

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 model document was updated on 25th February 2021.

This version was written on 18th May 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.

School specific information is highlighted in blue

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

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at	Current control measures		Risk Rating		What additional control — measures can be put in place		Revised Ri Rating	
		Risk?	(What is already in place/done)	L	S	R	to reduce the risk further?	L	S	R
1.	Potential transmission to clinically vulnerable staff and pupils Guidance is available in the Schools coronavirus (COVID-	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				

19) operational guidance	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 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. 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. Refer any CEV to this guidance: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 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.					
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 here 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, Entrances for each bubble identified; system and timetables for lunch time in place to avoid contact between bubbles. (ii) General classroom activities, Equipment is not shared where possible and tables are spaced out as much as possible to allow a full curriculum, appropriate to their age group, to be delivered. Whole school resources (such as laptops/sports equipment) are cleaned after their use. (iii) Lunchtime arrangements:	2	4	8		

Hot meals are provided for both bubbles. There are two sittings and the hall is cleaned in between sittings by Chartwells staff. Chn line up to 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** Educational day visits resume from 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. Wraparound provision 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 quidance for those who run community activities, holiday clubs, after-school clubs etc as much of this will be useful in planning extra-curricular provision. • From 17 May, where wraparound and other extra-curricular activities for children are taking pace indoors, they can take place

in groups of any number. However, it remains important to continue to minimise mixing between children where possible by

keeping children in consistent groups when they attend the setting. Take into account the recommended occupancy levels of the premises you are operating from and levels of ventilation. Guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person. The guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children may help you to plan extra-curricular provision, including appropriate group sizes. Parents should still not routinely be present. Where they do attend, you should consider the ability to maintain social distancing in line with the current guidance.
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 positive acceptable with a positive.
	in line with the <u>guidance for households with possible</u>
	coronavirus infection.
	Staff in primary schools will continue to test with LFDs twice a
	week at home, as per existing <u>guidance on testing for staff in</u>
	primary schools and nurseries.
Spec	cific risk assessment in place for this and shared with staff
2a –	Pupils United States of the Pu

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: arrival to school returning from breaktime before & after eating 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 tollow 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	
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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 <u>PHE review of the impact of</u>
Covid-19 on BAME groups
Communication re hygiene measures recommended after school
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 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
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.
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 <u>schools coronavirus (COVID-</u>
19) operational guidance
and about the Community of the Community

 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 'recreational team sport framework' 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 swimming, and changing rooms, 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

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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: <u>guidance for households</u>
with possible coronavirus infection)
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 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. 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

	• Thereugh cleaning of reams and equipment at the end of each
	 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
	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.
	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 place
	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.
	amough the sensor's website as good practice.

		All	 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.	Site Safety risks Fire procedures Lockdown Movement for lunch / transitions Toilets Security including risk of theft Data breaches	members of the school community	 SL1 lead identified Kayleign Vile (HOS) Continue taking the attendance register 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 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 term 5 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) Reconsider e-safety policies and procedures in light of lessons learned during home learning 	2	4	8		

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 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 newsletter. Monitored by staff on the gate and any issues communicated via phonecall or email. 	2	4	8		
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,	All members of the	Face coverings:	2	4	8		

parents/carers,	school	All adults to wear face coverings while moving around the site from the	I	\neg
visitors, contractors	community	moment of entry. They are not required to be worn outside. This will be		
and/or deliveries)	Johnmanney	communicated to all when booking to visit the school.		
coming into 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		
		Ensure reception layout is compliant with social distancing		
		guidance e.g. screens, barriers etc.		
		Ensure the DfE guidance for Health and Safety		
		https://www.gov.uk/government/publications/health-and-safety-		
		advice-for-schools/responsibilities-and-duties-for-schools is		
		followed.		
		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.		
		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 unreliable method for identifying coronavirus (COVID-		
		19). Thermometer held on site for checking temperature if		
		individual reports feeling unwell		
		Isolate and send children and staff home immediately if they		
		display symptoms (See section 7 below) Quarantine room in place		
		to enable isolation (Rainbow Room).		
l	1	to enable isolation (name of noom).		

			 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. Signage requesting hand sanitization 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	 Site staff follow schools coronavirus (COVID-19) operational guidance and are aware of the COVID-19: cleaning of nonhealthcare settings guidance which should be followed when there is a suspected or confirmed case 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 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 	2	4	8		
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	All members of the school community	Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public Health England health protection team</u> . (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: <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	2	4	8		

cough or a high	If anyone in the school becomes unwell with a new and persistent
temperature)	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. 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		
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:	Thaker Har Amelle	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:	James Procter Alan Brundle	Signature of Manager:	Flan Sandle	Date:	19.5.21

3 rd review undertaken on:	Signature of Manager:	Date:	
			1