

RISK ASSESSMENT FORM

Workplace	Chiddingly Primary school	Likelihood (L)	X	Severity (S)
Department	Whole school, including access	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Vicky Lewis & Kayleigh Vile	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole school site	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Preparing for the full reopening of school in September 2020	Likely	4	Major (death or serious injury)
Date	20/5/2020 reviewed 10.6.2020 reviewed 13.7.2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Return to education	Low = 1-8	Medium = 9-14	High = 15-25

This model document was updated on the 25nd September. Latest updates are in **Green**
It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

COVID-19

Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.

Confirmed cases:

- If schools are notified of a positive COVID19 test result for a member of staff or a pupil, contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team.
- The school will then take actions following the guidance of the PHE Health Protection Team.
- The provider should alert the local authority to a confirmed case by e-mailing COVID19.SchoolsInformation@eastsussex.gov.uk

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	Potential contamination arising from the staff and pupils working onsite during the preparation for the full reopening of school	All members of staff and the limited numbers of pupils currently attending school	<ul style="list-style-type: none"> • Maintain and monitor the school's current Phased Return Risk Assessment Control Measures up until 1 September 2020. • A legal requirement that schools should revisit and update their risk assessments (building on the learning so far.) • Schools should review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile 	3	4	12	<ul style="list-style-type: none"> • PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Schools must work through them, adopting measures to the fullest extent possible. Guidance for full opening: schools - Section 1 Public Health Advice to minimise Covid-19 risks 17th Sept 2020. 	2	4	8

			<p>considering the implications of Covid-19 to enable a return to full capacity in the autumn term.</p> <ul style="list-style-type: none"> ● SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term ● Ensure HT, senior leaders and DSLs are appropriately up-to-date with the DfE full return to school guidance. See Guidance for full opening – schools as well as updates for example: 17th September 2020 ● Updated Health & Safety, and safeguarding policies & practices produced during the lockdown period when school was open to limited numbers. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely ● Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) ● Stick to school opening times and encourage staff to go home immediately to reduce risk. 		<ul style="list-style-type: none"> ● Revisit and update risk assessments for September building on the COVID-19 learning and practices already developed in school ● Provide regular updates for governors. See Guidance for full opening – schools ● Continue routine updates to the school’s staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider. ● Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices. ● Consider any office roles that could be undertaken from home reducing the number of staff in offices ● Consider travel and parking arrangements for staff in line with social distancing guidelines ● Maintain new staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the
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			<ul style="list-style-type: none"> Follow the Government's updated COVID-19 cleaning of non-healthcare settings guidance Review H&S compliance checks as appropriate - Managing school premises during the coronavirus outbreak 				<i>same pen or using a tablet in Reception areas</i>			
2.	<p>Potential transmission to clinically vulnerable staff and pupils returning when school reopens</p> <p>Useful planning resources are detailed in the DfE Guidance for full opening – schools Section 2</p>	All members of school community	<p>2a. Pupils:</p> <ul style="list-style-type: none"> Communicate to parents that now circumstances have changed it is vital for all children to return to school in September to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. <p>2b. Staff:</p> <ul style="list-style-type: none"> Employer health and safety and equalities duties under Section 2 of the new Guidance for full opening: schools 17th Sept 2020 - consider how to meet equalities duties in the usual way and follow guidance. Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are 	3	4	12	<p>2a. Pupils:</p> <p>Communicate with parents of clinically vulnerable and shielding pupils to inform them:</p> <ul style="list-style-type: none"> pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See current advice on shielding reassure parents and pupils by communicating the additional risk assessments and control measures that are being taken from September Confirm that if rates of the disease should rise in this local area, clinically vulnerable children (or family members) from this area, and this area only, may be advised by PHE to shield whilst rates remain high and therefore their child may then be temporarily absent. 	2	4	8

			<p>proposing putting in place and involve all staff in that process</p> <ul style="list-style-type: none"> ● Review systems to support the well-being of staff who may be anxious about returning. Information about the extra mental health support for pupils and teachers is available. The government has just launched the Wellbeing for Education Return programme. ● Supply teachers and other temporary or peripatetic teachers (Section 2 of the new Guidance for full opening: schools 17th Sept 2020) can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible ● The DfE recommend that schools consider using DfE's and Crown Commercial Service's agency supply deal when hiring agency workers, as this offers a list of preferred suppliers that must be transparent about the rates they charge. Schools can get direct support from Crown Commercial Services on how to use the agency supply deal by emailing supplyteachers@crowncommercial.gov.uk with the school's details and contact details 			<p>Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> ● Request parents discuss their child's care needs with their health professional before returning to school in September. Further advice is available from the Royal College of Paediatrics and Child Health. ● Arrange provision for any pupil who is unable to attend school because they are complying with clinical and/or public health advice to be able to access to remote education from September https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools <p>2b. Staff:</p> <p>Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. <i>Guidance on completing an individual risk assessment and templates are currently being developed and will be issued shortly and published via the message board.</i></p>		
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			<ul style="list-style-type: none">● Leaders should give consideration to any use of volunteers. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible● Schools are being strongly encouraged by the DfE to continue to host ITT trainees. Section 2 of the new Guidance for full opening: schools 17th Sept 2020 - Risk assessments should be conducted as they are for staff			<ul style="list-style-type: none">● Following the reduction in the prevalence of the virus and relaxation of shielding measures from 1 August, the DfE is expecting that most staff will attend school.● Clinically vulnerable and/or pregnant staff should follow this guidance clinically-vulnerable, including pregnant women,● Staff who are clinically extremely vulnerable are advised that they can now return to work from 1 August provided they can maintain social distancing. Advice can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. Leaders should be flexible in how these staff are deployed, enabling them to work remotely where possible or in roles in school where it is possible to maintain social distancing.● Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes report. Headteachers should consult with BAME staff to review and revise deployment if			
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							<p>appropriate. BAMEed's resources may be helpful in this process.</p> <p>https://www.bameednetwork.com/resources</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace 			
3.	<p>Increased risk of introducing contamination from pupils and staff returning to school in greater numbers in September</p> <p>Useful planning resources:</p> <ul style="list-style-type: none"> • DfE Guidance for full opening of schools – section 1 • <i>The LA model recovery plan will be updated for full reopening in September shortly and published via the message board</i> • <i>See the LA model recovery plan on the message board</i> 	All members of the school community	<p>Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</p> <p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <p>(i) <i>Movement around the School site,</i></p> <p><i>Due to school layout, no additional measures required other than entrance and exit arrangements</i></p> <p>(ii) <i>General classroom activities,</i></p> <p><i>No further measures required other than those already in place regarding classroom activities</i></p> <p>(iii) <i>Playground activities,</i></p> <p><i>Individual buckets of playground equipment in place for each bubble</i></p> <p><i>PE equipment to be cleaned in line with guidance for PE sessions</i></p>	3	4	12	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>3a – Pupils</p> <ul style="list-style-type: none"> • <i>Play equipment</i> <p><i>No outdoor, shared equipment will be used in Term 1.</i></p> <ul style="list-style-type: none"> • Clear communication with pupils, parents and wider community about the full return to school procedures and new arrangements. Think about new school rules needed - DfE Guidance for full opening – schools • Ensure any staff or pupils who wear face coverings on the 	2	4	8

			<p>(iv) <i>Breakfast club, Individual tables for class bubbles, individual table activities for each table bubble. Breakfast to be served to the children at their tables.</i></p> <p><i>All equipment to be cleaned in line with guidance.</i></p> <p><i>v) Educational Visits</i></p> <p><i>DFE states that schools can resume Non-overnight domestic educational visits. As part of the risk assessment consult the health and safety guidance on educational visits.</i></p> <p><i>The following documents on CZone give further information about outdoor learning and school trips:</i></p> <p>Document 1 and Document 2</p> <p><i>vi) Wraparound provision and extra-curricular activity</i></p> <p><i>Schools should work to resume and breakfast and after-, where possible from the start of the autumn term school provision and work closely with providers. Refer to the relevant guidance for those who run community activities, holiday clubs, after-school clubs etc as much of this will be useful in planning extra-curricular provision.</i></p>		<p>way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on safe working in education, childcare and children’s social care</p> <ul style="list-style-type: none"> ● Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE review of the impact of Covid-19 on BAME groups ● Ensure parents are aware that all pupils in all year groups are expected to return and that the usual rules on school attendance will apply from September. Also they appreciate what limited equipment that they are expected to bring in to school. ● Toilet arrangements in line with guidance for each group ● Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Consider additional
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			<p><i>Providers are advised to keep children in small groups of no more than 15 children, with the same children each time whenever possible. Multiple groups of 15 pupils can use the same shared space if necessary, with distancing between the groups.</i></p> <p><i>Providers should work with parents, schools or settings to ensure that, as far as possible, children are kept in a group with other children from the same bubble they are in during the school day. Where it is not possible to keep children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups and frequently review these groups to minimise the amount of 'mixing'.</i></p> <p>Context: <i>In the DfE guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</i></p> <p>Face Coverings</p> <ul style="list-style-type: none"> ● Follow the government guidance on face coverings and communicate the school's procedures to staff, pupils, 		<p>support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups</p> <p>3b – Staff</p> <ul style="list-style-type: none"> ● Organise appropriately sized groups and encourage social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5 ● Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings ● For sports lessons, ensure pupils are in consistent groups, that sports equipment is thoroughly cleaned between each use by different individual groups. Prioritise outdoor sports and use large indoor spaces where this is not possible. Maximise natural ventilation flows. ● Key information from the guidance is on CZone and can be found here. There are specifics about swimming, contact sports, changing rooms, hand sanitising and PPE
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parents, visitors, etc.
<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

All adults who are able to, including staff and visitors are to wear face coverings when moving around the building.

In the event of a new local restriction being imposed, schools need to communicate the new arrangements quickly and clearly:



Planning for tiered restrictions.docx



Pioneer contingency-plan 21.1

3a – Pupils

- Create and staff your **September** teaching groups in line with guidance (*some schools may need to liaise with the LA or their trust to seek solutions to the numbers of groups required*).
- Latest guidance informs us that the decrease in prevalence of Covid-19 and the resumption of the full range of curriculum subjects, schools may need to change the emphasis of bubbles within their system controls and increase the size of these groups

- Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times
- Review risks assessments associated with the resumption of wraparound provision and extra-curricular activity as well as non-overnight educational visits.
- Ongoing leadership support for any emerging anxiety and/or wellbeing issues
- Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending.

3c – Buildings & resources

- Organise classrooms and other learning environments maintaining space between seats and desks where possible. Arrange systems to reduce congestion in corridors and access via external doors where possible.
- Arrange furniture to allow for seating pupils side by side and

			<ul style="list-style-type: none"> ● Review the NHS guidance on hand cleaning Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: <ol style="list-style-type: none"> 1. arrival to school 2. returning from breaktime 3. before & after eating 4. when they change rooms ● Review Behaviour Policy in line with DfE Guidance for full opening – schools Section 3 of the new Guidance for full opening: schools 17th Sept 2020 Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. <i>(this will not be possible for younger children and those with complex needs)</i>. Contact between groups should be avoided. ● Leaders MUST ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste. ● Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately. 		<p>facing forwards where possible.</p> <ul style="list-style-type: none"> ● Equipment that has previously been removed from classrooms, such as books and games, can be used and shared within a group/bubble. Plan with site staff to ensure they are regularly cleaned along with all touched surfaces. ● Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise in line with latest guidance ● Ensure kitchens are fully open from the start of the autumn term and comply with the guidance for food businesses on coronavirus (COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals. ● <i>There may be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place. Singing, wind and brass instrument playing can be undertaken in line with the guidance, in particular the guidance available at working</i>
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			<ul style="list-style-type: none"> • Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time • Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE Guidance for full opening – schools and the EEF guidance on making the best use of teaching assistants • <p>3b – Staff</p> <ul style="list-style-type: none"> • Plan to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5 • When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the smaller, class-sized groups. • Plan to support pupils with SEND with any specific help and preparation they may need to adapt for the changes to routine from September 				safely during coronavirus (COVID-19): performing arts and Department for Culture, Media and Sport (DCMS)			
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local lockdown requiring pupils to remain at home.



Planning for tiered restrictions.docx



Pioneer contingency-plan 21.5

- Review the NHS [guidance on hand cleaning](#) – see section for pupils above

Specialist intervention

The school has made plans for specialist staff providing 1:1 support (e.g. as part of an EHCP) as follows:

- *Staff wash hands before and after working with a pupil*
- *A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart*
- *All equipment needed for the child is set up in the space before the start of the session exercise in line with latest guidance*
- *Staff go to the child's classroom, standing at the entrance to collect the pupil (not entering the classroom)*
- *The child follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way*
- *The intervention is provided at a distance, where possible*
- *After the child has returned to class, the member of staff cleans*

the desk area and washes any equipment that needs to be used by another pupil

Support staff providing interventions to a small group of pupils across more than one class

- *The school will review groups so that each small group receiving support is drawn from one class only.*
- *Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils.*
- *Pupils will bring all equipment they require with them to the intervention area.*
- *The area will be cleaned before pupils from another bubble use the area.*
- *Staff will wash their hands between each group*

3c – Buildings and resources

- *Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc (Ensure fire safety & safeguarding - The holding open of fire doors without the use of approved hold open devices is not permitted)*
- *Ensure all the usual pre-term building checks are undertaken to*

			<p>make the school safe. If buildings have been closed or had reduced occupancy water system stagnation can occur due to lack of use. Follow advice and actions detailed in Legionella risks during the coronavirus outbreak.</p> <ul style="list-style-type: none">● Classrooms and other areas deep cleaned.● Engage children in education resources such as e-bug and PHE schools resources● Thorough cleaning of rooms and equipment at the end of each day and between use by different groups● Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments <p>https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</p> <p>There's government-funded access to one of 2 free-to-use digital education platforms: Google for Education or Microsoft Office 365 Education. Schools can apply through The Key for School Leaders. The Key also provides feature comparison and case studies on how</p>						
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			schools are making the most of these platforms.							
4.	<p>Site Safety risks</p> <ul style="list-style-type: none"> ● Fire procedures ● Lockdown ● Movement for lunch / transitions ● Toilets ● Security including risk of theft ● Data breaches 	All members of the school community	<ul style="list-style-type: none"> ● SLT lead identified – HOS ● In autumn term resume taking the attendance register and following up any absences in line with statutory guidance. ● School to follow newly adapted risk assessments for premises and accessing outside equipment and areas. ● Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. ● Share updated fire evacuation information with all staff during daily briefing. ● Share updated fire evacuation information with children ● Share lockdown procedures with all staff ● Follow revised lunch and break rotas to ensure safe movement around school ● Children to seek permission to use toilets to ensure staff know where children are at all times 	2	4	8	<ul style="list-style-type: none"> ● In autumn term resume taking the attendance register and following up any absences in line with statutory guidance ● Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. ● Reviews of site safety in the light of windows and doors being open to aid good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak ● Arrange revised fire evacuation drills / lockdown drills regularly – every half term for this school year ● Reconsider e-safety policies and procedures in light of lessons learned during home learning 	2	4	8

			<ul style="list-style-type: none"> High expectations of how children move around school upheld by all members of staff 							
5.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress.</i></p> <ul style="list-style-type: none"> Communicate to parents and carers that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule Inform parents/carers and pupils 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) Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Arrange SLT supervision of drop off and collection 	2	4	8	<ul style="list-style-type: none"> Review and revise drop off and pick up protocols as necessary to minimise social contact 	2	4	8
6.	Risks of possible transmission to pupils who travel to school by dedicated school transport	Pupils	Dedicated school transport (including statutory provision)	n/a			Dedicated school transport (including statutory provision)	n/a		

(including statutory provision) or wider public transport

The [DfE Guidance for full opening – Section 2](#) details a new framework for transporting pupils to and from schools

- Ensure staff, pupils and parents are aware that social distancing will not apply on dedicated transport from September
- Contact the transport hub to confirm new transport requirements from September. They will liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedures. [mainstream-transport.cts@eastsussex.gov.uk](mailto:transport.cts@eastsussex.gov.uk)
- Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See [DfE Guidance for full opening – Section 2](#)

Wider public transport

- Communicate to parents that public transport capacity is likely to continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum.
- Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible

- Review and take reasonable actions to ensure:
 - pupils are grouped together on transport in the bubbles that are adopted within school
 - hand sanitiser is used upon boarding and/or disembarking
 - appropriate additional cleaning of vehicles
 - queuing and boarding where possible is organised
 - distancing within vehicles wherever possible
 - the use of face coverings for children over the age of 11, where appropriate.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#transport>

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

- Children under the age of 11 are exempt from wearing face coverings on public transport, and the regulations relating to

			<ul style="list-style-type: none"> Where possible encourage parents, staff and pupils to walk or cycle to school. Consider using 'walking buses' or working with their local authority to promote safe cycling routes. Refer any families using public transport to the safer travel guidance for passengers. 				face coverings exclude school transport services. See updated transport guidance			
7.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<ul style="list-style-type: none"> Current government guidance states, "<i>Wearing a face covering or face mask in schools or other education settings is not recommended... changing habits, cleaning and hygiene are effective measures in controlling the virus.</i>" <i>The government is not recommending universal use of face masks in all schools. Schools that teach children in year 7 and above and which are not under specific lockdown restriction measures have discretion to require pupils, staff and visitors in areas outside the classroom where social distancing cannot be easily maintained.</i> For any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19. Public Health England advise routinely taking the temperature of pupils is not recommended as it is an 	2	4	8	<ul style="list-style-type: none"> Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors. A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school Revise visitor arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas. Minimise any visitors to the school and clear messages shared about social distancing procedures for adults. Ensure record are kept of all visitors; names, dates, and contact details. 			

			<p>unreliable method for identifying coronavirus (COVID-19).</p> <ul style="list-style-type: none"> ● Isolate and send children and staff home immediately if they display symptoms ● Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements ● Contractors aware of any changes to school day – e.g. staggered lunchtimes ● Minimise any visitors to the school and clear messages shared about social distancing procedures for adults ● Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible ● Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school ● Consider existing Reception layout and whether it is compliant with social distancing guidance e.g. lack of screens, barriers etc. <p>Ensure the DfE guidance for Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-</p>			<ul style="list-style-type: none"> ● Ensure that the school engages with local immunisation services and programmes as normal 			
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			schools/responsibilities-and-duties-for-schools is adhered to.							
8.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<ul style="list-style-type: none"> Site staff follow DfE Planning Guidance for full reopening – Section 2 School Operations and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed should be followed following a suspected or confirmed case With all children back in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day. All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate Inspect daily to ensure good/effective hygiene levels Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products 	3	4	12	<ul style="list-style-type: none"> Plan for safe return of equipment previously removed from classrooms, such as books and games, which can from September be used and shared within a group/bubble. Plan to ensure they are regularly cleaned along with all touched surfaces. Ensure resources shared between classes or bubbles, (eg sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics). Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers. – individual bubble supplies of equipment for break and lunch time. 	2	4	8

			<ul style="list-style-type: none"> Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance 				Breakfast club activities and equipment cleaned daily.			
9.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)	All members of the school community	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. (see contact details on the first page of this document)</p> <ul style="list-style-type: none"> Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <u>book a test</u>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance Revise plans and source suitable PPE supplies to be used by: <ul style="list-style-type: none"> the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. staff caring for pupils with routine intimate care needs that involve the use of PPE <p>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p> If anyone becomes unwell with signs of COVID-19 they must be sent home and households 	3	4	12	<ul style="list-style-type: none"> If school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may indicate an outbreak. Leaders MUST continue to work with their local health protection team who will be able to advise if additional action is required. This may include recommending a larger number of other pupils self-isolate as a precautionary measure. Revise plans and PPE supplies in the light of experience or any updated guidance. 	3	4	1 2

advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#)

- Isolate the pupil / member of staff immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else.
- Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'
- For schools that purchase the HR Advisory Service, further information can be accessed here or through their designated HR Consultant
<https://www.services2schools.co.uk/resources/personnel/wellbeing-benefits/coronavirus-hr-faqs>
- If school is notified of a positive COVID19 test result for a member of staff or a pupil, we must contact the DfE Helpline on 0800

			<p>046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team.</p> <ul style="list-style-type: none">● Schools need to take swift action when they become aware that someone who has attended has tested positive for Covid-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority and can be reached calling the DFE Helpline on 0800046 8687 and selecting option 1.● A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.● PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff..							
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			<ul style="list-style-type: none"> • In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others • Arrange for deep clean of medical room and other facilities as necessary before they are used again. The updated cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn. 							
10.	Contingency planning for a potential local outbreak	All pupils and staff	<ul style="list-style-type: none"> • During the partial closure since March staff have developed expertise and experience in supporting home learning across the curriculum. 	3	3	9	<ul style="list-style-type: none"> • For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). (see DfE guidance on remote education support). • Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a 	3	3	9

							<p>school or number of schools to close temporarily to help control transmission. See LA model Contingency Plan (available via the Message Board). In addition The DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans. Chiddingly school is setting up Google Classrooms in conjunction with a Google partner and will include staff training.</p>			
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Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Section 1			
Revisit and update risk assessments for September building on the COVID-19 learning and practices already developed in school	HOS/EXH	1/9/2020	1/9/20

PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Schools must work through them, adopting measures to the fullest extent possible. Guidance for full opening: schools - Section 1 Public Health Advice to minimise Covid-19 risks 17 th Sept 2020.	HOS/EXH	1.10.2020	
Provide regular updates for governors. See Guidance for full opening – schools	HOS/EXH	20.7.2020 and then whenever changes are made to Government guidance, action plan or risk assessment	
Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider.	HOS	20.7.2020 and then whenever changes are made to Government guidance, action plan or risk assessment	1/9/2020 – all covered with multiple DSL on site and roles can be shared across County
Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices.	Bursar/ Secretary/ SENCO– decision made and timetables shared	20.7.2020	3/9/2020
Consider any office roles that could be undertaken from home reducing the number of staff in offices	JW/EXH	1/9/2020	3/9/2020
Consider travel and parking arrangements for staff in line with social distancing guidelines	HOS/PH	1/9/2020	3/9/2020 – no changes required
Maintain new staff and visitor signing-in arrangements to ensure social distancing and hygiene <i>e.g. where someone physically signs in with the same pen or using a tablet in Reception areas</i>	AB/PH	3.9.2020	3/9/2020

Section 2

2a. Pupils:

Communicate with parents of clinically vulnerable and shielding pupils to inform them:

- pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See [current advice on shielding](#)
- reassure parents and pupils by communicating the additional risk assessments and control measures that are being taken from September
- Confirm that if rates of the disease should rise in this local area, clinically vulnerable children (or family members) from this area, and this area only, may be advised by PHE to shield whilst rates remain high and therefore their child may then be temporarily absent.

Pupils who are under the care of a specialist health professional:

- Request parents discuss their child's care needs with their health professional before returning to school in September. Further advice is available from the Royal College of Paediatrics and Child Health.
- Arrange provision for any pupil who is unable to attend school because they are complying with clinical and/or public health advice to be able to access to remote education from September
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

EXH – letter to parents, RA on website

20.7.2020

7.9.2020

HOS – individual phone/virtual meetings as required

7.9.2020

<ul style="list-style-type: none"> ● 2b. Staff: ● Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. <i>Guidance on completing an individual risk assessment and templates are currently being developed and will be issued shortly and published via the</i> ● Leaders should be flexible in how these staff are deployed, enabling them to work remotely where possible or in roles in school where it is possible to maintain social distancing. ● Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes report. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. https://www.bameednetwork.com/resources ● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace 	<p>HOS</p> <p>HOS and Class teacher</p> <p>HOS/line manager</p>	<p>7.9.2020</p> <p>7.9.2020</p> <p>3.9.2020</p>	<p>03.9.2020 all in place and risk assessments completed by 14.9.2020</p>
<p>Section 3</p>			
<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>3a – Pupils</p> <p>Clear communication with pupils, parents and wider community about the full return to school procedures and new arrangements. Think about new school rules needed - DfE Guidance for full opening – schools</p>	<p>ExH and HOS</p>	<p>3.9.2020</p>	<p>4/9/2020 letter reissued to parents</p>

<p>Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on safe working in education, childcare and children’s social care</p>	<p>HOS – individual basis</p>	<p>7.9.2020 and ongoing where required</p>	<p>From 3.9.2020 – all staff wearing masks in communal areas and corridors</p>
<p>Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE review of the impact of Covid-19 on BAME groups</p>	<p>HOS – individual basis</p>	<p>From 3.9.2020 onwards</p>	<p>3/9/2020</p>
<p>Ensure parents are aware that all pupils in all year groups are expected to return and that the usual rules on school attendance will apply from September. Also they appreciate what limited equipment that they are expected to bring in to school.</p>	<p>ExH – letter to parents HOS – management of this</p>	<p>20.7.2020 and ongoing management and communication</p>	<p>4/9/2020</p>
<p>Toilet arrangements in line with guidance for each group</p>	<p>ExH/HOS - letter</p>	<p>20.7.2020</p>	<p>20.7.20</p>

Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups	HOS/SENCO/Thrive Lead	7.09.2020 and ongoing	3/9/2020 – recovery curriculum in place and referral systems in place for required support
3b – Staff Organise appropriately sized groups and encourage social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5	HOS	7.9.2020	3/9/2020
Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings	HOS/Class teachers	3.9.2020	3/9/2020 – lunch and break times are staggered classes are in designated areas of the playground and dinner hall
For sports lessons, ensure pupils are in consistent groups, that sports equipment is thoroughly cleaned between each use by different individual groups. Prioritise outdoor sports and use large indoor spaces where this is not possible. Maximise natural ventilation flows.	JB/HoS	25.9.2020	25.9.2020 – PE only taught in bubbles .All equipment cleaned after use and field used where possible. If not possible, school hall used with half the group at a time
Key information from the guidance is on CZone and can be found here . There are specifics about swimming, contact sports, changing rooms, hand sanitising and PPE	JB/HoS	1.10.2020	
Review risks assessments associated with the resumption of wraparound provision and extra-curricular activity as well as non-overnight educational visits.	AB/HoS	25.9.20	All other wraparound activities run by external providers send RA to school and sign visitor RA

Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times	HOS/secretary	From 3.9.2020 and ongoing	3/9/2020 - ongoing
Ongoing leadership support for any emerging anxiety and/or wellbeing issues	HOS/Thrive Lead	7.9.2020 and ongoing	3/9/2020 - SENCO
<p>There may be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place. Singing, wind and brass instrument playing can be undertaken in line with the guidance, in particular the guidance available at working safely during coronavirus (COVID-19): performing arts and Department for Culture, Media and Sport (DCMS)</p>	HoS	<p>25.9.2020</p> <p>Guidance states: Both professionals and non-professionals can now engage in singing. The following measures will be taken and staff informed from 25.9.2020</p> <ul style="list-style-type: none"> • Maintaining social distancing wherever possible. Non-professionals should not engage in activities that may lead to social distancing being compromised. • Ensuring activity takes place outside wherever possible, including performance • Taking steps to improve ventilation as far as possible and whenever possible, both through the use of mechanical systems and opening windows and doors 	25.9.20
Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending.	SENCOs	7.9.2020	

<p>3c – Buildings & resources</p> <p>Organise classrooms and other learning environments maintaining space between seats and desks where possible. Arrange systems to reduce congestion in corridors and access via external doors where possible.</p>	Class teachers/PH/HOS	7.9.2020	3/9/2020 – arrangements in place and understood
<p>Arrange furniture to allow for seating pupils side by side and facing forwards where possible</p>	Class teachers	7.9.2020	3/9/2020
<p>Equipment that has previously been removed from classrooms, such as books and games, can be used and shared within a group/bubble. Plan with site staff to ensure they are regularly cleaned along with all touched surfaces</p>	Class teachers/TAs/PH	7.9.2020	3/9/2020
<p>Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise in line with latest guidance</p>	SD/Premier Sport	7.9.2020	3/9/2020- see timetables
<p>Ensure kitchens are fully open from the start of the autumn term and comply with the guidance for food businesses on coronavirus (COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals.</p>	HoS/Secretary	7.9.2020	3/9/2020
<p>Section 4:</p>			

In autumn term resume taking the attendance register and following up any absences in line with statutory guidance	Secretary	7.9.2020	7/9/2020
Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.	HOS	7.9.2020 and continuing as they occur	3/9/2020 – systems in place
Reviews of site safety in the light of windows and doors being open to aid good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak	HOS/PH/Class teachers – reminders in classrooms and shared areas for end of day procedures	3.9.2020	3/9/2020
Arrange revised fire evacuation drills / lockdown drills regularly – every half term for this school year	HOS/PH	In the diary by 20.7.2020	7.9.2020 - first one 28/9/20
Reconsider e-safety policies and procedures in light of lessons learned during home learning	HOS/HC	7.9.2020	07/9/20 – part of the recovery curriculum Policy to be updated
Section 5:			
Review and revise drop off and pick up protocols as necessary to minimise social contact	HOS/ExH	3.9.2020 and then reviewed monthly or following incidences	3/9/2020
Section 7:			

Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors	HOS/Secretary/PH	3.9.2020 and reviewed fortnightly or following incidences	3/9/2020
A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school	Secretary/PH	20.7.2020	3/9/2020
Revise visitor arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas.	Secretary/HOS	7.9.2020	3/9/2020 risk assessment to be signed on entry and track and trace information retained
Minimise any visitors to the school and clear messages shared about social distancing procedures for adults. Ensure record are kept of all visitors; names, dates, and contact details.	AB to set up record to ensure contact details of visitors are retained	7.9.20	3/9/2020 risk assessment to be signed on entry and track and trace information retained
Ensure that the school engages with the local immunisation services and programmes as normal	AB to communicate with school health team to ensure immunisation programmes run as required	3.9.20	
Section 8:			
Plan for safe return of equipment previously removed from classrooms, such as books and games, which can from September be used and shared within a group/bubble. Plan to ensure they are regularly cleaned along with all touched surfaces.	Class teacher/TA –	7.9.2020 - information shared via email and then reinforced 4.9.2020 INSET	3/9/2020

<p>Ensure resources shared between classes or bubbles, (eg sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics).</p>	<p>Class teacher/TA/MDSA/JB</p>	<p>7.9.2020 - information shared via email and then reinforced 4.9.2020 INSET</p>	<p>3/9/2020</p>
<p>Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers. – individual bubble supplies of equipment for break and lunch time</p>	<p>Class teacher/TA/MDSA/JB</p>	<p>7.9.2020 - information shared via email and then reinforced 4.9.2020 INSET</p>	<p>3/9/2020</p>
<p>Section 9:</p>			
<p>If school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may indicate an outbreak. Leaders MUST continue to work with their local health protection team who will be able to advise if additional action is required. This may include recommending a larger number of other pupils self-isolate as a precautionary measure.</p>	<p>ExH/HOS</p>	<p>As required, - information shared with staff via email and then reinforced 4.9.2020 INSET</p>	<p>3/9/2020 template letters in place as required</p>
<p>Revise plans and PPE supplies in the light of experience or any updated guidance.</p>	<p>ExH/HOS/PH/JW</p>	<p>As required, - information shared with staff via email and then reinforced 4.9.2020 INSET</p>	<p>3/9/2020 supplies in place and reviewed by site manager and SLT</p>
<p>Section 10:</p>			

<p>For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). (see DfE guidance on remote education support).</p>	<p>HOS/ExH/ Class teachers</p>	<p>3/9/2020</p>	<p>7/9/2020 – learning activities being emailed to those self-isolating. Training for Google classrooms to be completed by end of Sept</p>
<p>Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. See LA model Contingency Plan (available via the Message Board). In addition the DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans.</p> <p>Chiddingly school is setting up Google Classrooms in conjunction with a Google partner and will include staff training.</p>	<p>COG/ExH/HOS</p>	<p>3/9/2020</p>	<p>Training for Google classrooms to be completed by end of Sept</p>

Signature and review

<p>Name of Manager:</p>	<p>James Procter</p>	<p>Signature of Manager:</p>		<p>Date: 13.7.2020</p>
<p>1st review undertaken on:</p>	<p>Kayleigh Vile</p>	<p>Signature of Manager:</p>		<p>Date: 1.9.2020</p>
<p>2nd review undertaken on:</p>	<p>Kayleigh Vile</p>	<p>Signature of Manager:</p>		<p>Date: 17.9.2020</p>
<p>3rd review undertaken on:</p>		<p>Signature of Manager:</p>		<p>Date:</p>