East Sussex County Council

RISK ASSESSMENT FORM



Workplace	Chiddingly Primary School	Likelihood (L)	x	Severity (S)
Department	All	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Kayleigh Vile		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	School opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	05.02.21	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Opening to allow for vulnerable and key worker pupils' provision	Low = 1-8	Medium =	- 9-14 High = 15-25

This model document was updated on 5th February 2021.

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.

Updated info is in orange School specific info is highlighted yellow

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).

The <u>DfE latest documents and guidance webpage</u> is being updated regularly

	What are the significant, foreseeable, hazards? Who is a				Risk Rating		What additional control measures can be		Revised R Rating		
(t	he dangers that can cause harm)	Risk?	(What is already in place/done)	L	S	R	put in place to reduce the risk further?		S	R	
1.	Potential transmission to clinically vulnerable staff and pupils Guidance is available in the <u>DfE Guidance</u> for full opening – <u>schools</u>		1a. Pupils: Where a critical worker parent or carer notifies a school that their child requires full-time on-site provision, the school should make this available. It should remain a priority for primary educational providers and local authorities to support vulnerable	2	4	8					

children to attend full-time on-site provision where it is	
appropriate for them to do so.	
If vulnerable pupils do not attend school, school will	
work with the LA and the social worker (where	
applicable) to explore the reason for absence with the	
parent/carer.	
Communicate with parents of clinically vulnerable	
pupils to inform them:	
Shielding advice is currently in place across the	
country, and so all children still deemed clinically	
extremely vulnerable are advised not to attend school.	
Pupils who are under the care of a specialist health	
professional:	
Request parents discuss their child's care	
needs with their health professional to ensure	
appropriate risk controls. Further advice is	
available from the Royal College of Pediatrics	
and Child Health.	
 Ensure these pupils have the support they 	
need to ensure they are able to access remote	
learning 1b. Staff:	
 The school will continue to assess the health 	
and safety risks to staff and meet their equality	
duties as per their local procedures	
Clinically Extremely Vulnerable (CEV)	
employees should work from home during the	
period of national restrictions, and schools	
should consider what arrangements could be	
made for the teacher to deliver lessons	
virtually from home, where possible, with	
support staff supporting children in the	
classroom	

Guidance on shielding and protecting people who are		
clinically extremely vulnerable from COVID-19		
 Clinically vulnerable staff can continue to 		
attend school where it is not possible to work		
from home. While in school they should follow		
the sector-specific measures in this document		
to minimise the risks of transmission.		
 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 proposing putting in place		
and involve all staff in that process		
 Review systems to support the well-being of 		
staff who may be anxious. 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 Guidance		
for full opening: schools) can move between		
schools, but leaders should consider how to		
minimise the numbers of visitors to site where		
possible.		
No volunteers will be in school during closure.		
 Schools are being strongly encouraged by the 		
DfE to continue to host ITT trainees. Section 2		
of the Guidance for full opening: schools 4		
November 2020 - Risk assessments should be		
conducted as they are for staff		
 People who live with those who are clinically 		
extremely vulnerable or clinically vulnerable		
can attend the workplace		

			Consider staff who may otherwise be at					Г	—
			-						
			increased risk from COVID-19. PHE's <u>COVID-</u>						
			<u>19: review of disparities in risks and outcomes</u>						
			report. Headteachers should consult with						
			BAME staff to review and revise deployment if					l	
			appropriate. BAMEed's resources may be						
			helpful in this process. They can be found						
			here: https://www.bameednetwork.com/					 	-
		All	Follow the DfE's guidance for leaders and staff in						
		members	schools on use of the NHS COVID-19 app. See the					l	
		of the	guidance <u>here</u>					l	
		school community	• Lateral flow testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school or college in person, although participation in testing is strongly encouraged.						
2.	Risk of ongoing contamination from pupils and staff		• Primary schools participating in the rapid asymptomatic testing programme should follow the <u>Rapid asymptomatic coronavirus</u> (COVID-19) testing for staff in primary schools, school-based nursieries and maintained nursery schools guidance.	3	4	12			
			 the ESCC model risk assessment for Asymptomatic COVID-19 testing at home (primary schools, school-based nurseries and maintained nurseries) is in place 						
			The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for: (i) Movement around the School site,						

Duraile and in 2 distinct and 6 distribution		
Pupils are in 2 distinct groups of no more than 18		
pupils and will not come into contact with each other.		
The groups are using separate toilets. Lunch time will		
be in their bubbles in the hall. Staff do not move		
between bubbles wherever possible, however this		
may be needed where there are staff shortages.		
(ii) General classroom activities,		
Bubble 2 are working on separate tables, socially		
distanced from each other and the school staff.		
Mainly working on laptops – they use the same		
laptop day to day where possible. They have their		
own set of stationery and books so nothing is shared.		
Bubble 1 are using resources in the classroom. Shared		
resources are kept to a minimum where possible		
(iii) Playground activities,		
Play times are in designated areas		
(iv) Play equipment		
Each bubble has their own selection of equipment to		
use outside and this is not shared between bubbles.		
(v) Educational Visits		
DFE advises against educational visits at this time.		
All overseas visits are prohibited as are residential visits		
until Easter 2021 when a review will be carried out		
No educational visits will take place		
vi) Wraparound provision and extra-curricular activity		
No wraparound care or extra-curricular clubs will be		
provided.		
Continue to follow government guidance once national		
restrictions are lifted.		
Schools may also continue to open up or hire out their		
premises for use by external wraparound childcare		
providers, such as after-school or holiday clubs, that		1
offer provision to children of critical workers and/ or		1
vulnerable children. This includes for February half		
term for children of critical workers and/or vulnerable		

children. In doing so, schools should ensure they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance.	
 Face Coverings Follow the <u>Restricting attendance during the national lockdown: schools</u> and <u>Face coverings in education guidance</u>. In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do not need to wear a face covering. 	
 Some individuals are exempt from wearing face coverings. This applies to those who: cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs. 	

allow provision of clean clothes each day)
Pupils do not need to wear uniform
Toilets will be cleaned regularly and pupils
encouraged to clean their hands thoroughly.
Different groups being allocated their own
toilet blocks could be considered but this is not
a requirement if the site does not allow for it
separate toilets for each bubble
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
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:
o arrival to school
o returning from breaktime
o before & after eating
o when they change rooms
Younger children supervised when washing
hands and supervision also ensured where
necessary when hand sanitiser is being used
given risks around ingestion. Skin friendly skin
cleaning wipes can be used as an alternative.
Review Behaviour Policy in line with DFE
recommendations Section 3 of the Guidance
for full opening: schools 4 November 2020 -
Older pupils should be supported to maintain
distance and understand not to touch staff and
their peers where possible. (this will not be

	—
possible for younger children and those with	
complex needs). 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.	
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 <u>Guidance for full opening –</u>	
<u>schools</u> and the EEF guidance on <u>making the</u>	
best use of teaching assistants	
Leaders have already produced individual risk	
assessments for pupils with EHC plans	
attending school, these may need amending.	
Groups should be kept apart, meaning that	
schools should avoid gatherings such as	
assemblies or collective worship with more	
than one group.	
2b – Staff	
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 – <u>see</u>	
Section 1 Prevention point 5	

When staff as shilds		
When staff or children cannot maintain		
distancing, particularly with younger children		
in primary schools, plan to keep pupils in the		
smaller, class-sized groups.		
All teachers and other staff can operate across		
different groups. Where staff need to move		
between groups, they should try and keep		
their distance from pupils and other staff as		
much as they can, ideally 2 metres from other		
adults and pupils where possible.		
PE and PPG tutor coach moving between		
schools but has the time between 3.30pm on		
Friday and 8.30am on Monday without pupil		
contact to ensure transmission doesn't occur		
and he is more that 48hours between contact		
of groups.		
 Organise appropriately sized groups and 		
encourage social distancing in line with the		
detailed actions within the DfE guidance for		
_		
full opening of schools – <u>see Section 1</u>		
Prevention point 5		
Maintain a review of timetables to identify		
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. The <u>'recreational team sport</u>		
framework' must be followed. Competitions		
against other schools, such as fixtures, are		
prohibited.		

 The sports coach will only work with a designated bubble and ensure equipment is thoroughly cleaned after use. Sharing of equipment is kept to a minimum. Sport coach moving between schools but has the time between 3.30pm on Friday and 8.30am on Monday without pupil contact to ensure transmission doesn't occur and there is at least 48 hours between contact of groups. PE lessons can continue in consistent groups 	
 Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. However, outdoor activities and sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. Key information from the guidance is on CZone and can be found here Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times. Reduced staff on site meas fewer in staff room. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day 	

	— T
Consider using notices indicating maximum	
numbers or the removal of additional chairs in	
staff room.	
Ongoing leadership support for any emerging	
anxiety and/or wellbeing issues	
DFE recommends all pupils have access to a	
quality arts education in line with guidance	
from DSMS under Section 3 of the new	
Guidance for full opening: schools 5 November	
2020	
 Ensure staff are aware of DFE guidance that 	
social distancing guidance is to avoid close face	
to face contact and minimise time spent within	
1m of anyone.	
Reinforcing learning and practice of good	
hygiene habits through games, songs and	
repetition	
 Assemblies, breaktime and lunchtimes and 	
movement around the school are staggered so	
groups do not come into contact	
Offer remote education for the majority of	
pupils with teachers providing appropriate	
work and support to pupils with the	
completion see school pupil timetable	
Key Stage 1: 3 hours a day on average across	
the cohort, with less for younger children Key	
Stage 2: 4 hours a day	
 Review the NHS guidance on hand cleaning – 	
see section for pupils above	
Review the school's first aid risk assessment	
and follow <u>HSE Guidance</u>	
2c – Buildings and resources	
Ensure all the usual building checks are	
undertaken to make the school safe. In the	
event that 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		
<u>coronavirus outbreak</u> .		
• Classrooms and other areas deep cleaned.		
• Engage children in education resources such as		
e-bug and PHE schools resources		
SLT and DSL roles adapted to the ongoing		
revisions to guidance during partial opening of		
the school in the summer term DSL on site at		
all times		
 Health and Safety, and safeguarding policies and practices kent up to date in line with 		
and practices kept up to date in line with		
current DfE guidance. General information on		
how to make a workplace COVID-secure and		
risk assessments is provided by the HSE		
guidance on working safely. Annex A		
Restricting attendance during the national		
lockdown: schools		
• 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.		
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		
Classrooms and other learning environments		
organised to maintain space between seats		
and desks where possible.		

Systems in place to reduce congestion in
corridors and access via external doors where
possible e.g. one-way systems.
Bubbles are in different buildings.
Furniture arranged to allow for seating pupils
side by side and facing forwards where
possible.
Unnecessary furniture moved out of
classrooms to make more space
Halls, dining areas and internal and external
sports facilities used for lunch and exercise in
line with latest guidance
Kitchens comply with the <u>guidance for food</u>
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.
 To balance the need for increased ventilation
while maintaining a comfortable temperature,
the measures outlined in 'Keeping occupied
spaces well ventilated' in Part 8 of the
Restricting attendance during the national
lockdown: schools should be used as
appropriate to avoid build-up of viral load
Where mechanical ventilation systems exist
they should be maintained in accordance with
the manufacturers' recommendations (Air con
unit in Y5/6)
• Follow the specific HSE guidance on <u>Air</u>
conditioning and ventilation during the
<u>coronavirus pandemic</u>
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		
• Thorough cleaning of rooms and equipment at		
the end of each day and between use by		
different groups.		
Consider rotating shared equipment to allow		
them to be left unused and out of reach for a		
period of 48 hours (72 hours for plastics)		
between use by different bubbles		
• Pupils limit the amount of equipment they		
bring into school each day, to essentials such		
as lunch boxes, hats, coats, books, stationery		
and mobile phones. Bags are allowed.		
 For individual and frequently used equipment, 		
it is recommended that staff and pupils have		
their own equipment that is not shared		
 Pupils and teachers can take books and other 		
shared resources home, although unnecessary		
sharing should be avoided, especially where		
this does not contribute to pupil education and		
development.		
 There is now some evidence that additional 		
risk can build from aerosol transmission with		
volume and with the combined numbers of		
individuals within a confined space. Page 42 of		
restricting attendance during the national		
lockdown: schools outlines that pupils should		
continue to have access to a quality arts		
education. As well as careful social distancing,		
music lesson should take place in small groups		
outdoors or in large, well ventilated rooms.		
 Schools should keep any background or 		
accompanying music to levels which do not		
encourage teachers or other performers to		
raise their voices unduly. If possible, use		

		
microphones to reduce the need for shouting		
or prolonged periods of loud speaking or		
singing. If possible, do not share microphones.		
 Pupils should be positioned back-to-back or 		
side-to-side when playing or singing (rather		
than face-to-face) whenever possible.		
• 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)		
https://www.gov.uk/government/publications/		
coronavirus-covid-19-online-education-		
resources		
There's government-funded access to one of		
two free-to-use digital education platforms:		
Google for Education or Microsoft Office 365		
Education. Schools can apply through <u>The Key</u>		
for School Leaders. The Key also provides		
feature comparison and case studies on how		
schools are making the most of these		
platforms. Google classroom use in place.		
• 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 4 November		
2020.		

 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: 5 November 2020 Government recommends sharing risk assessments online through the school's website as good practice. Keep risk assessments under regular review in line with government 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. Offices are adapted to enable social distancing for teaching, admin and support staff where possible. Consider that could be 	
 paediatric first aider. Offices are adapted to enable social distancing for teaching, admin and support staff where 	
 undertaken from home reducing the number of staff in offices It is expected that schools will have a trained DSL (or deputy) available on site. However, it is recognised that for some schools there may be operational challenges to this. In such cases, 	
 there are two options to consider: a trained DSL (or deputy) from the school can be available to be contacted via phone or online video, for example working from home sharing trained DSLs (or deputies) with other schools (who should be available 	

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		to be contacted via phone or online						
		video)						
		• Where a trained DSL (or deputy) is not on site,						
		in addition to one of the above options, a						
		senior leader should take responsibility for co-						
		ordinating safeguarding on site.	-				_	
All		 SLT lead identified – Kayleigh Vile(HOS) 						
	embers	• Continue taking the <u>attendance register</u> and						
oft		following up any absences in line with						
sch		statutory guidance.						
con	mmunity	Bubble registers taken daily, as well as class						
		registers daily to ensure children are engaging						
		with online learning.						
		• School to follow risk assessments for premises						
Site Safety risks		and accessing outside equipment and areas.						
• Fire		• Ensure pupils, parents and staff are aware that						
procedures		DfE guidance states that different						
Lockdown		groups/bubbles don't need to be allocated						
Movement for		their own toilet blocks, but toilets will need to						
lunch /		be cleaned regularly and pupils must be	2	4	8			
transitions		encouraged to clean their hands thoroughly						
Toilets		after using the toilet.						
Security		• Share updated fire evacuation information						
including risk		with all staff during daily briefing.						
of theft		• Share updated fire evacuation information						
 Data breaches 		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						
		High expectations of how children move						
		around school upheld by all members of staff				1		

			 Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. Arrange revised fire evacuation drills / lockdown drills regularly see <u>Restricting attendance during the national lockdown:</u> schools Fire drill for bubbles in school in week 2. Reconsider e-safety policies and procedures in light of lessons learned during home learning 					
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	 The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress and Movement around the school site. Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule. Face masks to be worn by staff and parents. Allocated drop off and collection times in place and parents/carers informed of procedures including the 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). A member of staff supervise the drop off and collection of pupils and any issues are reported to SLT and addressed. Review and revise drop off and pick up protocols as necessary to minimise social contact 	2	4	8		
5.	Risks of possible transmission to pupils	Pupils	All pupils walk to school or come in parent cars	0	0	0		

	who travel to school by dedicated school transport (including statutory provision) or wider public transport The <u>DfE Guidance for</u> <u>full opening – Section</u> <u>2</u> details a new framework for transporting pupils to and from schools							
6.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	 Face coverings: (refer to the government guidance on face coverings included in section 2 above and detail the local policy for the wearing of face coverings for adults coming onto the school site and how this will be communicated in this section of the risk assessment. Details should also be given as to how any updates to school policy on face coverings will be communicated in the event of any changes to the local tier restrictions.) 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 and the local control measures in place. 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. 	2	4	8		

	Risk that		•	No visitors to site (where possible) and all contact details for Test and Trace are collected at sign in. All visitors must sign in and wear a mask at all times. Ensure that the school engages with local immunisation services and programmes as normal 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 Ensure reception layout is compliant with social distancing guidance e.g. screens, barriers etc. Ensure the DfE guidance for Health and Safety <u>https://www.gov.uk/government/publications/ health-and-safety-advice-for-</u> schools/responsibilities-and-duties-for-schools is adhered to. As DfE guidance advises limiting the number of visitors, we recommend schools consider a flexible approach to interviews, with alternative options to face to face interviews offered where possible. Interviews will be held via Google Meet at present.						
7.	RISK that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	•	Site staff follow <u>DTE Planning Guidance for full</u> reopening – Section 2 School Operations and are aware of the <u>COVID-19</u> : cleaning of non- <u>healthcare settings guidance</u> which should be followed when there is a suspected or confirmed case	2	4	8			

		<u> </u>
• With some children 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 daily 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.		
• Equipment such as books and games, are		
regularly cleaned along with all touched		
surfaces.		
 No books will be sent home with the bubble 		
children. Resources packs have been sent		
<mark>home to EYFS parents.</mark>		
 Ensure resources shared between classes or 		
bubbles, (e.g. 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 selections of equipment		
<mark>for each bubble is in place.</mark>		
• Enhanced cleaning schedule in place to ensure		
effective hygiene standards and comply with		
latest guidance		

		All members of the	Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public</u> <u>Health England health protection team.</u> (see contact	
8.	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)	school community	 details on the first page of this document) Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: book a test, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19). 	
			 Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days. Revise plans and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by: 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	
The plan should identify any likelihood of	
behavioural, SEND and possible use of restraint	
issues etc that may apply	
If anyone becomes unwell with signs of COVID-	
19 they must be sent home and households	
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.	
(Rainbow Room)If appropriate arrange adult	
supervision in line with guidelines. Ideally open	
a window for ventilation. Separate bathroom	
facilities should be used if necessary (disabled	
toilet), 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.cipd.co.uk/knowledge/culture/w	
ell-being/supporting-mental-health-workplace-	
return	
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 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.			
• 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			1
service introduced by Public Health England			
(PHE) and delivered by the NHS Business			
Service Authority and can be reached calling			
the DFE Helpline on 0800 046 8687 and			
selecting option 1.			
• 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.			
 In line with government guidance school MUST 			
not share the names or details of people with			
COVID-19 unless essential to protect others			
Call Surrey & Sussex Health Protection Team (HPT) on			
0344 225 3861 (0844 967 0069 out of hours) if:			
3344 223 3001 (0044 307 0003 000 000 000 10003) II.			
• 10% (or more) of a bubble is affected within 14			
days – for example, if there are 3 or more			
confirmed cases of COVID-19 in a bubble of 30			
people			
heohig			

• 10% (or more) of staff are affected within 14	
days – for example, if there are 6 or more	
confirmed cases of COVID-19 in a staff of 60	
 3 (or more) bubbles within your school/setting 	
contain at least one confirmed case	
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	
pupil's self-isolate as a precautionary measure.	
 Arrange for deep clean of medical room and 	
other facilities as necessary before they are	
used again. The updated <u>cleaning of non-</u>	
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.	
Revise plans and PPE supplies in the light of	
experience or any updated guidance.	
• The PCR test kits sent to schools can be used in	
the exceptional circumstance that an	
individual becomes symptomatic and schools	
believe they may have barriers to accessing	
testing elsewhere. It is for schools to	
determine how to prioritise the distribution of	
their test kits in order to minimise the impact	
of the virus on the education of their pupils.	

			These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school.						
9.	Contingency planning	All pupils and staff	 Ensure that contingency plans are in place, being reviewed and updated 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. Temporary Continuity Direction 	2	4	8	Review contingency plan		

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
	JP and KV	11.1.2021	
Review contingency plan	JP and KV – alongside the newest guidance		

Signature and review

Name of Manager:	James Procter and Alan Brundle	Signature of Manager:	Ala Doudle	Thater	Date:	06.01.2021
1 st review undertaken on:	11 th January 2021 James Procter and Alan Brundle	Signature of Manager:	Har Double	J. Proder	Date:	11.01.2021

2 nd review undertaken on:	5 th February 2021 James Procter and Alan Brundle	Signature of Manager:	Har Douche	J. Pracker	Date:	05.02.2021
3 rd review undertaken on:		Signature of Manager:			Date:	