

RISK ASSESSMENT FORM

Workplace	Chyngton School	Likelihood (L)	X	Severity (S)
Department		Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Robin Tollyfield/Kay Crush	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area		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		Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity		Low = 1-8	Medium = 9-14	High = 15-25

This document was updated on 23 September 2020.

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).

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.

Confirmed cases:

- If schools are notified of a positive COVID19 test result for a member of staff or a pupil, **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 local health protection team.
- 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		
1.	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 attending school	<ul style="list-style-type: none"> • Maintain and monitor the school's current Risk Assessment Control Measures • A legal requirement that schools should revisit and update their risk assessments (building on the learning so far.) • The school has reviewed and updated their wider risk assessments and considered the need for relevant revised 	3	4	12						

			<p>controls in respect of their conventional risk profile considering the implications of Covid-19 to enable a return to full capacity in the autumn term.</p> <ul style="list-style-type: none">● SLT and DSL roles have been adapted to the ongoing revisions to guidance during partial opening of the school in the summer term● 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 <u>HSE guidance on working safely</u>.● Ensured HT, senior leaders and DSLs are appropriately up-to-date with the DfE full return to school guidance. See <u>Guidance for full opening – schools as well as updates</u>● Revisited and updated risk assessments for September building on the COVID-19 learning and practices already developed in school● Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices.							
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			<ul style="list-style-type: none">• Staff not to use public transport where possible. 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• 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 pen or using a tablet in Reception areas</i>• Review H&S compliance checks as appropriate - Managing school premises						
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			during the coronavirus outbreak						
2.	Potential transmission to clinically vulnerable staff and pupils returning when school reopens	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. • 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. • 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 • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 	3	4	12			

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.
- reassure parents and pupils by communicating the additional risk assessments and control measures that are being taken from September
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Communicate with parents of clinically vulnerable and shielding pupils to inform them:

- 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](#)

2b. Staff:

Employer health and safety and equalities duties under Section 2 of the new Guidance for full opening: schools 17th Sept 2020 - consider how to meet equalities duties in the usual way and follow guidance

			<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 <u>DfE Guidance for full opening – schools Section 2</u>• Conduct individual staff risk assessments for COVID-19 in line with the latest guidance.• 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 <u>extra mental health support for pupils and teachers</u> is available.• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace• Staff who are clinically extremely vulnerable are							
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			<p>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.</p> <ul style="list-style-type: none">• 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. https://www.bameednetwork.com/resources• Clinically vulnerable and/or pregnant staff should follow this guidance clinically-vulnerable, including pregnant women• Following the reduction in the prevalence of the virus and relaxation of shielding measures from 1 August, the						
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			<p>DfE is expecting that most staff will attend school.</p> <ul style="list-style-type: none"> • 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 						
3.	<p>Increased risk of introducing contamination from pupils and staff returning to school in greater numbers in September</p> <ul style="list-style-type: none"> • 	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) <i>Movement around the School site,</i></p> <p>(ii) <i>General classroom activities,</i></p> <p>(iii) <i>Playground activities,</i></p> <p>(iv) <i>Play equipment</i></p>	3	4	12			

v) *Educational Visits*

DFE states that schools can resume non-overnight domestic educational visits. As part of the risk assessment consult the health and safety guidance on educational visits.

The following documents on CZone give further information about outdoor learning and school trips:

Document 1 and Document 2

vi) Wraparound provision and extra-curricular activity

Schools should work to resume and breakfast and after-, where possible from the start of the autumn term school provision and work closely with providers. Refer to the relevant guidance for those who run community activities, holiday clubs, after-school clubs etc as much of this will be useful in planning extra-curricular provision.

The school will keep children in small groups of no more than 30 children, with the same children each time whenever possible. Multiple groups of 30 pupils can use the same shared space if necessary, with distancing between the groups.

The school will 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'.

Context: *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.*

Face Coverings

- Follow the government guidance on face coverings and communicate the school's procedures to staff, pupils, parents, visitors, etc.
<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

In Chyngton, masks should be worn in all communal areas e.g corridors, toilets.

- In the event of a new local restriction being imposed, schools need to communicate

the new arrangements quickly and clearly.

3a – Pupils

- Create and staff your September 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*).
- 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:
 - arrival to school
 - returning from breaktime
 - before & after eating
 - when they change rooms
- Clear communication with pupils, parents and wider community about the full return to school procedures and new

			<p>arrangements. Think about new school rules needed - DfE Guidance for full opening – schools</p> <ul style="list-style-type: none"> • 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. (Relax uniform rules to allow provision of clean clothes each day) • Toilet arrangements in line with guidance for each group • 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. Section 3 of the new Guidance for full opening: schools 17th Sept 2020 - • Leaders MUST ensure that school has enough tissues and 							
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			<p>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.</p> <ul style="list-style-type: none">• 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• 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.• 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						
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additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups

- Latest guidance informs us that the decrease in prevalence of Covid-19 and the resumption of the full range of curriculum subjects, schools may need to change the emphasis of bubbles within their system controls and increase the size of these groups.

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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 to adapt for the changes to routine from September
- Ensure staff understand that from September they can now

			<p>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)</p> <ul style="list-style-type: none">• 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 offer immediate remote education where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home.• Review the NHS guidance on hand cleaning – see section for pupils above• Organise appropriately sized groups and encourage social								
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			<p>distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5</p> <ul style="list-style-type: none">● Refresh timetable to review 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● 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.● Key information from the guidance is on CZone and can be found here. There are specifics about swimming, contact sports, changing rooms, hand sanitising and PPE● For sports lessons, ensure pupils are in consistent groups, that sports equipment is							
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			<p>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.</p> <ul style="list-style-type: none"> • Key information from the guidance is on CZone and can be found here. There are specifics about swimming, contact sports, changing rooms, hand sanitising and PPE <p>3c – Buildings and resources</p> <ul style="list-style-type: none"> • 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 <p>Organise classrooms and other learning environments maintaining space between seats and desks where</p>							
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			<p>possible. Arrange systems to reduce congestion in corridors and access via external doors where possible</p> <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 with site staff to ensure they are regularly cleaned along with all touched surfaces.● Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise in line with latest guidance <p>Ensure kitchens are fully open from the start of the autumn term and comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>. They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals.</p> <ul style="list-style-type: none">● Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc <i>(Ensure fire safety & safeguarding - The holding</i>						
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			<p><i>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 • Thorough cleaning of rooms and equipment at the end of each day and between use by different groups <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res</p>						
4.	<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 • 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 	3	4	12			

			<p>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.</p> <ul style="list-style-type: none"> • 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 • Arrange revised fire evacuation drills / lockdown drills regularly • Reconsider e-safety policies and procedures in light of lessons learned during home learning • 							
5.	Risk of transmission between parents and pupils during	All members of the school community	<i>The following control measures should be considered in addition to those</i>	3	4	12				

	<p>school drop-off and collection times</p>		<p><i>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 and collection times and the process for doing so, including 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). ● Arrange SLT supervision of drop off and collection ● Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. ● Review site safety 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 <u>air conditioning and ventilation during the coronavirus outbreak</u>. 							
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			<ul style="list-style-type: none"> • Arrange revised fire evacuation drills / lockdown drills regularly • Reconsider e-safety policies and procedures in light of lessons learned during home learning • 						
6.	<p>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</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 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 • • Children under the age of 11 are exempt from wearing face 	1	4	4			

			<p>coverings on public transport, and the regulations relating to face coverings exclude school transport services. See updated transport guidance</p> <p>Wider public transport</p> <ul style="list-style-type: none"> • 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. • Refer any families using public transport to the safer travel guidance for passengers. 						
7.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<ul style="list-style-type: none"> • <i>The government is not recommending universal use of face masks in all schools. Schools that teach children in year 7 and above and which are not under specific</i> 	3	4	12			

			<p><i>lockdown restriction measures have discretion to require pupils, staff and visitors in areas outside the classroom where social distancing cannot be easily maintained.</i></p> <ul style="list-style-type: none">• 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• 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							
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			<p>distancing guidance e.g. lack of screens, barriers etc.</p> <ul style="list-style-type: none"> • 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. • For any staff member or pupil who feels unwell, check for <u>recognised symptoms of COVID-19</u>. 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 (<i>See section 7 below</i>) • 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 							
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			<ul style="list-style-type: none"> 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 						
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 <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 should be followed 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 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, 	3	4	12			

			<p>using standard cleaning products.</p> <ul style="list-style-type: none"> • 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.	Risk of transmission from pupils and staff who have been in contact with the virus	All members of the school community	Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local	3	4	12			

	<p>and/or are showing signs of having the virus (a new, continuous cough or a high temperature)</p>		<p><u>Public Health England health protection team. (see contact details on the first page of this document)</u></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 ● 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> <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 <u>COVID-19: guidance for households with possible coronavirus infection guidance</u> 							
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			<ul style="list-style-type: none">● 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 designated HR Consultant https://www.services2schools.co.uk/resources/personnel/wellbeing-benefits/coronavirus-hr-faqs● If schools are notified of a positive COVID19 test result for a member of staff or a pupil, contact the DfE Helpline on 0800 046 8687 and select						
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			<p>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 local health protection team.</p> <ul style="list-style-type: none">● 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 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.● 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						
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			<p>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">• Revise plans and PPE supplies in the light of experience or any updated guidance.• 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 0800046							
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10.	Contingency planning for a potential local outbreak	All pupils and staff	<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 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.</p> <ul style="list-style-type: none"> 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. 	3	4	12				

