

CHIDDINGLY RISK ASSESSMENT FORM: COVID-19

Workplace	Chiddingly Primary School	Likelihood (L)	Х	Severity (S)
Department	All	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	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	School re-opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	01.03.21,22.4.21	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	School open to all pupils	Low = 1-8	Medium	= 9-14 High = 15-25

This version was updated on 22.4.21

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).

The DfE latest documents and guidance webpage is being updated regularly

for	at are the significant, reseeable, hazards?	Who is at	Current control measures	Ri	isk Ra	iting	What additional control measures can be put in place		ised/ Ratin	
(the d	dangers that can cause harm)	Risk?	(What is already in place/done)	L	. S R	R	to reduce the risk further?	L	S	R
1.	Potential transmission to clinically vulnerable staff and pupils	All members of school community	1a. Pupils: School attendance will be mandatory for all pupils from 8 March. Pupils who are under the care of a specialist health professional:	2	4	8				
	Guidance is available in the <u>Schools</u> coronavirus (COVID-		Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to	_						

19) operational	attend. Pupils who live with someone who is CEV should continue	
guidance	to attend school as normal.	
	As normal, you should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, rather than a doctors' note. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues.	
	 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. 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. A Wellbeing for Education Return programme is available for schools. 	
	Resources shared with available support highlighted. Supply teachers and other temporary or peripatetic teachers Schools coronavirus (COVID-19) operational guidance (can move	

 Consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the workplace risk assessment to see if any new risks have arisen. Conduct an assessment to help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that 	between schools, but leaders should consider how to minimise the numbers of visitors to site where possible. Visitors will be limited to professionals, peripatetic teachers and meetings where a virtual set-up is inappropriate (i.e. to share a lot of info, gain signatures, and discuss sensitive info). A separate risk assessment will be shared prior to the visitor attending and either signature or emailed confirmation that they are happy with the restrictions in place will be needed. Volunteers may be used to support the work of the school, as would usually be the case. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible Volunteers will mostly stick to one bubble, except when hearing readers needs to take priority. A separate risk assessment will be shared prior to the volunteer attending and either signature or emailed confirmation that they are happy with the restrictions in place will be needed. Schools are being strongly encouraged by the DfE to continue to host ITT trainees. Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. Guidance on completing an individual risk assessment and templates are available on the web shop. To be reviewed with staff prior to	
birth, or while the employee is still breastfeeding, should be part of the general workplace risk assessment. Take appropriate sensible action to reduce, remove or control the risks. • Refer any CEV to this guidance: Guidance on shielding and	shared prior to the volunteer attending and either signature or emailed confirmation that they are happy with the restrictions in place will be needed. • Schools are being strongly encouraged by the DfE to continue to host ITT trainees. Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. Guidance on completing an individual risk assessment and templates are available on the web shop. To be reviewed with staff prior to 8.3.21 • Consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the workplace risk assessment to see if any new risks have arisen. • Conduct an assessment to help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, should be part of the general workplace risk assessment. Take appropriate sensible action to reduce, remove or control the risks.	

			 People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace Where it is appropriate to do so, appropriate PPE should be worn 					
			All staff will wear masks in communal areas and when a social distance of 2m cannot be maintained.					
			CEV staff are advised not to attend the workplace until at least 31 March 2021. Employers should talk to their staff about how they will be supported, including to work from home. CEV individuals should continue to shield even after they have been vaccinated. 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.					
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance					

collect their meals and staff assist by helping clear up, remaining 2m away where possible
(iv) Playground activities,
Individual bubbles have tubs of equipment which are cleaned daily. Playtime is on separate areas of the school so that bubbles do not come into contact.
(v) Play equipment Individual bubbles have tubs of equipment which are cleaned daily.
(vi) Educational Visits Educational visits not in place this term. In line with current coronavirus (COVID-19) restrictions, the DfE continue to advise against undertaking all educational visits. In line with the roadmap, should step 2 commence as planned, schools can resume educational day visits no earlier than 12 April. Any day visits must be conducted in line with relevant COVID-19 secure guidelines and regulations. This includes systems of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Schools should undertake full and thorough risk assessments in relation to all educational visits. Should step 3 of the roadmap commence as planned, schools may
undertake domestic residential visits no earlier than 17 May. They will need to adhere to the covid regulations for residential visits (not yet released by the DfE and PHE)
Educational visits not in place this term.
Schools should continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school to help support the children of critical workers. Chiddingly School will continue to offer wraparound care — 1x breakfast club and 2x afterschool childcare clubs.
Forest School is continuing in line with the guidance (see Forest School-specific risk assessment) 1:1 music lessons will continue as will the counselling service as these are
Covid-secure sessions. From 29 March, all parents will also be able to access provision for one of these additional purposes:

- where the provision is taking place outdoors all children may access outdoor provision regardless of circumstances
- their children are eligible for free school meals and are attending provision as part of the holiday activities and food programme

As part of step 2 (no earlier than 12 April) of the <u>roadmap</u>, all parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend.

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 offer provision to children of critical workers and/ or 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.

Refer to the relevant <u>quidance for those who run community activities</u>, <u>holiday clubs</u>, <u>after-school clubs etc</u> as much of this will be useful in planning extra-curricular provision.

Providers should ensure they have a risk assessment in place outlining the protective measures in place for the activity. The venue should have a risk assessment for the environment. These measures should be accessible to parent/carers.

Where possible it is recommended that activities take place outside, where this is not possible inside spaces should be kept ventilated.

If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member.

From 29 March, when all outdoor sports and supervised activities for children will be able to open without restrictions on attendance, activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.

Early Years are not required to keep children in small consistent groups.

There is no requirement for anyone to wear a face covering during clubs,	
measures should be put in place if masks need to be removed on arrival.	
Breakfast club,	
Individual tables for bubbles, individual table activities for each table	
bubble. Breakfast to be served to the pupils at their tables.	
All equipment to be cleaned in line with guidance.	
Multi-sports club	
Bubbles to be separated within the club	
All activities will take place outside (weather permitting)	
All equipment cleaned before and after use	
Children to wash their hands before and after handling the equipment	
Sensory circuits will continue for invited children and a separate risk	
assessment is available for this from the school office.	
All risk assessments have been updated in line with this guidance:	
guidance for those who run community activities, holiday clubs, after-	
school clubs etc	
There is no requirement for anyone to wear a face covering during clubs,	
measures should be put in place if masks need to be removed on arrival.	
Any changes to the risk assessment and procedure will be	
communicated to the community through parent mail and/or	
paper copies of letters	
Face Coverings	
In primary schools, the DfE recommends that face coverings	
should be worn by staff and adult visitors in situations where	
social distancing between adults is not possible (for example,	
when moving around in corridors and communal areas). Children	
in primary school do not need to wear a face covering.	
Transparent face coverings, which may assist communication	
with someone who relies on lip reading, clear sound or facial	
expression to communicate, can also be worn.	
These are available in the PPE room for use as appropriate. They	
must be thoroughly cleaned once used.	
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	
	Parents will be asked to wear masks on drop-off and pick up.	
	Schools should have a small contingency supply available	
	Masks available from PPE room and school office.	
	Schools should have a process for managing face coverings in	
	school that is clearly communicated.	
	Posters up in areas where masks are not needed, as long as 2m	
	social distance can be adhered to. Clear plastic bags available for	
	staff to use to store them when not in use.	
	Safe wearing of face coverings requires cleaning of hands before	
	and after touching – including to remove or put them on – and	
	the safe storage of them in individual, sealable plastic bags	
	between use	
	 Rapid testing using Lateral Flow Devices (LFD)s will support the 	
	return to face-to-face education by helping to identify people	
	who are infectious but do not have any coronavirus (COVID-19)	
	symptoms. Testing remains voluntary but strongly encouraged.	
	Individuals with a positive LFD test result will need to self-isolate	
	in line with the guidance for households with possible	
	coronavirus infection.	
	Staff in primary schools will continue to test with LFDs twice a	
	week at home, as per existing guidance on testing for staff in	
	primary schools and nurseries.	
	Specific risk assessment in place for this and shared with staff	
	Specific risk assessment in place for this and shared with stan	
	2a – Pupils	
	The overarching principle to apply is reducing the number of	
	contacts between pupils and staff. This can be achieved through	
	keeping groups separate (in 'bubbles') and through maintaining	
	distance between individuals.	
	Two bubbles across the school of a maximum of 60 pupils per	
	bubble	
	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:	
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	arrival to school returning from breaktime	
	• returning from breaktime	
	before & after eating 8	

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.	
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.	
Site Manager monitors supply of stock and orders as and when	
necessary, ensuring there is always surplus in case of a supply	
chain issue.	
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	
Ensure appropriate support is made available for pupils with	
SEND by deploying support staff and accommodating visiting	
specialists in line with the DfE schools coronavirus (COVID-	
19)operational guidance and the EEF guidance on making the	
best use of teaching assistants	
Groups should be kept apart, meaning that schools should avoid	
gatherings such as assemblies or collective worship with more	
than one group.	
Assemblies to happen in bubbles only (or virtually) with space	
well ventilated.	
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 Communication to bugine measures recommended after school	
Communication re hygiene measures recommended after school and public pool along plath as each day. Seh allows a programmended.	
and pupils need clean clothes each day. Schools are encouraged	
to maintain their usual uniform policies	
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.	
Ongoing vigilance, monitoring and support for any emerging	
pastoral, anxiety and/or mental health issues. Information about	
the <u>extra mental health support for pupils and teachers</u> is	
available. Consider additional support for pupils, parents and staff	
impacted by latest PHE reports on impact upon different groups	
2b – Staff	
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.	
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.	
Reminder to staff on about what consists of 'close contact' and to	
keep distance in communal areas – particularly staff room and	
playground.	
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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	
Organise appropriately sized groups and encourage social	
distancing in line with the detailed schools coronavirus (COVID-	
19) operational guidance	
Maintain a review of timetables to identify activities that can take	
place outdoors and reduce movement around the school	
buildings	
PE lessons can continue in consistent groups	
For sports lessons, ensure pupils are in consistent groups, that	
sports equipment Is thoroughly cleaned between each use by	
different individual 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.	

 The <u>'recreational team sport framework'</u> must be followed. Competitions against other schools, such as fixtures, are 	
prohibited. From 29 March, outdoor competition between	
different schools can take place.	
Indoor competition between different schools should not take	
place until wider indoor grassroots sport for under 18s is	
permitted. This will be no earlier than 12 April and we will	
confirm in due course.	
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.	
There are specifics about <u>swimming</u> , and <u>changing rooms</u> , hand	
sanitising and PPE Use of staff rooms should be minimised, although staff must still	
have a break of a reasonable length during the day	
Staff use the staffroom as infrequently as possible and ensure	
they remain 2m away from other staff once in there. Windows	
are open for ventilation and hand sanitiser is used before and	
after using shared equipment –e.g. kettle, fridge etc.	
Ongoing leadership support for any emerging anxiety and/or	
wellbeing issues	
Review the school's first aid risk assessment and follow <u>HSE</u>	
Guidance.	
2c – Buildings and resources	
Ensure all the usual building checks are undertaken to make the	
school safe.	
● Engage children in education resources such as <u>e-bug</u> and <u>PHE</u>	
schools resources	
 Health and Safety, and safeguarding policies and practices kept 	
up to date in line with current DfE guidance.	
 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)	

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Maintain staff and visitor signing-in 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.	
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 businesses on</u>	
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 7 of the	
Schools coronavirus (COVID-19) operational guidance should be	
used as appropriate to avoid build-up of viral load.	
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	
Resources that are shared between classes or bubbles, such as	
sports, arts, and science equipment must be cleaned frequently.	
When sharing equipment between different bubbles, you should	
either:	
• clean it before it is moved between bubbles	
• allow them to be left unused for a period of 48 hours (72 hours	
for plastics) • 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 The transfer of the property of the prop	
that staff and pupils have their own equipment that is not shared	Ш_

	Site Safety risks	All	 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. See letter home to parents on how CP will manage these risks. Pupils should continue to have access to a quality arts education. As well as careful social distancing, music lesson should take plac in small groups outdoors or in large, well ventilated rooms. When singing, ensure windows are open and as much space between the children as possible Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. https://www.gov.uk/government/publications/coronavirus-covid 19-online-education-resources 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. schools coronavirus (COVID-19) operational guidance 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. 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. SLT lead identified Kayleigh Vile (HOS) 					
3.	 Fire procedures Lockdown Movement for lunch / transitions 	members of the school community	 Continue taking the <u>attendance register</u> and following up any absences in line with statutory guidance. School to follow 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 	2	4	8		

	 Toilets Security including risk of theft Data breaches 		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 Fire alarm practice to be scheduled in for w/c 8th March • 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 • Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. • Arrange emergency drills as normal (following social distancing as appropriate). Adjustments should be made to the fire drill to allow for social distancing as appropriate (termly and already book in for the year)					
		All	 Reconsider e-safety policies and procedures in light of lessons learned during home learning The following control measures should be considered in addition to those 					
4.	Risk of transmission between parents and pupils during school drop-off and collection times	members of the school community	 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 and to wear a mask. 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). SLT supervise the drop off and collection of pupils and any issues are addressed. Review and revise drop off and pick up protocols as necessary to minimise social contact Reminders of all of the above in weekly 	2	4	8		

			newsletter. Monitored by staff on the gate and any issues communicated via phonecall or email.					
5.	Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport The schools coronavirus (COVID-19) operational guidance details the framework for transporting pupils to and from schools	Pupils	 The <u>schools coronavirus (COVID-19) operational guidance</u> details the framework for transporting pupils to and from schools No pupils use public transport or dedicated school transport. All either walk or travel in parent cars. 					
6.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	 All adults to wear face coverings while moving around the site from the moment of entry. They are not required to be worn outside. This will be communicated to all when booking to visit the school. 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. 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 	2	4	8		

			guid Ensu <u>http</u> <u>advi</u>	sure reception layout is compliant with social distancing idance e.g. screens, barriers etc. sure the DfE guidance for Health and Safety eps://www.gov.uk/government/publications/health-and-safety-vice-for-schools/responsibilities-and-duties-for-schools is lowed.					
			reco with poss • For a reco rout as it 19). indiv Isola disp to er • Revi corr socia • A co clea • Revi hygi pen	DfE guidance advises limiting the number of visitors, we commend schools consider a flexible approach to interviews, the alternative options to face to face interviews offered where essible. If any staff member or pupil who feels unwell, check for cognised symptoms of COVID-19. Public Health England advise utinely taking the temperature of pupils is not recommended it is an unreliable method for identifying coronavirus (COVID-1). Thermometer held on site for checking temperature if lividual reports feeling unwell late and send children and staff home immediately if they play symptoms (See section 7 below) Quarantine room in place enable isolation (Rainbow Room). Wiew effectiveness of revised site management systems — e.g. cridor use and hand washing routines etc to ensure appropriate cial distancing for any visitors. Topy of the COVID-19 specific risk assessment for catering and aning contractors is kept by the school vise visitor arrangements to ensure social distancing and giene e.g. where someone physically signs in with the same in or using a tablet in Reception areas. Signage requesting hand initization before and after using the tablet is in place					
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	guid heal ther • With equi will I	e staff follow schools coronavirus (COVID-19) operational idance and are aware of the COVID-19: cleaning of non-althcare settings guidance which should be followed when ere is a suspected or confirmed case th some children in school, all frequently touched surfaces, uipment, toilets, door handles, and toilets used during the day I need to be cleaned thoroughly each day. handwashing sinks, soap dispensers, hand gel etc are checked by to ensure stock levels are adequate	2	4	8		

			 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 wraparound care providers. Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance 					
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)	All members of the school community	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) • 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: O the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.	2	4	8		

o 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 a member of staff or pupil is displaying symptoms, isolate them immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation and the external door of the room (Rainbow Room). Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else (disabled toilet) 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/well-being/supporting-mental-health-workplace-return	
 Having been notified of a positive COVID-19 test result for someone who has attended your setting, if you would like support on the action to take, contact the DfE Helpline on 0800 046 8687 and select option 1. Then contact and update the LA via the COVID19.SchoolsInformation@eastsussex.gov.uk inbox. You should report all confirmed, positive cases, using the online attendance form daily return. 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:	

			 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 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 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. 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. See updated guidance about Test and Trace Support payments 							
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. 	2	4	8	 Review contingency plan 	2	4	8

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

Action	By Whom?	Deadline	Date Completed
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Review contingency plan	KV (HOS)	3.3.21	
Complete individual staff risk assessments	KV (HOS)	4.3.21	

Signature and review

Name of Manager:	James Procter Alan Brundle	Signature of Manager:	Thekr Har Donale	Date:	1.3.21
1 st review undertaken on:	James Procter Alan Brundle	Signature of Manager:	Thaker Han Donale	Date:	22.4.21
2 nd review undertaken on:		Signature of Manager:		Date:	
3 rd review undertaken on:		Signature of Manager:		Date:	