



Durham High School

Covid-19 Risk Assessment and Safety Control Plan

School Summer Term Restrictions

Introduction and Risk Management Overview

1. The purpose of this Risk Assessment and Safety Control Plan is to identify the risks to pupils, staff and visitors associated with Covid-19 when they are on the Durham High School (DHS) site. To reduce these risks and create a safe teaching and working environment, this document will clarify the Control Measures that will be introduced to ensure as far as reasonably practical, a Covid-19 secure site.
2. The control measures are designed to take account of DHS' local circumstances, Government Guidance, Local Authority context, Independent Schools' Bursars Association, National Education Union and National Association of Schoolmasters Union of Women Teachers (NASUWT), Re-opening School Planning Guides. These documents have been cross referenced with this risk assessment and plan and are kept on file.
3. You need to read, understand and follow the procedures set out in this document if you are:
 - a member of the teaching staff
 - a member of the support staff
 - a Governor
 - a parent
 - an authorised visitor or contractor

As with all matters relating to Health and Safety, everyone has a responsibility to protect themselves and others from the Covid-19 virus.

If you have any doubts about understanding any of the requirements or procedures in this document, you should contact Mr Michael Dunn: m.dunn@dhsfg.org.uk (Extn 212). All incidents related to Covid-19 must be reported to Mr Dunn, who will keep a log of events.

Covid-19 and its Hazards

4. Covid-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The Covid-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold that can spread through human transmission.

Why is this a risk?

5. This is a risk because the virus is transmitted through direct contact with respiratory droplets of an infected person (especially generated through

coughing and sneezing). Individuals can also be infected from touching surfaces contaminated with the virus and then touching their face (e.g., eyes, nose, mouth). The Covid-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

6. Symptoms can include fever, cough and shortness of breath and loss of taste and smell. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than Covid-19. Therefore, testing is required to confirm if someone has Covid-19.

Who is at risk?

Pupils, Staff, Visitors and their Family Groups

7. The world is learning more about how Covid-19 affects people every day. Older people, BAME communities, those with disabilities and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. Medical evidence suggests that people of any age can be infected with the virus, but so far there are relatively few cases of Covid-19 reported among children.

Human Consequences of contracting the Covid-19 Virus

8. The consequences of exposure to the Covid-19 virus range from minor to catastrophic, depending on the vulnerability of the person contracting it. Other than the natural immunology of humans, there is currently no known medical cure for the virus.

Existing Control Measures

9. DHS Health and Safety Policy and School Handbook Book.
10. All existing DHS Risk assessments for a wide range of school activities.
11. DHS Safeguarding Policy.
12. DHS staff are Safeguarding trained.
13. To act appropriately on guidance obtained from National Institute for Health Protection.
14. Ensure DHS complies with guidance and instructions from government and local authority.
15. School Policy on Covid-19.
16. Qualified first aiders are available on site. The number meets the Health and Safety Executives recommended number relative to staff and pupil numbers and age groups.

17. First Aid kits available on site.
18. The availability of a first aid room on site.
19. The strict application of the 2-metre rule where possible, to provide improved infection control measures.
20. DHS staff numbers reduced to the minimum commensurate with providing a safe ratio which ensures the health safety, welfare and care of pupils.
21. Health and safety advice is available via the facilities management team and/ or the facilities manager at all times when pupils and staff are on site.
22. Unused areas of the site are closed off and not accessible to pupils and staff without prior notification. These areas will be deep cleaned prior to closure and reopened only when the school normalises.
23. Alcohol hand sanitisers in communal areas and adequate soap supplies will be provided in washrooms. Hand dryers will be disconnected, and disposable paper towels provided.
24. Robust cleaning strategy which ensures frequently touched surfaces such as desks, doors/door handles switches, toilets, washrooms etc. are regularly cleaned to prevent spread of infection. Internal key pads temporarily disabled.
25. Availability of medical records of students and staff that identify those that may be vulnerable. This is strictly controlled by the Headmistress and the school's Designated Safeguarding Lead.
26. No Visitors are allowed on site other than for essential maintenance and compliance work. Guidance for visiting contractors is available at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-Covid-19>

Communication: DHS Preventative Advice and Guidance Strategy

27. All The National Institute for Health Protection updates regularly sent to parents by email/Firefly.
28. All significant updates are posted on school website and social media channels.
29. Posters displayed in corridors and notice boards with latest advice and guidance.
30. Personal hygiene advice given to all pupils and staff.
31. Headmistress is in regular contact with Chair of Governors to update strategy.

32. A risk analysis is regularly undertaken by the Extended Leadership Team (ELT) to review developments and implement any potential requirements to reduce the likelihood of risk and harm.
33. **Risk Rating:** Severity = 4, Likelihood = 3, Risk Rating = **12: Additional Control Measures are required as the risk rating is above 9. Please see the following Risk Assessment Matrix**

Severity of Consequences (worst case scenario)	Existing control Measures	Likelihood (of any incident)	Risk Rating Severity x Likelihood	Acceptable Tolerable Action Required (9+) Prohibited	Improvement /Action required	Residual Risk
1=Insignificant 2=Minor 3=Moderate 4=Major 5=Catastrophic		1=Improbable 2=Conceivable 3=Likely 4=Probable 5=Certainty				

Additional Control Measures Implemented to Re-open the school

34. The following additional control measures are intended to prevent the entry and spread of Covid-19 in school by pupils, staff and essential visitors who may have been exposed to the virus.

Guidance and Measures to Prevent the Virus Entering DHS

35. *This section is designed to provide an overview of the research matter that has formed the basis of this risk assessment strategy and the measures to prevent the virus from entering the school site by a carrier and protection of vulnerable persons. The consequence of this, is an uncontrolled transmission of the virus between pupils, staff, visitors and their families and the potential closure of parts of the school or the school.*

36. Legal Duty Incumbent on all Staff in the Workplace

- a. Follow the training you have received when using any work items your employer has given you.
- b. Take reasonable care of your own and other people's health and safety.
- c. Co-operate with your employer on health and safety.
- d. Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

37. Covid-19 Risk Assessment additional control measures are developed in line with the governments Gov.UK Guidance Coronavirus (Covid-19): Education and Childcare During Coronavirus: Guidance for Full Opening of Schools (Published 7th August 2020) <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> and the Department for Education, School Coronavirus (COVID-19) Operational Guidance (Published May 2021)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf Additional re-opening direction included was offered by the Independent Schools' Bursars Association, NEU, GMB, UNISON and Unite.

38. A regular review of the above guidance will be undertaken and where appropriate the guidance identified in this risk assessment and control plan may be modified accordingly. The Director of Operations will inform the Senior Leadership Team and will communicate any changes to all stakeholders.
39. In line with the Health and Safety at Work act 1974, DHS will provide information, training and supervision to all staff and information to parents/guardians and the school's Governing Body in relation to the safety measures introduced in this risk assessment, the Covid-19 Staff Safety Code of Practice and Family Risk Assessment. This must include the requirement of each member of staff and pupil family group to complete a **Family Risk Assessment** prior to attending school. If the answer is yes when answering any of the **5 Key Questions**, the staff member or family group must not attend school and should follow the guidance provided. The Covid-19 Staff Safety code of Practice and Parent/Guardian information also includes guidance on safe travel to and from school. Please see 'Appendix A'

40. **Asymptomatic Testing**

Following an initial 3 Lateral Flow Tests (LFT) upon return to school, DHS is following a voluntary asymptomatic testing (Lateral Flow Test) programme for secondary school pupils and all staff. This programme is designed to identify Covid-19 asymptomatic carriers and thereby mitigate any subsequent transmission by isolating the individual prior to entry to school.

All secondary school pupils and staff are carrying out personal tests twice weekly at home. Early Years and Primary school pupils are not required to undertake these tests.

All test results, 'positive or negative' are to be reported to the school and the NHS Test and Trace app. Where a positive case is identified, the individual must self-isolate and request a PCR Test. **They must not attempt to enter the school site.**

If the PCR test produces a negative result, staff and pupils should inform the school of this result, and then can end self-isolation and return to the school setting.

41. It is essential that staff, pupils, visitors and contractors do not come into school and stay at home if they:
- are ill with virus type symptoms.
 - have tested positive, even if asymptomatic.
 - have been advised by NHS Test and Trace to do so.

- are household members of a positive case, even if that case is symptomatic.
 - are required to self-isolate for travel-related reasons.
42. All members of staff and parents must report any foreign travel to DHS to enable the school to address any potential risks associated with Covid-19.

A return to work discussion will be undertaken by line managers with their vulnerable staff, prior to any return to school. This will identify any applicable control measures that may be necessary to ensure as far as is reasonably practicable, the safety of that person. Where necessary, a personal risk assessment will be developed to support any necessary additional control measures. If an employee is assessed as being too vulnerable to return to work, this will be discussed with the Headmistress on a strictly confidential and one-to-one basis and a safety action plan developed in conjunction with the needs of the vulnerable person.

Clinically extremely vulnerable children and staff: All Clinically Extremely Vulnerable (CEV) pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.

Staff in schools who are CEV are advised to work from home where possible, but can attend their place of work if they cannot work from home.

Clinically vulnerable children and staff: Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance. Staff who live with those who are clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.

Individuals such as these who are at higher risk of severe illness from Covid-19 with some pre-existing conditions such as diabetes, an exceptionally high Body Mass Index rating, from an ethnic background (Public Health England's report on Covid-19 deaths) or are over 60, are advised to take extra care in observing social distancing measures and the wearing appropriate face coverings and PPE in line with this risk assessment.

New and Expectant Mothers

- Staff member is to inform the Head teacher or line manager if they are pregnant.
- Staff to consult with their GP and Midwife in relation to their personal circumstances and the risks associated with Covid-19.

- The school will complete a New and Expectant mums COVID -19 risk assessment.

Mental Wellbeing

Staff

- Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (Covid-19).
- Staff have been provided with Covid-19 mental health link
- Staff receive sufficient breaks during the school day.
- Staff encouraged to leave the school site shortly after the end of the school day, when it is not essential that remain at school.
- The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing

Pupils

- Focused pastoral support in place.
- Regular contact made with pupils' parent/carers who are currently not attending the school.
- Safeguarding Policy in place.
- Staff report concerns with pupil's behaviour via the usual routes, including Safeguarding.
- Part of the curriculum for the Spring Term.

Pupils/Parents/Guardians/Staff

43. The consequence of parents/guardians not following the school's guidance creates the opportunity for the virus to enter the school and the potential release of an uncontrolled transmission between pupils, staff, visitors and their families and the likely temporary closure of parts of the school and/or the school.
44. This risk assessment and safety guidance will be issued to all parents/guardians. This will include the requirement for each family to complete a **Family Risk Assessment** prior to bringing their child to school. If the answer is yes when answering any of the **5 Key Questions** within Family Risk Assessment, the parent must not bring their child to school and should follow the guidance provided.

45. Travel to and from School

An individual Home to School Transport Risk Assessment has been produced to reflect the safety control measures required to ensure, where possible, the health, safety and welfare of pupils and school staff whilst using school transport. In addition to those safety control measures outlined in this safety control plan, it also includes additional measures which are listed as follows:

- The application and use of hand sanitiser for all staff and passengers when boarding and disembarking the minibus.

- Tissues, waste and sick bags are located on the vehicle.
- Queuing safely when boarding the minibus.
- The wearing of face covering for those aged 11 and over when using school transport.
- So far as is practicable, grouping pupils together who are in the same school bubble in school.
- The driver to wear a face covering when passengers are on the minibus.
- No passengers to be seated in the front seats beside the driver.
- Windows are to be kept open where possible to increase ventilation.
- Guidance for the driver in the event of a passenger taking ill.
- Food and drink must not be consumed on the vehicle.
- Additional cleaning of vehicles after each use. This will be completed by the transport provider and by the school driver for school minibuses and will involve a full deep clean after every journey.
- Only Durham High School pupils and staff to travel on school transport

Government guidance for the use of wider public transport states that travel arrangements should, where possible be by foot, cycling or vehicle. Where this is not possible and public transport is the only option, DHS strongly requests that personal face coverings/masks are worn in line with government guidance during the journey and that prior to entry into the school, pupils and staff sanitise their hands thoroughly. When removed, these personal face coverings/masks need to be stored securely to prevent transmission.

This is a dynamic situation and will be reviewed as and when circumstances improve, in line with Government and National Institute for Health Protection updates.

46. Timetable information relevant to each year group has been issued to parents relating to staggered drop off/collection schedule.
47. **School Uniform:** Parents are requested to dress their child(ren) in non-uniform clothing for school. This can take the form of sport type kit or similar, that should be **washed daily or changed on a daily basis** before returning to school.

Additionally, as there will be an emphasis on outdoor education and recreation where possible at school, parents are requested to have their child bring a sun hat and apply an 8-hour sun cream to their child before they come to school on sunny days. Where the application of a sun cream is not possible prior to coming to school, parents are requested to have their child bring it to school in their bag and it will be applied as and when necessary by staff who will wear gloves and a facemask (PPE).

48. Ensure their child has thoroughly washed their hands prior to commencing their journey to school.

49. When dropping off/collecting their child at school, family groups must not gather at the drop off/collection points and must maintain the 2-metre social distance between groups.
50. Only **one** parent/guardian is to accompany their child into school when handing over/collecting them at the dedicated Year group 'Teacher Handover Point'. Family groups other than the pupil and parent/guardian, must stay inside their vehicle while within the school's grounds. In the event of a minor queue during handover, parents/guardians are requested to observe the 2 metre social distancing measures, which will be identified by floor markings or cones. Teaching and support staff will support parents through this process.
51. To minimise the opportunity of transmission across the school, individual cohort year groups will be allocated specific indoor and external teaching areas to prevent groups from mixing.
52. There will always be the relative number of qualified first aiders on site, in line with HSE Guidance.
53. School meals will be provided in school. To ensure this is achieved safely, meal times for Key Stage cohort groups will be staggered and the groups separated into different areas where possible. Staff will be seated in areas socially distanced from pupils and from each other to minimise potential transmission. The timetable for these has an integrated cleaning schedule between each group to ensure the facilities are cleaned and sanitised prior to the next group entering the room. Oncoming cohort groups will not be allowed to enter until this is completed.
54. **Cold-water dispensers:** In addition to a maintenance and legionella hygiene contract in place by the provider, the machines are sanitised daily and deep cleaned at the end of each school day by cleaning staff. Pupils and staff must not touch the machine other than to sanitise the on/off paddle prior to use with the sanitiser wipes that are provided with each machine. Additionally, pupils and staff must only use personal water bottle containers and must not share them.

The cold-water dispensers must only be used by pupils and staff who reside within the cohort/bubble form teaching area. They must not be used by pupils or staff from another cohort group.

55. **Paper:** Current research suggests that due to the structure of paper, the coronavirus will only live on paper for a few minutes. While with other surfaces such as plastic etc. it can live up to 72hrs. Therefore, the risk of transmission associated with use of paper is extremely low.
56. Pupils are requested to bring their own pencil case to school, where possible, and should not share the contents with other pupils. Where this is not available the school will provide the necessary equipment, but this must

be retained by the pupil and not shared.

57. During current circumstances, access into the site will be strictly controlled. Therefore, parents/guardians, essential visitors and contractors will not be allowed inside school buildings, unless specifically requested by school staff. In these circumstances, strict sanitising measures must be employed by the visitor and monitored by the responsible member of staff. In some cases, based on an individual risk assessment, the use of PPE may be requested prior to entry. Names and contact details of all visitors will be securely acquired at reception upon entering the site and in the event of an outbreak the Government's Track and Trace strategy will be implemented. Any external events will have individual risk assessments to ensure compliance with Government guidance.
58. All people on site must observe guidance and keep to the left and walk in single file whilst maintaining a suitable social distance on all pedestrian routes or single direction routes of travel (stairs, roadways and corridors) within the school rounds and buildings. This is to support social distancing guidance, which will be monitored for compliance by senior management. There are 7 separate school buildings within the school grounds. In most areas of the school a pedestrian dual direction approach will facilitate an adequate social distancing between pupils, staff and visitors. Where areas of the school are unable to accommodate this a one-way system will be adopted if possible or access will be restricted.
59. The SENCo will deliver lessons to our SEN children in a dedicated room within the school environment. A cleaning regime with sanitising wipes and solution and PPE is available within the room to ensure a safe environment is maintained. Additionally, the school has also made provisions for children with hearing impairment.
60. Parents/guardians should inform DHS of any foreign travel which has been taken during the school's closure and any arrangements for planned foreign travel to enable it to address any potential risks associated with Covid-19.

Robust School Hygiene Protocol

61. *As the virus is easily transmitted through direct contact with respiratory droplets and contaminated surfaces, it is essential that strict hygiene measures are employed and complied with. Failure to follow this guidance may result in the uncontrolled spread and transmission of the virus within the school family if the virus is present within the school.*
62. Strict hygiene control measures and instructions will be given to all pupils and staff, which are monitored for compliance by managers. This must include regularly washing hands for 20 seconds with warm running water, use of sanitiser and good respiratory hygiene with the promotion of the 'catch it, bin it, kill it' approach when coughing and sneezing etc. Emphasis is placed on clean hands on arrival at all school settings, before entering, before and after eating, going to the toilet and after sneezing or coughing. Pupils and staff are encouraged not to touch their face, mouth, eyes and

nose and to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). The school timetable is amended to control pupil movement, mixing of cohort groups and overcrowding, whilst providing additional time for pupils and staff to clean their hands between lessons, breaks, lunches etc. Additionally, sanitising stations are sited in all teaching areas, building entrances and outside toilets.

63. Provision of hand sanitiser stations are located at all entry points to the school, outside toilets for use prior to entry and inside classrooms and general office spaces. Tissues are also distributed in all teaching areas and offices. All pupils and staff must apply the sanitiser prior to entry into school buildings and toilets. A strict staff monitoring process has been implemented to ensure compliance with this safety control measure.
64. Pocket-size sanitiser and a personal face shield are issued to all staff members. The additional option of using a face shield in conjunction with a facemask is a personal choice but offered as an extra safety measure if teaching staff wish to use it.
65. Sanitising wipes are distributed to areas where there are high contact points on equipment or rooms of multi occupancy use. Pupils and staff must clean equipment prior to and after use (e.g. IT equipment, computers, photocopying machines etc. music room suites and instruments, Tea Points etc.). Desks must be cleaned by staff after use in multi occupancy use rooms.
66. Lidded waste bins with double bags will be available in teaching rooms for waste tissues and will be emptied regularly by cleaning staff.
67. Alcohol-based sanitiser is flammable. Therefore, alcohol-based sanitiser **must** not be used near any heat or ignition sources, e.g. school laboratory rooms and boiler rooms etc. Durham High School has a strict **No Smoking Policy**, where zero tolerance rules are applied.
68. Support is provided by teaching staff for pupils who have trouble cleaning their hands independently. Teaching staff will encourage young children to learn and practise these habits through games, songs and repetition. This is expressed in the form of a new DHS Children's Safety Charter, which has been presented to all pupils.
69. Use of sanitiser by Early Year children groups must be supervised and controlled by teaching staff.
70. Installation of Safety and Hygiene Notices on notice boards and pertinent locations around the school which are relevant to guidance in this risk assessment and the safety of pupils and staff.
71. A message about good hygiene will be displayed on all school computer 'Screen Savers'.

72. The use of electric air hand dryers has been withdrawn. This is to prevent airborne movement of droplets. Disposable paper towels and waste bins are available in all toilets/washrooms.
73. Play equipment, books etc. must be cleaned appropriately after use and multiple cohort groups prevented from using play equipment simultaneously. Cleaning detergent, disinfectant and plastic tub buckets are available in each teaching area for use by staff if required.
74. **All sport, physical education, music, dance and drama activities** undertaken within the school will have a separate department risk assessment, which will implement specific safety control measures. This will take into account specific guidance provided for pupils in sport and music lessons, in line with the sport's governing bodies and the Department for Culture, Media and Sport, published in current guidance.
75. Physical Education teaching staff will be provided with a hygiene and PPE packs for personal hygiene and cleaning sport equipment between sessions. This will contain cleaning material, hand sanitiser, sanitising wipes, paper towels, a waste disposal bag, disposable gloves, face masks and polyethene gown. Activities during physical education will take into account social distancing requirements.
76. Teaching staff will be provided with personal teaching equipment such as white board markers etc. which must not be shared between staff.
77. Pupils are instructed not to hug or 'high 5' or otherwise touch each other.
78. Unnecessary items are to be removed from classrooms and other learning environments including soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).
79. The implementation of a rigorous cleaning regime across all areas of the school that are in use. This includes cleaning surfaces that staff, children and visitors are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc., more regularly than normal.
80. Remove the use of internal security keypads only where possible to decrease the number of contact points. Keypads on external doors will remain active with the doors closed and locked. This will ensure the security and integrity of the building is maintained for safeguarding and fire safety purposes. The risk associated with removing the use of internal security keypads was deemed very low, as pupils are supervised at all times and access into the school is restricted. Only essential visitors (parents and contractors) are allowed into the school and they will be supervised by school staff at all times.
81. All shared leaflets and reading materials have been removed from reception and other prominent areas.
82. **Use of staff Tea Points/staff rooms and Rules of use**

Staff must be self-sufficient and bring/retain and only use their own cups, spoons, plates etc. and not share each another's utensils and crockery.

83. Staff must clean their own cups, plates, spoons etc. afterwards and the Tea Point area after use. They must not be left for others to clean as this increases the opportunity of the virus to be transmitted. Washing-up liquid and sanitising wipes are available in the Tea Point area.
84. Cough/sneeze screens installed at reception.
85. Potentially close areas of the school or the school on safety grounds if advice by Government changes or if there is a confirmed case or outbreak where the school requires a deep clean.

Social Distancing and School Settings

86. *Increasing the distance from person to person will decrease the potential exposure of the virus. Therefore, the maintenance of the social distance guide where possible is essential. The following measures are designed to address the challenging issues relating to this in a school setting.*
87. The social distancing guide is applied across the school site, where possible, and contact and mixing of cohort groups is prevented by programmed timetables and restricted movement. In circumstances where this is not possible, a strategy of Time, Distance and Shielding must be applied by staff. This is described as follows:

Time, Distance and Shielding

As illustrated in the image of a time clock, distance arrow between two lines, and shielding a person inside protective layer off Personal Protective Equipment (PPE).

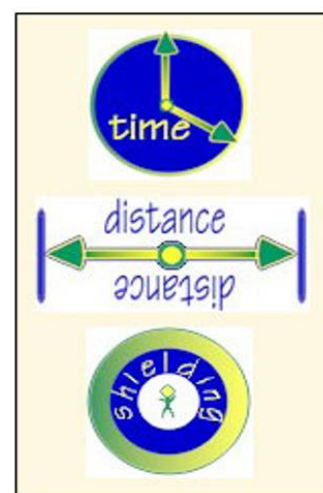
Time. Decreasing the amount of time spent near a pupil or another person will decrease the opportunity of transmission. Government guidance suggests that when introducing the Track and Trace strategy, in general a person would need to be within 2-metres of another person for 15 minutes or more for transmission to occur.

Example: You are less likely to get sunburned if you limit the time spent in the sun.

Distance. Increasing distance from another person will decrease the potential of exposure to transmission. Therefore, maintain the 2-metre distance where possible, but if circumstance dictate that this is not feasible, limit the duration as much as you can.

Example: You will be exposed to less heat from a fire if you are further away from it instead of directly in front of it.

Shielding. Introducing a shielding strategy with the use of PPE between



you and a pupil or another person who is presenting signs of the virus, should significantly limit the chances of transmission. In circumstances where Time and Distancing is not a feasible option (Illness and/or first aid requirements), PPE must be worn. A PPE pack is available in all classrooms and visors are available with primary First Aid Kits in the First Aid Room and the Junior House Staff Room.

Example: An umbrella keeps you dry in the rain.

88. Creation of clear routes within the school complex to minimise pupil movement/collision/contact. This includes 'keeping to the left' and 'one-way routes' on walking routes.



89. Owing to the fact that DHS is a relatively small school with low pupil numbers aged from 3-18 and the site is made up of 7 separate buildings, which can be utilised as separate cohort group areas, it has been decided that for the purposes of cohort groups and movement around the school the following 'bubbles' will be constructed:

- Nursery, Reception, Year 1 and Year 2 (Foundation and KS1)
- Year 3 – Year 6 (KS2)
- Year 7 – Year 9 (KS3)
- Year 10 – Year 11 (KS4)
- Sixth Form

In the Sixth Form, the 'bubble' will also operate for educational and recreational purposes.

90. When the school is open, cohorts are separated with the same pupils maintained in each group, at all times of each day, where possible. Different groups are not to be mixed during the day, or on subsequent days, where possible. The same teacher(s) and other staff are assigned to each group and as far as possible, stay with the same group during that day and on subsequent days, but recognising that in some of the older group settings there will be some subject specialist rotation of staff for older year groups, but this will be kept as low as possible.
91. Pupils are to use the same classroom/area/setting throughout the day as far as possible and should be seated at the same desk, including attendance on consecutive days. Teaching rooms that have been used will be thoroughly

cleaned at the end of each day and bins emptied during the day.

92. Timetables will be refreshed to minimise the risk of transmission by adopting the following measures:
- Dedicated teaching areas/classrooms to each cohort.
 - Consideration is given to what activities can take place outdoors or other environments independently of other cohorts. This must be achieved with minimum movement around the school or buildings.
 - Where possible, teaching staff are to move between cohort groups but maintain the appropriate social distance from other teaching staff and pupils. This will only apply when it is necessary in different education subject matters settings when pupils are unable to move from their area.
 - The school will supplement education with remote face to face support for some pupils who are unable to attend.
93. Stagger break times (including lunch), so that different cohorts are not moving around the school at the same time. Each Key Stage bubble will be confined to their specific areas during breaks and lunchtimes.
94. Stagger parents' drop-off and pick-up times and adjust protocols to minimise adult to adult contact where possible.
95. Unused parts of the school will be kept closed and locked and will be out of bounds to all pupils e.g. changing areas etc.
96. School rooms may be repurposed to accommodate pupil numbers and distancing rules.
97. Pupils and staff must be self-sufficient within their cohort group where possible.
98. Chairs in classrooms are to be front facing to prevent face to face contact with other pupils.
99. Some chairs in Staff and Quiet Rooms have been removed to prevent close proximity seating and maintain an adequate social distance between seats.
100. All whole school group activities are suspended to minimise transmission opportunities e.g. assemblies, school events, some sports activities etc. The school will consider online alternatives, where possible, if appropriate.
101. The use of **lifts** should be limited to 1 person where possible. Where assistance is required for accessibility reasons, this should be limited to the addition of 1 person only, thereby maintaining a maximum of only 2 people in the lift at any one time.

If there are two people in the lift together, they are advised to wear face coverings. The lifts will be cleaned during the school day as part of the

schools cleaning programme.

102. School Lettings are cancelled until further notice.

Ventilation

103. Classroom doors and windows are to be opened, where possible, to improve airflow and ventilation. Good ventilation, together with social distancing, keeping your work areas clean and frequent handwashing, will help reduce the risk of spreading coronavirus.

An amendment to the school's Fire Risk Assessments has been applied to manage this additional fire risk and staff have been advised that they must close the door on exiting a room during an evacuation whenever there is an unplanned fire alarm activation.

PPE Provision

104. Introducing a shielding strategy with the use of PPE between person to person, should significantly limit the chances of transmission if the virus is present. Failure to comply with this strategy, in circumstances where close person to person contact for an extended period of time is unavoidable, may result in the transmission of the virus if it is present.

105. **Face coverings:**

Year 6 pupils and below: are not required to wear face coverings as they are deemed to be at low risk of contracting or transmitting the virus.

Year 7 pupils and above: are no longer required to wear face coverings in school, unless individuals choose to do so. However, face coverings must be worn by these year groups when travelling on DHS school transport and public transport.

Staff, visitors and contractors: are no longer required to wear face coverings in classrooms/internal teaching environments, unless individuals choose to do so. However, face coverings must be worn when moving around internal areas of the site, such as in corridors and communal areas, at all times.

Safe wearing and removal of face coverings: This process should be communicated clearly to pupils and staff. Safe wearing of face coverings requires cleaning of hands before and after touching the mask, including to remove or put them on. When they are not in use, they should be kept in a personal bag, pocket or locker and where possible contained in a sealable plastic bag. If a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in general waste bins, (not recycling bin). Reusable face coverings should be placed in personal plastic bags and taken home.

Spare disposable face coverings are available on site in the main Administration Office for issue to individuals who may not have access to personal face covering.

Individuals classified as vulnerable and/or over 60 are required to wear face coverings classified as having a medical grade rating.

106. A limited supply of PPE kit is available in all school classrooms if required for sickness, accidents, clearing body fluid spillages, close proximity care and staff support. It is marked as PPE and includes: (face masks, disposable gloves, eye glasses and polythene gowns). In addition, primary PPE packs are also stored at reception and Junior House Staff Room and include a Face Shield for use in exceptional circumstances where a suspected Covid-19 illness is suspected on site.
107. The schools PPE provision is not Covid-19 secure but will reduce transmission opportunities.
108. The current provision of PPE is not fully Covid-19 secure and must only be used as a last resort in circumstances where close contact with others is essential and for an extended period of time. Staff must wherever possible maintain a 2-metre distance from any suspected case of Covid-19 and only approach the individual if it is absolutely necessary, wearing the PPE provided, including a face shield, which is located at Reception and Junior Staff Room.
109. In relation to the safe use and disposal of PPE, information, training, instruction, and supervision will be given to all staff. This should include teaching staff familiarising pupils about the equipment at the earliest opportunity on entry to the school. This is to ensure they are accustomed with how it looks and not frightened by it, if it necessary to use it.
110. Where first aid is required and it cannot be undertaken from a distance, First Aiders must wear the PPE provided (face mask, visor, disposable gloves and polyethene gown). In circumstances where there is a suspected case of Covid-19, First Aiders must wherever possible maintain a 2-metre distance and only approach the individual if it is absolutely necessary, wearing the PPE provided, which must include the use of a face shield. The school's current PPE provision is not 100% Covid-19 secure but complements other control measures applied within the school.
111. All disposable PPE that has been used for Covid-19 care must be double bagged, kept separately and securely for three days in school and then disposed of in the normal waste bins.
112. The Facilities Management Team will inform all contractors prior to attendance in school, that appropriate face covering must be worn when undertaking maintenance on the site, in addition to any PPE normally

required to safely complete the task.

Suspected Covid-19 Illness onsite

113. *In circumstances where a case of Covid-19 is suspected within the school setting, the application of strict control measures by carers and first aiders is required. Failure to comply with the following control measures may result in the transmission of the virus if it is subsequently confirmed.*
114. Teaching staff and staff must remain vigilant and monitor the health and wellbeing of pupils and other staff throughout the school day. In circumstances where a pupil or staff member is presenting symptoms of the virus as outlined in the Covid-19 Family Risk Assessment, the staff member is asked to inform the Headmistress' PA. Where pupils present other general signs of illness, normal school protocols apply.

Where an individual is presenting symptoms of Covid-19, a member of the Senior Leadership Team will assess the situation and if necessary, take appropriate action where the individual will be isolated in the parents' meeting room outside of the dining room. In this circumstance and where it involves a pupil, the individual may be asked to take a school Lateral Flow Test (providing parental permission has been granted) to clarify whether the virus is present or not. Parents will be contacted prior to the test. If the outcome of the test is negative and it is decided that the individual remains at school, staff teaching the pupil will be informed of the test result.

If it is a pupil that is suspected of presenting symptoms of the virus and/or has positive result, the parents/guardians of that pupil will be contacted. The affected individual will be supported by a member of the Senior Leadership Team until they leave the premises. During this period, it is essential that a 2-metre distance is maintained.

Where a Nursery pupil is suspected of presenting symptoms of Covid-19, that individual will be isolated in the Reading Room, which is located in the nursery building.

115. The use of a dedicated washroom in the event of someone becoming sick is available and will be isolated in the event of a suspected case of Covid-19 with clear signage to identify isolation (toilet outside of the dining area and adjacent to the parent meeting room).
116. A Covid-19 national Test, Track and Tracing system is now operationally available across the country. DHS will comply with the guidelines outlined in this strategy and will ensure where possible that the information required to facilitate it will be provided. Additionally, all staff, pupils and their families should follow Government guidance where there is a confirmed case of Covid-19 and isolate. Where pupils are required to isolate, the school will employ a remote learning strategy and offer additional pastoral support where it is required.

Staff/Pupil or family member tests positive for Covid-19

The Health Protection Agency are available to provide schools with advice and support-Contact - 0300 3038596

The Health Protection Agency team will also contact schools directly if they become aware that someone who has tested positive for Covid-19 attended the school as identified by NHS Test and Trace.

Where a need is identified **The Health Protection Team** will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

If a Pupil or member of Staff **tests positive**, they are instructed to follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(Covid-19\) infection’](#) and must continue to **self-isolate for at least 10 days** from the onset of their symptoms and then return to school **only if** they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.

The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 10 days.

Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded.

Schools should ask Parents/Guardians and Staff to inform them immediately of the results of a test. If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (Covid-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

Remote education is to be made available to pupils not attending the school under these circumstances.

The government should where possible ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided.

117. In the event of a confirmed case of Covid-19 in school, the school will follow the Government guidelines and take advice from Environmental Health where more than one case is reported.

Other Safety Control Measures

118. *The unintended consequence of a fire alarm activation may result in the transmission of the virus by the weakening of the measures previously set out in this risk assessment.*

119. Fire Risk Management

When an alarm activation occurs, guidance is given to all pupils, staff and visitors to maintain the 2-metre social distancing protocol when evacuating and lining up at the assembly point. Additionally, teaching and support staff are instructed to ensure that all doors are closed during the evacuation.

120. **Risk Rating:** Severity = 4, Likelihood = 2, Risk Rating = **8**: Acceptable as the risk rating is below 9.

Severity of Consequences (worst case scenario)	Existing control Measures	Likelihood (of any incident)	Risk Rating Severity x Likelihood	Acceptable Tolerable Action Required (9+) Prohibited	Improvement /Action required	Residual Risk
1=Insignificant 2=Minor 3=Moderate 4=Major 5=Catastrophic		1=Improbable 2=Conceivable 3=Likely 4=Probable 5=Certainty				

Assessor: Michael Dunn (Director of Operations)

14th May 2021 (Version 014)

Appendix A

Durham High School

Covid-19: Family Risk Assessment



As part of Durham High School's approach to secure and maintain the health, safety and wellbeing of its pupils, staff and the wider school community, the school is implementing several strategies that we are asking staff, parents and pupils to adhere to.

To assist in this and prior to attending or bringing your child to school, we ask that on every occasion you please conduct a family risk assessment. This is to ascertain the health and wellbeing of your household and the risks associated with transmitting Covid-19 whilst attending school.

Please ask yourself the following **5 Key Questions**. If the answer is yes to any one of them, **please do not attend or bring your child to school**.

Question	Yes or No
Does my child generally feel unwell?	
Does my child present any of the following symptoms: repetitive cough, sore throat, loss of taste or smell?	
Does my child have a temperature, 37.8 or over ?	
Does my child present any other signs or symptoms potentially associated with Covid-19?	
Does any other member of my household present any of the above symptoms or had a positive Covid-19 test result in the last 10 days?	

If the answer was **yes** to one of the **5 Key Questions**, please inform the school as soon as possible and self-isolate as per government and The National Institute for Health Protection guidance and/or seek medical advice if appropriate.

In anticipation of your support and assistance with this action, we thank you.

Michael Dunn

Facilities Manager

4th March 2021: Version (003)