RISK ASSESSMENT FORM

Workplace	Plumpton Primary School; Hamsey Primary School; Barcombe CE School	**Likelihood (L)**	**X**	**Severity (S)**
Department	Education	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Caitlin Yapp-Advisory Head Teacher	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	All external and internal areas of the 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	3/3/21	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	To ensure the safety of all stakeholders	**Low = 1-8**	**Medium = 9-14**	**High = 15-25**

This model document was updated on 24th February 2021.

It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

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 Risk?	Current control measures *(What is already in place/done)*	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	**Potential transmission to clinically vulnerable staff and pupils** Guidance is available in the Schools coronavirus (COVID-19) operational guidance	All members of school community	**1a. Pupils:** School attendance will be mandatory for all pupils from 8 March. **Communicate with parents of clinically vulnerable pupils to**	**1**	**3**	**3**				

			inform them: The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until at least 31 March 2021. They are advised not to attend school while shielding advice applies nationally. **Pupils who are under the care of a specialist health professional**: Request parents discuss their child's care needs with their health professional to ensure appropriate risk controls. Further advice is available from the Royal College of Pediatrics and Child Health. • Ensure these pupils have the support they need to ensure they can access remote learning **1b. Staff:** **Conduct individual staff risk assessments for COVID-19 in line with the latest guidance**. 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. Consider any risks to female employees of childbearing age and, particularly, 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. <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u> • **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**. • **Consider staff who may**							

			otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes report. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: https://www.bameednetwork.com/ ● **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** ● 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. All Skylark staff have been updated							

			regarding re-opening procedures (3/3/21). ● 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. ● 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). ● The DfE recommend that schools make use of the Deal for schools: hiring supply teachers and agency workers ● Volunteers may be used to support the work of the school, as would usually be the case. ● Leaders should give careful consideration to any use of volunteers. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where						

			possible • Schools are being strongly encouraged by the DfE to continue to host ITT trainees.							
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* 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. Test kits available from each school's Controller. 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. *The following control measures should*	**1**	**3**	**3**	Use the ESCC model risk assessment for Asymptomatic COVID-19 testing at home (primary schools, school-based nurseries and maintained nurseries) which is available on the health and safety webshop pages.			

			be considered in addition to those outlined in the East Sussex Model Risk Assessments for: *(i) Movement around the School site,* *(ii) General classroom activities,* *(iii) Playground activities,* *(iv) Play equipment* *(v) Educational Visits* ***DFE advises against educational visits at this time.*** *The government are currently reviewing the possibility of outdoor education so this may change.* *All overseas visits are prohibited as are residential visits until Easter 2021 when a review will be carried out.* *vi)* **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.** Schools may also continue to open 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. 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>guidance for those who run community activities, holiday clubs, 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.* *Providers are advised to keep children in small groups with the same children each time whenever possible. Providers should work with parents, schools or settings to ensure that, as far as possible, children are kept in a group with other children from the same bubble they are in during the school day. Where it is not possible to keep children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups and frequently review these groups to minimise the*						

			amount of 'mixing'. *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. **Face Coverings** • Follow the Schools coronavirus (COVID-19) operational guidance and Face coverings in education guidance • 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. Some individuals are exempt from wearing face coverings. This applies to those who:							

			• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs. ● 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. ● ***Schools should have a small contingency supply available*** ● ***Schools should have a process for managing face coverings in school that is clearly communicated.*** ● ***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** ● Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance in Schools coronavirus (COVID-19) operational guidance and Safe working in education, childcare and children's social care ● 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 re hygiene measures recommended after school and pupils need clean clothes each day. Schools are encouraged to maintain their usual uniform policies; school uniform to be worn by Skylark pupils from 8/3/21. ● **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 ● 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. ● 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.** ● 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						

			• 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 • Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending. • **Groups should be kept apart, meaning that schools should avoid gatherings such as assemblies or collective worship with more than one group.** **2b – Staff** • 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 *'recreational team sport framework'* must be followed. Competitions against other schools, such as fixtures, are prohibited. • 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** • Plan how shared staff spaces are set up and used to help staff to distance from each other. Ensure these arrangements are conveyed to staff. • Consider creating 2m zone in front of prep area in staff room. One member of staff at any one time in this area. • Review risks assessments associated with wraparound provision and extra-curricular activity as well as non-overnight educational visits. • Ongoing leadership support for any emerging anxiety and/or wellbeing issues • Review the school's first aid risk assessment and follow HSE Guidance. **2c – Buildings & resources**							

			• 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** • Consider creating 2m teaching zones (where appropriate) at the front of the classroom. • 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. ● Follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic and Chartered Institute of Building Services Engineers' guidance on emerging from lockdown ● 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 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. Pupils should continue to have access to a quality arts education. As well as careful social distancing, music lesson should take place in small groups outdoors or in large, well ventilated rooms.**						

			• **Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones.** • **Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.** 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.						

			● 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. Stagger use of staff rooms and offices. ● Consider travel and parking arrangements for staff in line with social distancing guidelines ● 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 ● Plan to provide for whole class groups whilst encouraging social distancing in line with the detailed actions within the schools coronavirus (COVID-19) operational guidance ● **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. ● 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 ● Review the NHS guidance on hand cleaning – *see section for pupils above* ● 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 ● 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) ● Maintain staff and visitor signing-in arrangements to ensure social distancing and hygiene; no pens in Reception areas.							
3.	**Site Safety risks** ● **Fire procedures** ● **Lockdown** ● **Movement for lunch / transitions** ● **Toilets** ● **Security including risk of theft** ● **Data breaches**	All members of the school community	● SLT lead identified ● 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. ● 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 ● Reconsider e-safety policies and procedures in light of lessons learned during home learning ● Ensure pupils, parents and staff are aware that DfE guidance states that different	**1**	**3**	**3**				

			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 ● 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							
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 ● Review and revise drop off and pick up protocols as necessary	**1**	**3**	**3**				

			to minimise social contact • 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.						
5.	**Risks of possible transmission to pupils who travel to school by wider public transport** The schools coronavirus (COVID-19) operational guidance details the framework for transporting pupils to and from schools	Pupils	**Wider public transport** • **Communicate to parents that children can continue to use public transport where necessary but encourage everyone to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network and allow social distancing to be practised. Where children, young people and staff need to use public transport, they should follow the safer travel guidance** • Leaders to liaise with partners	**1**	**3**	**3**				

			to consider staggered start times to enable more journeys to take place outside of peak hours where feasible • Consider using 'walking buses' or working with their local authority to promote safe cycling routes. • Refer any families using public transport to the safer travel guidance for passengers.							
6.	**Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school**	All members of the school community	***Face coverings:*** • *(refer to the government guidance on face coverings included in section 2 above and detail the local policy for the wearing of face coverings for adults coming onto the school site and how this will be communicated in this section of the risk assessment. Details should also be given as to how any updates to school policy on face coverings will be communicated in the event of any changes to the restrictions.)* • 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	**1**	**3**	**3**				

			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). ● Isolate and send children and staff home immediately if they display symptoms *(See section 7 below)* ● 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; check Chartwells have updated their risk assessment from 8/3/21. ● 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.						

			● 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.							
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 non-healthcare settings guidance which should be followed when there is a suspected or confirmed case • Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. • Equipment such as books and games, are regularly cleaned along with all touched surfaces. • Any books that go between home and school are quarantined for 72 hours • Ensure resources shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between	**1**	**3**	**3**				

			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. ● Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance. ● With all 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 3 times a day to ensure stock levels are adequate ● Inspect daily to ensure good/effective hygiene levels						
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**	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)*	**1**	**3**	**3**				

	temperature)		• 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.**						

			• Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: book a test, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19). • Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days. • Revise plans and source						

			suitable PPE supplies (e.g. non latex gloves preferable) to be used by: ○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. ○ staff caring for pupils with routine intimate care needs that involve the use of PPE The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply ● If 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. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else. ● Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible.						

			Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.' ● For schools that purchase the HR Advisory Service, further information can be accessed here or through their designated HR Consultant https://www.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 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							
9.	**Contingency planning**	All pupils and staff	• Ensure that contingency plans are in place, being reviewed and updated • Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. **See LA model Contingency Plan** (available via the Message Board). • Temporary Continuity Direction	**1**	**3**	**3**				

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

Action	By Whom?	Deadline	Date Completed
Check risk assessment regarding lateral flow tests (only being undertaken by staff at home)	SLT	7/3/21	

Signature and review

Name of Manager:	Caitlin Yapp	**Signature of Manager:**	Caitlin Yapp	**Date:**	3/3/21
1st review undertaken on:		**Signature of Manager:**		**Date:**	
2nd review undertaken on:		**Signature of Manager:**		**Date:**	
3rd review undertaken on:		**Signature of Manager:**		**Date:**	