealth@durham.gov.uk</li> <li>- Staff to be reminded of the counselling services available to all DCC staff-<u>Health Assured</u> on 0800 716017.</li> <li>- Staff workload monitored by the SLT.</li> <li>- HR colleagues contacted for support where need identified.</li> </ul> | <b>L</b> | <p><b>Staff-On-going</b></p> <p><b>Head teacher-As required.</b></p> <p><b>SLT-As required</b></p> |
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| Hazards / issue                                                                        | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                      | Further Action required                                                                                                      | Risk Rating H/M/L (after) | By Whom & When                        |
|----------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------|
| Staff anxiety when working in school-Pupil numbers on the school site/in the classroom | H                          |                                                                                                                                                                                                                                                                                                                                                                                                | -Staff to raise concerns with the Head teacher in the first instance.<br>-Where need identified concerns raised with the LA. | L                         | Staff<br>Head teacher                 |
| Pupil Wellbeing                                                                        | M                          | -Focused pastoral support in place.<br>-Staff have access to- <u>Returning safe and happy and settled.</u><br>-Regular contact made with pupils' parent/carers who are currently not attending the school.<br>-Safeguarding Policy in place.<br>-Staff report concerns with pupils behaviour via the usual routes, including Safeguarding.<br>- Part of the curriculum across the school year. | -The school to contact the agencies who regularly support their pupils with social and emotional support.                    |                           | Head teacher<br><br>Staff-As required |
| <b>21.Building Management</b>                                                          |                            |                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                              |                           |                                       |
| Deep Clean                                                                             | M                          | - At the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on guidance.<br>- The school will follow the guidance provided and where need identified the current cleaning regimes reviewed.                                                             | -Regular school disinfectant fogging to reduce the in school risk.                                                           | L                         |                                       |

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| Hazards / issue                                      | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Further Action required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Risk Rating H/M/L (after) | By Whom & When                        |
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| Site Risk Register                                   | M                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | School Building Checklist to be completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           | Head teacher                          |
| Emergency Situations                                 | H                          | <ul style="list-style-type: none"> <li>-There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis.</li> <li>-In the event of the fire alarm sounding Staff and Pupils are to evacuate the building via the nearest available fire exit.</li> <li>-Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks.</li> <li>-Re-entering the building is to be staggered.</li> <li>-Staff and pupils are to wash their hands /apply hand sanitiser when they're enter the building.</li> </ul>                                                                                               | <ul style="list-style-type: none"> <li>-School Building Checklist to be completed.</li> <li>-Where need identified Personal Emergency Evacuation Plans put in place/reviewed</li> <li>-H/T/responsible person should go through the fire emergency procedures as desk top exercise with the staff to ensure that they are familiar with the evacuation procedures.</li> </ul>                                                                                                                                                                                                           | L                         | Premises Manager/ Caretaker SLT/Staff |
| Main reception and entrance doors around the school. | H                          | <ul style="list-style-type: none"> <li>-Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures</li> <li>-Clear signage in place prompting hand washing/use of hand sanitiser.</li> <li>-Hand sanitiser station in place.</li> <li>-Visitors apply hand sanitiser when they enter the school building.</li> <li>-Visitors sign in after they have applied hand sanitiser</li> <li>-Main reception area spot cleaned throughout the school day.</li> <li>-Tissues located at the main reception area with a lidded waste bin.</li> <li>-Waste bins emptied at the end of the school day.</li> <li>-Face coverings must be worn when entering the school building.</li> </ul> | <ul style="list-style-type: none"> <li>-Visitors are to be advised not to attend the school if they are unwell.</li> <li>-Visitors well being monitored when attending the school.</li> <li>-Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life.</li> <li>-Face to face meetings with parents are to be booked in advance so that meeting rooms can be set up to ensure social distancing.</li> <li>-Where electronic signing in screens are in use, the screen is to be cleaned after each use.</li> </ul> | L                         | Head teacher/Staff                    |

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| Hazards / issue | Risk rating<br>H/M/L<br>(before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Further Action required                                                 | Risk Rating<br>H/M/L<br>(after) | By Whom &<br>When                             |
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| Office areas    | H                                | <ul style="list-style-type: none"> <li>- The maximum occupancy of the office areas has been calculated to ensure social distancing.</li> <li>- Signage in place on office doors indicating the maximum occupancy number.</li> <li>-Where possible desks have been placed side by side</li> <li>- View panels located in office doors utilised so that the number of staff located in office spaces can clearly be identified.</li> <li>The doors of Offices in use can be wedged open when occupied.</li> <li>-Where available, windows are opened whilst the office area is in use.</li> <li>-Staff leave their desks as clear as possible so that it can be easily cleaned.</li> <li>-Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day.</li> <li>-Staff undertake other activities that allow them to leave the office area over the course of the school day.</li> <li>-Mobile partitions used where possible to separate large office areas.</li> <li>-Clear desk policy in place in each office area.</li> <li>-Cleaning schedules have been made available to schools and are available on the <a href="#">Extranet</a>.</li> </ul> | -None office staff encouraged not access office areas unless essential. | L                               | Caretaker/<br>Premise<br>Manager-On<br>Going. |

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| Hazards / issue                                       | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Further Action required                                                                                                                                                                                                                                                                                                                                                                                                                                       | Risk Rating H/M/L (after) | By Whom & When                                                                                         |
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| <b>Toilet Areas/Personal Care changing facilities</b> | <b>H</b>                   | <ul style="list-style-type: none"> <li>-Allocated times for identified groups/bubbles of pupils.</li> <li>-Cleaned following each use.</li> <li>-Waste bins regularly emptied, and waste taken to external bin area.</li> <li>-PPE readily available for personal care.</li> <li>-Sanitary bins located in identified and have closed lids. SLA in place.</li> </ul>                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>L</b>                  | <b>Staff</b>                                                                                           |
| <b>Meeting Rooms</b>                                  | <b>H</b>                   | <ul style="list-style-type: none"> <li>-Timetabled access only</li> <li>-None essential items removed from the meeting rooms.</li> <li>-Seating and tables positioned to allow for social distancing</li> <li>-Cleaning regime in place following each meeting.</li> <li>-Windows opened to allow natural ventilation.</li> </ul>                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>L</b>                  |                                                                                                        |
| <b>Catering facilities</b>                            | <b>M</b>                   | <ul style="list-style-type: none"> <li>-Ventilation switched on whilst kitchen staff are in the kitchen.</li> <li>-Identified number of staff work in the main kitchen area to ensure social distancing.</li> <li>-Staff start times are staggered.to ensure social distancing.</li> <li>-Main Kitchen floor space clearly marked to ensure social distancing.</li> <li>-Handwashing and hand sanitiser facilities readily available.</li> <li>-Handwashing posters located in welfare facilities.</li> <li>-Catering staff adhere <u>to hand washing guidelines.</u></li> <li>-Serving hatches provide a natural social distance from pupils.</li> </ul> | <ul style="list-style-type: none"> <li>-School Building checklist to be completed.</li> <li>-Catering Cook to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed.</li> <li>-Where need identified the number of staff in the kitchen area is to be reduced.</li> <li>-Contractors that run the kitchen are responsible for completing their own risk assessment to ensure the safety of their staff.</li> </ul> | <b>L</b>                  | <b>Premises Management-<br/>As required<br/>Head teacher-<br/>Immediate</b><br><br><b>Head teacher</b> |

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| Hazards / issue                            | Risk rating H/M/L (before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Further Action required                                                                | Risk Rating H/M/L (after) | By Whom & When   |
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|                                            |                            | <ul style="list-style-type: none"> <li>-When staff are serving, they stand side by side ensuring social distancing can be maintained.</li> <li>-Cleaning schedules have been made available to schools and are available on the <u>Extranet</u>.</li> <li>-Kitchen deliveries made directly to the kitchen area where possible.</li> <li>-Water fountains taken out of use around the school site.</li> <li>-None kitchen staff prohibited from entering the main kitchen area.</li> <li>-Kitchen staff only move about the building where need identified for serving pupils.</li> </ul> |                                                                                        |                           |                  |
| <b>Deliveries to the school site</b>       | <b>M</b>                   | <ul style="list-style-type: none"> <li>-Only essential items are ordered by the school.</li> <li>-Identified staff take responsibility for deliveries made to the school.</li> <li>-Staff members wash their hands before and after decanting orders and storing them away.</li> <li>-Kitchen deliveries are made directly to the kitchen area.</li> <li>-On decanting products, products are to be wiped down and stored away.</li> <li>-Packaging to be placed in the external bin store.</li> </ul>                                                                                    |                                                                                        | <b>L</b>                  |                  |
| <b>Waste Management on the school site</b> | <b>M</b>                   | <ul style="list-style-type: none"> <li>-External bin store in place</li> <li>-Contractor SLA in place to remove waste materials from the school site.</li> <li>-Waste removed from the school building at the end of each day and placed in the designated bin store area.</li> </ul>                                                                                                                                                                                                                                                                                                     | -Review refuse collection SLA to ensure that it meets the current needs of the school. | <b>L</b>                  | <b>Caretaker</b> |

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| Hazards / issue             | Risk rating<br>H/M/L<br>(before) | Controls already in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Further Action required                                                                                                                                                                                                                                                                                                                          | Risk Rating<br>H/M/L<br>(after) | By Whom &<br>When   |
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| <b>Emergency situations</b> | <b>H</b>                         | <p>-There is an automatic fire detection system fitted at the school which is tested weekly by school staff and inspected twice a year by a specialist contractor.</p> <p><b>-Fire Drills-</b></p> <p>The DCC Health &amp; Safety Team are advising the following during the lockdown;</p> <p>-During a staff meeting complete a desktop fire drill exercise with staff, informing them of the FRA and emergency plan. Document that you have delivered this, as this counts as fire safety training.</p> <p>-Staff to familiarise the pupils with where the fire exits are and to walk their individual classes to their fire assembly point separately, whilst maintaining social distancing measures.</p> <p>Records of these individual class bubble walk throughs should be kept in the fire safety logbook.</p> | <p>-Where <a href="#">PEEPS</a> are in place for Staff and Pupils they are to be reviewed to ensure suitable and sufficient support is available.</p> <p>-Ensure that identified members of the SLT are aware how to read the fire control panel and address any activation in the event of the Caretaker/Premise Manager not being present.</p> | <b>L</b>                        | <b>Head teacher</b> |
| <b>External Lettings</b>    | <b>M</b>                         | -Access only permitted outside of school hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>-Meet virtually with community groups to discuss re accessing the building.</p> <p>-Community groups to provide the school with a copy of their COVID-19 risk assessment for the activities they wish to undertake in the school building.</p>                                                                                                | <b>L</b>                        | <b>Head teacher</b> |

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| <b>Build-up of pedestrian traffic/vehicle traffic around the school</b>     |                                  |                                                                                                                                                                                                                                                                                                     |                                                                                                     |                                 |                     |
| <b>Close contact of adults and children on and outside the school site.</b> | <b>H</b>                         | <ul style="list-style-type: none"> <li>-Pupils reminded not to congregate outside the school gates or on the school site.</li> <li>-Social distancing measures are in place on the school site.</li> <li>-Parents/Carers are continually reminded to safely park around the school site.</li> </ul> | -Head teacher to remind Parents/Carers not congregate on the school site or around the school site. | <b>L</b>                        | <b>Head teacher</b> |

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## Appendix 1

|    |                                                                                                                                                           |
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| 1  | <a href="#"><u>Guidance for full opening: schools</u></a>                                                                                                 |
| 2  | <a href="#"><u>Guidance for full opening: special schools and other specialist settings</u></a>                                                           |
| 3  | <a href="#"><u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u></a>                           |
| 4  | <a href="#"><u>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u></a> |
| 5  | <a href="#"><u>NHS Test and Trace</u></a>                                                                                                                 |
| 6  | <a href="#"><u>Coronavirus symptoms</u></a>                                                                                                               |
|    | <a href="#"><u>Pregnancy and coronavirus.</u></a>                                                                                                         |
| 7  | <a href="#"><u>Critical worker and vulnerable children who can access schools or educational settings.</u></a>                                            |
| 8  | <a href="#"><u>Face coverings in education</u></a>                                                                                                        |
| 9  | <a href="#"><u>Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</u></a>                    |
| 10 | <a href="#"><u>Social Distancing</u></a>                                                                                                                  |
| 11 | <a href="#"><u>Hands, Face, Space</u></a>                                                                                                                 |
| 12 | <a href="#"><u>Behaviour and attendance</u></a>                                                                                                           |
| 13 | <a href="#"><u>Coronavirus (COVID-19):test kits for schools and FE providers</u></a>                                                                      |

| NHS Guidance       |                                                                                                      |
|--------------------|------------------------------------------------------------------------------------------------------|
| 1.                 | <a href="#">Who's at higher risk from coronavirus</a>                                                |
| 2.                 | <a href="#">NHS Test and Trace: how it works</a>                                                     |
| Transport Guidance |                                                                                                      |
| 1.                 | <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>                         |
| HSE Guidance       |                                                                                                      |
| 1.                 | <a href="#">Air conditioning and ventilation during the coronavirus pandemic</a>                     |
| 2.                 | <a href="#">CIBSE coronavirus (COVID-19)</a>                                                         |
| DCC Extranet       |                                                                                                      |
| 1.                 | <a href="#">COVID-19 Folder</a>                                                                      |
| 2.                 | DCC-Caretaking & Cleaning Support Service <a href="#">cleaning schedule updated</a> on the Extranet. |
| National Guidance  |                                                                                                      |
| 1.                 | <a href="#">COVID-19 contain framework: a guide for local decision-makers</a>                        |
| 2.                 | <a href="#">Guidance for food businesses.</a>                                                        |

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