

### Infection Control COVID-19 General Risk Assessment Form

Risk assessment carried out by Kevin Broadfoot	Job title Director of IT & Estate	Date of assessment 5 <sup>th</sup> October 2020
Review interval – Weekly.	Date reviews carried out -	

Staff covered by this assessment – <b>All Staff and Students accessing the school site/building</b>	Activities involved All activities involved in attending schools whilst adhering to social distancing
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<b>RISK RATING</b>		<b>Likelihood</b>		
		<b>Probable</b> Occurs repeatedly, to be expected or could affect large number of people	<b>Possible</b> Could occur sometime or effect a few people	<b>Remote</b> Unlikely to occur or not many people to be affected
<b>Impact</b>	<b>Major</b> Major injury, permanent disability or ill-health	High	High	Medium
	<b>Severe</b> Injury requiring medical treatment	High	Medium	Low
	<b>Minor</b> First aid treatment	Medium	Low	Low

The academies are following the DfE guidance for full opening of schools in September : [Actions for schools during the coronavirus outbreak - 2nd July 2020.](#)

The trust is following the guidance outlined in [Managing school premises during the coronavirus outbreak published 24<sup>th</sup> April 2020](#)

The academies are requesting that parents and students are aware of the guidance in [What parents need to know about schools and colleges in the Autumn term](#)

The academies have staff and students who have been identified as clinically extremely vulnerable and are following the [guidance from the DfE and PHE](#); Where need identified individual risk, assessments have been completed for identified staff members.

The academies are maintaining a register of all clinically extremely vulnerable and clinically vulnerable staff and students and regular contact is undertaken to check on their wellbeing.

Staff, Parents and Carers of children who are in the academies are regularly reminded to stay at home if they are experiencing signs of illness outlined in the [guidance from the NHS](#). The school are maintaining a register of all vulnerable staff and students and regular contact is undertaken.

Where need is identified for relevant students the school are following the DfE [Guidance for Conducting a SEND risk assessment during the coronavirus outbreak](#)-

The school are following the guidance [COVID-19:Cleaning of non-healthcare settings](#)

Parents/Carers are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the school communication links with special attention being given to the essential measures:

- 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 maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

PHE have a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents- 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)

Area for concern	Risk Rating H/M/L (prior)	Controls in place	By whom	Deadline	Risk rating H/M/L (after)
CV G1. Awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>• Trust has in place and all staff, students and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Covid 19 Policy</li> <li>- First Aid Policy</li> </ul> </li> <li>• Trust is up to date with and adhering to and all relevant government guidance and legislation as outlined above.</li> <li>• The relevant staff are aware of the guidance, control procedures and receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The parents are aware of the academy's guidance and control procedures to minimise the spread of infection.</li> <li>• The students are aware of the academy's guidance and control procedures to minimise the spread of infection.</li> </ul>	Trust  Trust  Principals	Complete  On-going  Complete	M  M  M
CV G2. Preventing the spread of the virus.	H	<ul style="list-style-type: none"> <li>• Minimising Contact               <ul style="list-style-type: none"> <li>- The capacity of each academy within the Trust is indicated in the fire risk assessment. All students will return to school.</li> <li>- Students will return but will remain in Year Group 'Bubbles' with bubbles located a specific zone within the Academy</li> <li>- Students should adhere to social distancing with other bubbles</li> <li>- Adults will socially distance (2m) from each other and students. If teachers are in side 2m from students they must wear a mask/visor.</li> <li>- Classrooms will have a clearly marked teacher zone to installed. (2m from children).</li> <li>- A one-way system with clear floor demarcation is in operation, where appropriate within the Academy.</li> <li>- Smaller rooms and Offices will indicate a designated number of individuals allowed to be in a room, at any one time.</li> </ul> </li> </ul>	Trust	Complete	M

		<ul style="list-style-type: none"> <li>- Lifts will operate a one person only system or within year group bubble, enhanced cleaning in place for lifts.</li> <li>- Open offices will have clear demarcation to support staff movement</li> <li>- Clear partitions will be used where social distancing is not possible</li> <li>- Movement around the school will be kept to a minimum</li> <li>- Separate areas for breaks and lunches for each bubble are in place</li> <li>- Changing Facilities will not be made available for students</li> <li>- Following local restriction pupils, adults and visitors to wear face covering whilst in communal areas.</li> </ul> <ul style="list-style-type: none"> <li>• Cleaning Hands               <ul style="list-style-type: none"> <li>- All individuals will clean hands/sanitise on entry to the building</li> <li>- All classrooms/offices will have hand sanitiser available</li> <li>- Teachers will provide hand sanitiser for students entering/leaving the classroom</li> <li>- Students will be required to wash hands/sanitise before and after breaks and lunch</li> </ul> </li> <li>• Good Respiratory Hygiene               <ul style="list-style-type: none"> <li>- Catch it, Bin it, Kill it posters will be displayed around the schools</li> <li>- Tissues and bins will be available in every classroom and open spaces</li> </ul> </li> <li>• Cleaning               <ul style="list-style-type: none"> <li>- Enhanced cleaning regime is in place and detailed in the cleaning section</li> <li>- Staff are advised not to share phones. Cleaning products will be available to allow all phones to be cleaned after use.</li> </ul> </li> </ul>		Complete	
				Complete	
				Complete	
				Complete	
CV G3. Staff and Students attending school	H	<ul style="list-style-type: none"> <li>• A separate Risk Assessment has been undertaken for both students and staff attending site               <ul style="list-style-type: none"> <li>- See Covid -19 -Students attending site –RA - CA</li> <li>- See Covid 19 – Students attending site – RA - NDA</li> <li>- See Covid -19 – Staff, Governors &amp; Visitors attending site - RA</li> </ul> </li> <li>• The academy day will be tailored to accommodate the bubbles</li> </ul>	Trust  Principals	Complete and on-going	M  M
CV - G4. Transport on and off the school site.		<ul style="list-style-type: none"> <li>• The Trust has liaised with the Local Authority whom in turn have liaised with transport providers.</li> </ul>	Trust	Complete and on-going	L

	M	<ul style="list-style-type: none"> <li>• Face masks to be worn by students as per regulations for public transport (with exemptions for health conditions/ anxiety)</li> <li>• Some service bus routes used predominately for students have been changes to become “scholars’ bus” routes to reduce social interaction.</li> <li>• Protocols with transport providers urges that hands are wash immediately before boarding. Hand sanitiser provided by transport company.</li> <li>• DCC protocol includes that transport entitlement will be withdrawn if wilful ignoring of seating positions or procedures.</li> <li>• Additional cleaning regime implemented by DCC/transport providers. Current protocol expects cleaning before and after each school journey.</li> <li>• Protocols in place for drivers to report to a member of staff any child who they deem to be unwell on the journey to schools.</li> <li>• Protocols established for drivers where students appear to be displaying symptoms, however parents should not be sending students who are displaying symptoms</li> <li>• Students will be met by staff members at the identified drop off/pick up points on the school site.</li> <li>• Additional bins arranged to allow safe disposal of disposable face masks on exiting the vehicles</li> </ul>			
CV - G5. Student/Staff member is shielding or clinically vulnerable	H	<ul style="list-style-type: none"> <li>• If a student or staff member is clinically extremely vulnerable or clinically vulnerable, including those who are pregnant, the DfE have advised that they can attend the school as long as the workplace is Covid19 secure but should carry on working from home wherever possible. Individual risk assessments will be undertaken for persons in this group.</li> <li>• Individual risk assessment will be undertaken with the above groups, extended to BAME and Males over 55.</li> </ul>	Trust	Ongoing	L
CV - G6. Student/Staff member living with a shielded or clinically vulnerable person	H	<ul style="list-style-type: none"> <li>• If a student or staff member lives with someone who is Clinically extremely vulnerable or clinically vulnerable, including those who are pregnant, the DfE have advised that they can attend the school. Individual risk assessments will be undertaken for persons in this group.</li> </ul>	Trust	Ongoing	L

<p>CV - G7. Maintaining infection control /hygiene standards within the school building</p>	<p>H</p>	<p>Guidance followed for the cleaning of non-health care settings.</p> <ul style="list-style-type: none"> <li>• All staff, students and parents advised to engage with NHS Test and Trace and process communicated</li> <li>• All staff and students with symptoms/isolating will return adhering to the latest government guidance. During periods of isolation staff are expected wherever possible to work from home.</li> <li>• All staff showing symptoms will be required to be tested</li> <li>• Students' parents/carers advised to ensure that students aim to wear clean clothing each day that they attend school.</li> <li>• All students and staff expected to comply with the infectious disease control policy</li> <li>• Students are supervised throughout the school day to wash their hands or use hand sanitiser for 20 seconds by staff members, throughout the school day. Staff <a href="#">follow the guidance provided</a></li> <li>• Staff and Students are directed to wash their hands or use hand sanitiser before and after eating and following coughing and sneezing and where additional need identified.</li> <li>• Areas in regularly contact with Students and Staff to be cleaned regularly</li> <li>• Students encouraged throughout the school day to socially distance themselves from staff and other students.</li> <li>• 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.</li> <li>• Cleaning regime in place before, during and after the school day.</li> <li>• Where available windows and doors to be opened in corridor areas/school halls during the school day to allow natural ventilation and prevent multiple individuals touching door handles.</li> </ul>	<p>Trust/ Academy</p>	<p>Ongoing</p>	<p>M</p>
<p>CV - G8. Minimising contact with those who are unwell</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff have received training raising awareness of the symptoms of the Coronavirus (Covid-19)</li> <li>• An isolation room has been identified with only hard surfaces and an external exit without entering the main body of the building.</li> <li>• Face mask will be placed on individuals showing symptoms</li> </ul>	<p>Academy</p>	<p>Ongoing</p>	<p>M</p>

		<ul style="list-style-type: none"> <li>• PPE provided for those staff that need to come into contact with the students</li> <li>• Parents, Carers and Emergency contacts will be informed and the individual will leave the site or be collected from the external door in the isolation room.</li> <li>• Full engagement with NHS Test and Trace will be implemented</li> </ul>			
CV – G9 – Communication risk	M	<ul style="list-style-type: none"> <li>• Procedures established for Year Managers escalating suspected cases.</li> <li>• Procedures established for communications with Public Health England’s Local Health Protection Team.</li> <li>• Should a student/member of staff be confirmed to test positive for Covid19, Trade Union representatives, Governors/Trustees and all staff within the Academy will be notified as soon as possible.</li> <li>• Regular updates provided to parents detailing changes to the management of risk and changes to infection control/Covid 19 policy.</li> <li>• Regular updates to be brought back to Local Governing Body and Academy Trust Board meetings until the crisis is over. Updates will ensure Trustees are updated on the current position.</li> <li>•</li> </ul>	Academy	Ongoing	L
CV – G10. Catering	M	<ul style="list-style-type: none"> <li>• Three separate lunch periods built into the timetable to allow year groups to be served within their bubble.</li> <li>• Separate dining areas identified allowing year groups to remain within their bubble</li> <li>• Reduced menu on offer</li> <li>• Cleaning of the dining area before use is in place</li> <li>• Cashless payments only will be taken by the school</li> <li>• Cash Revel machines will be disabled.</li> <li>• Card Machine for contactless payment has been installed</li> <li>• Payment will not utilise fingerprint reader</li> <li>• Additional catering furniture installed.</li> <li>• A one-way queuing system and exit from the dining area will be in operation.</li> <li>• Students and staff will use the farthest seat available to prevent any crossover.</li> </ul>	Trust	31 <sup>st</sup> August 2020	L

CV - G11. Cleaning	H	<ul style="list-style-type: none"> <li>• Cleaning will be allocated out to the zones in use</li> <li>• The cleaning of high use areas will be undertaken every hour</li> <li>• Classrooms will be cleaned upon being vacated or at the end of the day</li> <li>• Classrooms will have a supply of cleaning products and PPE is available for use</li> <li>• Shared areas will be cleaned before use</li> <li>• Dining areas will be cleaned before use</li> <li>• Cleaners will be available on request, cleaning service now included on service desk.</li> </ul>	Trust	On-going	M
CV – G12 PPE	H	<ul style="list-style-type: none"> <li>• Gloves, Visors and face masks are available on request for staff and governors</li> <li>• The following tasks have been identified within the school that would require staff to use PPE:               <ul style="list-style-type: none"> <li>- Contact with student with Covid-19 symptoms</li> <li>- First Aid</li> <li>- Supporting students with personal care</li> <li>- Specific curriculum areas (e.g. technology), where it is impossible due to health and safety grounds for staff to retain the 2m social distance.</li> </ul> </li> </ul>	Academy	Complete	M
CV – G13 – Disruption to Exams	H	<ul style="list-style-type: none"> <li>• Assessment Window 1 has been deferred until February 2021, allowing plans for Autumn examination series to be developed.</li> </ul>	Academy	Complete	M

This risk assessment and supporting documents addresses the requirements set out in the guidance from DFE but to ensure that each area is covered the following

Ref	Planning & Organising		
<b>1</b>	<b>Measure</b>	<b>Action Required</b>	<b>RA Ref</b>
1.1	Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also	Separate risk register for COVID-19 to be kept up to date. Risk Assessment to be kept up to date. PPE to continue to be made available to staff.	Section 1



	ensure that all health and safety compliance checks have been undertaken before opening		
1.2	<p>Organise Year Group bubbles</p> <p>Either the 2m rule or;</p> <ul style="list-style-type: none"> <li>o avoiding contact with anyone with symptoms</li> <li>o frequent hand cleaning and good respiratory hygiene practices</li> <li>o regular cleaning of settings</li> <li>o minimising contact and mixing</li> </ul>	<p>Classes will fill up from the back and student are expected to stay in the required seat and not move around.</p> <p>Students will stay in class/zone and teachers will move.</p> <p>All classrooms will have hand cleaning substances such as hand sanitizer.</p> <p>Cleaning regime will ensure classrooms are cleaned regularly</p>	<p>Section 2</p> <p>Section 3</p> <p>Section 10</p>
1.3	<p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible refresh the timetable:</p> <ul style="list-style-type: none"> <li>o decide which lessons or activities will be delivered</li> <li>o consider which lessons or classroom activities could take place</li> <li>o Timetable/Selection of classroom to reduce movement</li> <li>o stagger assembly groups</li> <li>o stagger break times (including lunch)</li> <li>o stagger drop-off and collection times</li> <li>o for secondary schools and colleges, consider how best to supplement remote education with some face to face support for students</li> <li>o plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> </ul>	<p>All rooms enable teachers to have a 2m zone from students.</p> <p>Classes should be filled from the back and exit from the front.</p> <p>Changing rooms to remain closed.</p> <p>Alternative to PE in place</p> <p>Staggered arrival and departure times in place.</p> <p>Three/four separate lunch breaks in place.</p>	<p>Section 1</p> <p>Section 2</p> <p>Section 3</p> <p>Section 4</p>
1.4	Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere	<p>Review of resources completed by Heads of Department</p> <p>All corridors will be kept clear of obstructions.</p>	Section 2
1.5	Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>	<p>Separate entrances identified for bubbles.</p> <p>Staggered arrival times in place.</p> <p>Queuing system in place to enable students to wash hands</p> <p>Temperatures of students will be taken should they move to the isolation room.</p>	Section 4

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Ref	Communicating your plans
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Ref.	Measure	Action Required	RA Ref
2.1	Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a> )	Communication from Academy	Section 1 Section 8
2.2	Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	Communication from Academy	Section 1
2.3	Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Communication from Academy	Section 1 Section 4
2.4	Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Communication from Academy Less applicable in Secondary setting	Section 1
2.5	Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>	Communication from Academy	Section 1 Section 4
2.6	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Staff training already taken place. Staggered arrival and departure times in place.	Section 1
2.7	Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	Discussions with Mellors around catering and Accuro around cleaning complete	Section 9 Section 10
2.8	Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	As above	Section 10

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3	School Operations		
Ref.	Measure	Action Required	RA Ref
3.1	Keep cohorts together where possible and: <ul style="list-style-type: none"> <li>o ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</li> </ul>		Section 2 Section 3

	<ul style="list-style-type: none"> <li>○ ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff</li> <li>○ ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days</li> </ul>		
3.2	<p>For cleaning and hygiene:</p> <ul style="list-style-type: none"> <li>○ follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>○ ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>○ clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>○ ensure that all adults and children:             <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a></li> <li>○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>○ are encouraged not to touch their mouth, eyes and nose</li> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>○ ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>○ consider how to encourage young children to learn and practice these habits through games, songs and repetition</li> <li>○ ensure that bins for tissues are emptied throughout the day</li> <li>○ where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> </ul>	<p>Full cleaning and hygiene regime in place All classrooms will have hand sanitiser available. Regular hand washing will be made available.</p>	<p>Section 2 Section 3 Section 10</p>

	<ul style="list-style-type: none"> <li>o prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>o get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed</li> <li>o there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</li> </ul>		
3.3	<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> <li>o accessing rooms directly from outside where possible</li> <li>o considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> <li>o staggering breaks to ensure that any corridors or circulation routes used have a limited number of students using them at any time</li> <li>o staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms</li> <li>o ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> <li>o noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</li> </ul>	<p>A one-way system will remain in place with designated walkways identified to prevent cross over.</p> <p>Zones will have specific stairwells</p> <p>Staggered arrival</p> <p>Three separate lunch breaks.</p> <p>Cashless catering</p> <p>Structured queuing in place.</p> <p>Seating is arranged to minimize cross over.</p> <p>Students leave table.</p> <p>The number of students accessing toilets at any one time will be restricted.</p>	
3.4	<p>Use outside space:</p> <ul style="list-style-type: none"> <li>o for exercise and breaks</li> <li>o for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> <li>o although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul>	<p>Limited time in school</p>	<p>Section 2 Section 3</p>

3.5	<p>For shared rooms:</p> <ul style="list-style-type: none"> <li>○ use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>○ stagger the use of staff rooms and offices to limit occupancy</li> </ul>	<p>A maximum limit has been set to ensure that social distancing and one-way system can be adhered to All staff areas will be one person only areas and making coffee for others will not be permissible.</p>	<p>Section 2 Section 3</p>
3.6	<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> <li>○ by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</li> <li>○ by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</li> <li>○ although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</li> </ul>	<p>Review of shared resources undertaken by Heads of Department Additional measures including PPE in place for practical lessons</p>	<p>Section 2 Section 3</p>
3.7	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> <li>○ encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>○ making sure schools, parents and young people follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel</li> <li>○ ensuring that transport arrangements cater for any changes to start and finish times</li> <li>○ making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>○ making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</li> <li>○ taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and</li> </ul>	<p>Discussions completed with DCC regarding transport requirements Times and routes are not to alter for the majority of routes. Re-designation of some transport arrangements, undertaken by DCC</p>	<p>Section 4</p>

<p>young people with complex needs who need support to access the vehicle or fasten seatbelts</p> <ul style="list-style-type: none"><li>○ local authorities or transport providers could consider the following:<ul style="list-style-type: none"><li>○ guidance or training for school transport colleagues</li><li>○ substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers</li><li>○ cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out</li></ul></li><li>○ communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</li></ul>		
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