

RISK ASSESSMENT FORM

Workplace	St Mary the Virgin CE Primary School	Likelihood (L)	X	Severity (S)
Department	All	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Becca Hare	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 opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	11.01.21	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 8th January 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 blue

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 [DfE latest documents and guidance webpage](#) is being updated regularly

	What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	Potential transmission to clinically vulnerable staff and pupils Guidance is available in the DfE Guidance for full opening – schools	All members of school community	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				

			<p>children to attend full-time on-site provision where it is appropriate for them to do so.</p> <p>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</p> <p>Communicate with parents of clinically vulnerable pupils to inform them:</p> <p>Shielding advice is currently in place across the country, and so all children still deemed clinically extremely vulnerable are advised not to attend school.</p> <p>Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> Request parents discuss their child’s care needs with their health professional 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 <p>1b. Staff:</p> <ul style="list-style-type: none"> 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 							
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			<p><u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></p> <ul style="list-style-type: none"> ● 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 <u>extra mental health support for pupils and teachers</u> is available. <u>The government has just launched the Wellbeing for Education Return programme.</u> ● 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. Paul Dolton will be in school on Mondays, working with the KS2 bubble ● 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 Shannon McCarthy (student teacher) will be in from w/c 11th January and working with the KS2 bubble 						
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			<ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace <i>Where it is appropriate to do so, appropriate PPE should be worn</i> • Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes <u>report</u>. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: https://www.bameednetwork.com/ 						
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	<p>Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</p> <p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <p>(i) <i>Movement around the School site, Pupils are in 2 distinct groups of no more than 16 pupils and will not come into contact with each other. The groups are using separate toilets. Lunch time will be separate and the children will eat in their classrooms. Staff do not move between bubbles wherever possible, however this may be needed where there are staff shortages.</i></p> <p>(ii) <i>General classroom activities, KS2 bubble 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. They have their own set of stationery and books so nothing is shared.</i></p>	3	4	12			

			<p>KS1/EYFS bubble are using resources in the classroom. Shared resources are kept to a minimum where possible</p> <p>(iii) Playground activities, Play times are staggered or playground split in half to avoid contact between groups.</p> <p>(iv) Play equipment Each bubble has their own selection of equipment to use outside and this is not shared between bubbles.</p> <p>(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</p> <p>vi) Wraparound provision and extra-curricular activity No wraparound care or extra curricular clubs will be provided.</p> <p>Face Coverings</p> <ul style="list-style-type: none"> Follow the Restricting attendance during the national lockdown: schools and Face coverings in education guidance. <p>Staff wear face coverings around all areas of the school when not delivering lessons or working in offices at a social distance Staff and parents to wear face coverings at pick up and drop off.</p> <ul style="list-style-type: none"> When restrictions are in place, schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances. Parents informed of changes via parentmail Schools should have a small contingency supply available 						
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- *Schools should have a process for managing face coverings in school that is clearly communicated.*
Signs are up around communal areas as reminders to wear a mask and hand sanitise etc., and how to safely remove masks
- *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*

2a – Pupils

- Create and staff your teaching groups in line with guidance (*some schools may need to liaise with the LA or their trust to seek solutions to the numbers of groups required, keeping group sizes small where possible*
2 groups with a maximum of 16 pupils.)
- Communication re hygiene measures recommended after school and pupils need clean clothes each day. (Relax uniform rules to 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:
 - 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. 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

			<p>returning to school after being isolated for some time</p> <ul style="list-style-type: none"> • Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE Guidance for full opening – schools and the EEF guidance on making the best use of teaching assistants • 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. <p>2b – Staff</p> <ul style="list-style-type: none"> • Plan to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5 • When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the smaller, class-sized groups. • 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 understand that since September they can now operate across different classes and year groups in order to facilitate the delivery of the school timetable. If moving 							
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between classes / year groups they should keep their distance from other staff and pupils as much as possible (2m from staff) Staff are in allocated bubbles.

- Organise appropriately sized groups and encourage social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5
- 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 'recreational team sport framework' must be followed. Competitions against other schools, such as fixtures, are prohibited.

Paul Dolton will only work with KS2 bubble and ensure equipment is thoroughly cleaned after use. Sharing of equipment is kept to a minimum.

- PE lessons can continue in consistent groups
- 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 means fewer in staff room. Rotation of lunch times allows for fewer staff in staffroom

- Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day
 - 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 [HSE Guidance](#)*
- 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 coronavirus outbreak](#).

- 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 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.
- 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.
Bubbles at opposite ends of the school.
- 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 8 of the Restricting attendance during the national lockdown: schools should be used as appropriate to avoid build-up of viral load.
- Follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic
- 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

			<ul style="list-style-type: none"> • 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. 							
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- 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](https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources) and [Department for Culture, Media and Sport \(DCMS\)](https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources) <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 [The Key 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

			<p>full opening – schools as well as updates for example: 5 November 2020</p> <ul style="list-style-type: none"> • 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 any office roles that could be 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: <ul style="list-style-type: none"> ○ 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 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 							
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			senior leader should take responsibility for co-ordinating safeguarding on site.							
3.	<p>Site Safety risks</p> <ul style="list-style-type: none"> ● Fire procedures ● Lockdown ● Movement for lunch / transitions ● Toilets ● Security including risk of theft ● Data breaches 	All members of the school community	<ul style="list-style-type: none"> ● SLT lead identified – Becca Hare (HOS) ● Continue taking the <u>attendance register</u> and following up any absences in line with statutory guidance. ● 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 and accessing outside equipment and areas. ● Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. ● Share updated fire evacuation information with all staff during daily briefing. ● Share updated fire evacuation information with children ● Share lockdown procedures with all staff ● Follow revised lunch and break rotas to ensure safe movement around school ● Children to seek permission to use toilets to ensure staff know where children are at all times ● 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 revised fire evacuation drills / lockdown drills regularly see Restricting 	2	4	8				

			<p>attendance during the national lockdown: schools Fire drill for bubbles in school in week 2.</p> <ul style="list-style-type: none"> 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	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress and Movement around the school site.</i></p> <ul style="list-style-type: none"> 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 who travel to school by dedicated school transport (including statutory provision) or wider public transport	Pupils	All pupils walk to school or come in parent cars	0	0	0			

	The DfE Guidance for full opening – Section 2 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	<p>Face coverings:</p> <ul style="list-style-type: none"> (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. <p>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.</p>	2	4	8			

			<ul style="list-style-type: none"> • 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 adhered to. 						
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<ul style="list-style-type: none"> • Site staff follow <u>DfE Planning Guidance for full reopening – Section 2 School Operations</u> and are aware of the <u>COVID-19: cleaning of non-healthcare settings guidance</u> 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 • Inspect daily to ensure good/effective hygiene levels • Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as 	2	4	8			

			<p>toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products.</p> <ul style="list-style-type: none"> • 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 home to EYFS parents. • 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 for each bubble is in place. • 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	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public Health England</u> health protection team. <i>(see contact details on the first page of this document)</i></p> <ul style="list-style-type: none"> • Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <u>book a test</u>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance 	3	4	12			

- 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. (Library – does not have door that can be closed but windows will both be opened to allow for ventilation) 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/well-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 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

			<ul style="list-style-type: none"> • If school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may indicate an outbreak. Leaders MUST continue to work with their local health protection team who will be able to advise if additional action is required. This may include recommending a larger number of 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-healthcare settings guidance</u> 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	<ul style="list-style-type: none"> • 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 	2	4	8	Review contingency plan			

			<p>protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</p> <p>See LA model Contingency Plan (available via the Message Board). In addition the DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans.</p> <p>Temporary Continuity Direction</p>							
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Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Review contingency plan	JP and BH	11.1.2021	

Signature and review

Name of Manager:	James Procter and Alan Brundle	Signature of Manager:		Date:	06.01.2021
1st review undertaken on:	11 th January 2021 James Procter and Alan Brundle	Signature of Manager:		Date:	11.01.21
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	