

MODEL RISK ASSESSMENT FORM

Workplace	The Oak Tree Federation	Likelihood (L)	X	Severity (S)
Department	Laughton Community Primary School and Firle Church of England Primary School	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Rachel West	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole schools	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Preparing for the full reopening of school in September 2020	Likely	4	Major (death or serious injury)
Date	Updated 31/08/2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	To ensure all risks are assessed in full return to school for both schools	Low = 1-8	Medium = 9-14	High = 15-25

This model document was updated on 30 July 2020 by ESCC.

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

COVID-19

Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.
- Having been notified of a suspected case, the provider will contact Public Health England before any actions are taken. **Telephone – 0344 225 3861, Option 3 Option 1.**

Confirmed cases:

- Having been notified of a positive COVID-19 test result for a member of staff or a pupil, the school will contact Public Health England (PHE) before any actions are taken. **Telephone – 0344 225 3861, Option 3 Option 1.**
- The school will then take actions following the guidance of the PHE Health Protection Team.
- The provider should alert the local authority to a confirmed case by e-mailing COVID19.SchoolsInformation@eastsussex.gov.uk

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
I.	Potential contamination arising from the staff and pupils working onsite during the preparation for the full reopening of school	All members of staff and the limited numbers of pupils currently	<ul style="list-style-type: none"> • Maintain and monitor the school's current Phased Return Risk Assessment Control Measures up until 1 September 2020. • SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening 		12		<ul style="list-style-type: none"> • Ensure HT, senior leaders and DSLs are appropriately up-to-date with the DfE full return to school guidance. See Guidance for full opening – schools .Provide regular updates for governors and staff. DfE full return to school guidance. 	8		

		attending school	<p>of the school in the summer term</p> <ul style="list-style-type: none"> Updated Health & Safety, and safeguarding policies & practices produced during the lockdown period when school was open to limited numbers. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely. 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. Follow the Government's updated COVID-19 cleaning of non-healthcare settings guidance Maintain new staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g. <i>where someone physically signs in with the same</i> 		<p>See Guidance for full opening – schools</p> <ul style="list-style-type: none"> Revisit and update risk assessments for September building on the COVID-19 learning and practices already developed in school Provide regular updates for governors at Chair meetings. Check RA with staff and Health and Safety governor Continue routine updates to the school's staffing audit as situations change. New TA timetables in place to meet changes. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider. Consider any office roles that could be undertaken from home reducing the number of staff in offices Travel and parking arrangements for staff in line with social distancing guidelines using staff carpark, community car park and road Leaders ensure staff and parents understand their
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			<p><i>pen or using a tablet in Reception areas</i></p> <ul style="list-style-type: none"> ● Review H&S compliance checks as appropriate - Managing school premises during the coronavirus outbreak 			<p>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</p> <ul style="list-style-type: none"> ● Any staff who are displaying symptoms of COVID-19 are sent home and tested as soon as practicably possible. ● Parents and carers and suppliers do not enter the school ● Individuals who are clinically vulnerable. Use latest guidance ● If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), which includes those who are pregnant, they can attend work ● Offices adapted to enable social distancing for returning admin and support staff where possible. Stagger use of staff rooms and offices with max n.o displayed on doors. ● Staff sign in using social distancing and hygiene using swipe board only touching own name 		
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2.	<p>Potential transmission to clinically vulnerable staff and pupils returning when school reopens</p> <p>Useful planning resources are detailed in the DfE Guidance for full opening – schools Section 2</p>	All members of school community	<p>2a. Pupils:</p> <ul style="list-style-type: none"> Communicate to parents that now circumstances have changed it is vital for all children to return to school in September to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development. <p>2b. Staff:</p> <ul style="list-style-type: none"> Employer health and safety and equalities duties – consider how to meet equalities duties in the usual way and follow steps in DfE Guidance for full opening – schools Section 2 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 about returning. Information about the extra 	12		<p>2a. Pupils:</p> <p>Communicate with parents of clinically vulnerable and shielding pupils to inform them:</p> <ul style="list-style-type: none"> pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See current advice on shielding reassure parents and pupils by communicating the additional risk assessments and control measures that are being taken from September Identified pupils with high anxiety to be offered a phased return Confirm that if rates of the disease should rise in this local area, clinically vulnerable children (or family members) from this area, and this area only, may be advised by PHE to shield whilst rates remain high and therefore their child may then be temporarily absent. 	8
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[mental health support for pupils and teachers](#) is available.

- Supply teachers and other temporary or peripatetic teachers can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible
- Leaders should give 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. See [DfE Guidance for full opening – schools Section 2](#)
Risk assessments should be conducted as they are for staff

Pupils who are under the care of a specialist health professional:

- Request parents discuss their child’s care needs with their health professional before returning to school in September. Further advice is available from the Royal College of Paediatrics and Child Health.
- Arrange provision for any pupil who is unable to attend school because they are complying with clinical and/or public health advice to be able to access to remote education from September

2b. Staff:

Conduct individual staff risk assessments for COVID-19 in line with the latest guidance.

- Following the reduction in the prevalence of the virus and relaxation of shielding measures from 1 August, the DfE is expecting that most staff will attend school.

							<ul style="list-style-type: none">● Clinically vulnerable and/or pregnant staff should follow this guidance clinically-vulnerable, including pregnant women. Staff with pregnancy over 28 weeks to be offered working from home● Staff who are clinically extremely vulnerable are advised that they can now return to work from 1 August provided they can maintain social distancing. Advice can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. Leaders should be flexible in how these staff are deployed, enabling them to work remotely where possible or in roles in school where it is possible to maintain social distancing.● 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		
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							<p>consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. https://www.bameednetwork.com/resources</p> <ul style="list-style-type: none"> ● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace ● Staff who work across schools such as Premier Sport and supply staff to be tracked as to which schools they have worked in, in the last 2 weeks. They follow school procedures for hygiene and keep 2m distance from staff and pupils where possible. 		
3.	<p>Increased risk of introducing contamination from pupils and staff returning to school in greater numbers in September</p> <p>Useful planning resources:</p>	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 Assessments for:</i></p> <p>(i) Movement around the School site, (ii) General classroom activities, (iii) Playground activities, (iv) Play equipment</p>		16	<p>3a – Pupils</p> <ul style="list-style-type: none"> ● Clear communication with pupils, parents and wider community about the full return to school procedures and new arrangements. Behaviour policy reviewed in light of full school return- DfE Guidance for full opening – schools 	12		

	<ul style="list-style-type: none"> • DfE Guidance for full opening of schools – section 1 • The LA model recovery plan will be updated for full reopening in September shortly and published via the message board 		<p>Context: <i>In the DfE guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</i></p> <p>3a – Pupils</p> <ul style="list-style-type: none"> • Create and staff your September teaching groups in line with guidance (<i>some schools may need to liaise with the LA or their trust to seek solutions to the numbers of groups required</i>). • Ensure parents are aware that all pupils in all year groups are expected to return and that the usual rules on school attendance will apply from September. Also they appreciate what limited equipment that they are expected to bring in to school. • 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: <ul style="list-style-type: none"> 1. arrival to school 		<ul style="list-style-type: none"> • 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 on 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, however uniforms do not need to be cleaned more than usual • Toilet arrangements in line with guidance for each group. At Laughton-Reception use own toilets only. Children in other year groups to avoid using toilets in another groups playtime. All handwashing at start and
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			<p>2. returning from breaktime 3. before & after eating 4. when they change rooms</p> <ul style="list-style-type: none"> Review Behaviour Policy in line with DfE Guidance for full opening – schools Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. <i>(this will not be possible for younger children and those with complex needs)</i>. Contact between groups should be avoided. Leaders MUST ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste. Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately. Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time 		<p>end of day and breaks to be done in own classrooms.</p> <p>At Firle- Yr 5/6 use toilets in main building, Yr 3/ 4 use those by Beech class and EYFS, Yr1 and 2 use Pips toilets</p> <ul style="list-style-type: none"> 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. Teach children new games to play that support distancing Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Focus learning around well being Identified bins in all classrooms for catch it, kill it bin it and posters in each classroom. Child friendly displays in classroom on hygiene and communicate and print instructions for washing hands by all sinks 		
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- 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.

3b – Staff

- Plan to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – [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.
- Plan to support pupils with SEND with any specific help and preparation they may need

- Recovery curriculum in place to support building relationships when returning to school
- Advice sent to all parents and carers on returning to school for term 1 at end of July and beginning of September

3b – Staff

- 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](#)
- Timetables show increase in activities that can take place outdoors and reduce movement around the school buildings
- Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times
- Ongoing leadership support for any emerging anxiety and/or wellbeing issues

			<p>to adapt for the changes to routine from September</p> <ul style="list-style-type: none"> ● Ensure staff understand that from September they can now operate across different classes and year groups in order to facilitate the delivery of the school timetable. If moving between classes / year groups they should keep their distance from other staff and pupils as much as possible (2m from staff) ● 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 ● Plan for staggered assembly, breaktime and lunchtimes. Also plans for staggering movement times around the school so groups do not come into contact ● Consider how to continue remote education if it should become applicable from September 		<ul style="list-style-type: none"> ●Assemblies and worship to be carried out remotely using Microsoft teams/ Zoom. No more than 15 children in a group singing inside. ●Remove unnecessary items from classrooms where there is space to store it elsewhere e.g soft toys and furnishings, equipment that is difficult to clean ●Individual class playground equipment used by their group ●Use recovery curriculum to support children in returning to school ●Keep to staggered start, play, lunch and finish times to avoid coming into contact with other groups ●Keep in touch with any remote learners once a week ●Only 3 staff in staffroom, library and offices at a time. Only 2 staff in rainbow room, (and learning loft and resource room at Laughton)
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- Review the NHS [guidance on hand cleaning](#) – see section for *pupils above*

3c – Buildings and resources

- Ensure all the usual pre-term building checks are undertaken to make the school safe. If 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](#)

- Ongoing leadership support for any emerging anxiety and/or wellbeing issues

- Provide staff guidance before returning to school

- The purchase of visors to be offered for those who feel vulnerable.

Early Years

- Children kept together throughout the day and avoid children mixing
- Share games and activities to promote personal hygiene and spacing from each other. Use extended EYFS outside area to promote distancing

3c – Buildings & resources

- Classrooms and other learning environments organised maintaining space between seats and desks where possible. Arrange [systems to reduce congestion in corridors](#) and access via external doors where possible.

							<ul style="list-style-type: none">● Arrange furniture to allow for seating pupils side by side and facing forwards where possible.● Equipment that has previously been removed from classrooms, such as books and games, can be used and shared within a group/bubble. Plan time within school day for support staff to ensure they are regularly cleaned and site staff to ensure all touched surfaces cleaned thoroughly.● Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise in line with latest guidance● Ensure kitchens are fully open from the start of the autumn term and 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.● Ensure good ventilation and where possible arrange for doors to be propped open		
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								<p>to reduce door handle contact etc (<i>Ensure fire safety & safeguarding - The holding open of fire doors without out the use of approved hold open devices is not permitted</i>)</p> <ul style="list-style-type: none">● 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● Fire guards to keep fire doors open fitted in July 2020● Poster images of what 2m looks like in corridors, playground and hall● Teacher stationary packs for staff moving across classes● Separate entry and exit points for drop off and pick up● Outside area and classroom used for lunch and hall timetables for exercise at half capacity and when weather permits going outside. Firlle -		
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							designated days for classes on equipment			
							<ul style="list-style-type: none"> ● Thorough cleaning of rooms at the end of each day. All staff offsite at 4p.m for cleaner 			
4.	Site Safety risks <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 ● In autumn term resume taking the attendance register and following up any absences in line with statutory guidance ● School to follow newly adapted 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 			16	<ul style="list-style-type: none"> ● Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. ● Site safety reviewed in the light of windows and doors being open to aid good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak. ● At Laughton children encouraged to use toilets at designated break times to avoid meeting children from other groups. Toilets cleaned again daily at 10:45 by caretaker. At Firle each class group has designated toilet facilities ● Class teachers to arrange procedures for going to the toilet in lesson time with their individual class, all children to ask permission 		12	

			<ul style="list-style-type: none"> ● 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 			<ul style="list-style-type: none"> ● Arrange revised fire evacuation drills / lockdown drills regularly use weekly briefing to clarify procedures ● New playtime and lunchtime rotas in place to reduce movement around the school and class groups overlapping areas ● Staff inform own classes on safety procedures and Exec head reinforce with children in Assembly/ worship ● Clarify e-safety policies and procedures in view of any future lockdown 		
5.	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.</i></p> <ul style="list-style-type: none"> ● Communicate to parents and carers that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule ● Inform parents/carers and pupils their allocated drop off 		16	<p>Letter to parents and carers at end of term 6 explaining procedures for full school return. Email on 04.09.2020</p> <p>Laughton 8:35- Jungle class enter through gate at front by staff car park 8:40- Bugs class enter through gate at front by staff car park and Underwater via their outdoor classroom gate 8:35- High Peaks class enter through their class fire door</p>	12	

			<p>and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p> <ul style="list-style-type: none"> • 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). • Arrange SLT supervision of drop off and collection 			<p>Exit staggered times from same entrance Firle 8:40 – Holly class enter through gate 8:50- Beech class enter through gate 8:55- Cherry class enter through gate Exit staggered times from same entrance</p> <p>Parents asked to socially distance in correspondence and reminders placed at entrance and exit points. Children on the bus can come in when they arrive. Gate supervision SLT</p>		
6.	<p>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The DfE Guidance for full opening – Section 2 details a new framework for transporting pupils to and from schools</p>	Pupils	<p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none"> • Ensure staff, pupils and parents are aware that social distancing will not apply on dedicated transport from September • Contact the transport hub to confirm new transport requirements from September. They will liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety 	12	<p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none"> • Pupils grouped together on transport in the groupings that are adopted within school <ul style="list-style-type: none"> ○ hand sanitiser is used upon boarding and/or disembarking ○ appropriate additional cleaning of vehicles ○ queuing and boarding where possible is organised 	8		

procedures. mainstream-transport.cts@eastsussex.gov.uk

- Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See [DfE Guidance for full opening – Section 2](#)

Wider public transport

- Communicate to parents that public transport capacity is likely to continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum.
- Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible
- Where possible encourage parents, staff and pupils to walk or cycle to school. Consider using 'walking buses' or working with their local authority to promote safe cycling routes.

- distancing within vehicles wherever possible
 - the use of face coverings for the driver and children over the age of 11, where appropriate.
- Children under the age of 11 are exempt from wearing face coverings on public transport, and the regulations relating to face coverings exclude school transport services. See [updated transport guidance](#)

			<ul style="list-style-type: none"> Refer any families using public transport to the safer travel guidance for passengers. 						
7.	<p>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</p>	<p>All members of the school community</p>	<ul style="list-style-type: none"> Current government guidance states, “Wearing a face covering or face mask in schools or other education settings is not recommended... changing habits, cleaning and hygiene are effective measures in controlling the virus.” 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 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 	12		<ul style="list-style-type: none"> 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 Revised visitor arrangements to ensure social distancing and hygiene. Visitors signed in 	8		

			<ul style="list-style-type: none"> • Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school • Consider existing Reception layout and whether it is compliant with social distancing guidance e.g. lack of screens, barriers etc. 			<p>by office staff. Any coaches or supply teachers to record what schools they have attended in the last 14 days</p> <ul style="list-style-type: none"> • PE kits to be left in school. No items from home to be brought in. Book packs to be available for week long lends from mid-September. Children taking a pack home on a Monday and returning on a Friday for it to be kept in isolation until following Monday • Parent and teacher meetings to be made by telephone or after school in a well ventilated space • Parent consultations in October to be arranged in line with social distancing and Dfe guidance. If not safe then meetings delayed until it is safe to do face to face. Telephone appointments can be made. 		
8.	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 DfE Planning Guidance for full reopening – Section 2 School Operations and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed should be followed 	12		<ul style="list-style-type: none"> • Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, 	8	

following a suspected or confirmed case

- With all children back 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

bannisters each day, using standard cleaning products.

- Plan for safe return of equipment previously removed from classrooms, such as books and games, which can from September be used and shared within a group/bubble. Plan to ensure they are regularly cleaned along with all touched surfaces.
- Ensure resources shared between classes or bubbles, (eg 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.
- **Enhanced** cleaning schedule in place to ensure effective hygiene standards **and comply with latest guidance**

9.	<p>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)</p>	<p>All members of the school community</p>	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. (see <i>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: 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 ● Revise plans and source suitable PPE supplies to be used by: <ul style="list-style-type: none"> ○ 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 <p>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p>		16	<ul style="list-style-type: none"> ● Check the temperature of any pupil who feels unwell or shows any symptoms ● Isolate the pupil immediately to Rainbow room behind a closed door. Arrange adult supervision wearing PPE. 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. ● Revise plans and PPE supplies in the light of experience or any updated guidance ● Send children/staff home immediately if they display symptoms. Arrange for deep clean of Rainbow room and other facilities as necessary before they are used again. ● If virus confirmed, inform public health for guidance and contact parent, staff, governors at that school with information and guidance ● Arrange for deep clean of medical room and other 	12	
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			<ul style="list-style-type: none"> ● 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. 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 		<p>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.</p> <ul style="list-style-type: none"> ● Any incidences are logged and the risk assessment is evaluated and changes made as a result of lessons learned.
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designated HR Consultant
<https://www.services2schools.co.uk/resources/personnel/wellbeing-benefits/coronavirus-hr-faqs>

- If the school is notified of a positive COVID19 test result for a member of staff, the school will contact Public Health England immediately for advice. (Telephone – 0344 225 3861, Option 3 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
- 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

			<p>who will be able to advise if additional action is required. This may include recommending a larger number of other pupils self-isolate as a precautionary measure.</p>						
10.	<p>Contingency planning for a potential local outbreak</p>	<p>All pupils and staff</p>	<ul style="list-style-type: none"> • During the partial closure since March staff have developed expertise and experience in supporting home learning across the curriculum. • For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). (see DfE guidance on remote education support). 				<p>Leaders and governors 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.</p> <p>Use of learning platform and website to be kept updated and incorporated into lessons to keep children and families familiar with resource for communication and learning</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</p>		

								resources to support these plans.			
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