

MODEL RISK ASSESSMENT FORM

Workplace	Dallington CE Primary School	Likelihood (L)	X	Severity (S)
Department	Whole School	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Paul Cox	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School	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	23 rd September 2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity		Low = 1-8	Medium = 9-14	High = 15-25

This model document was updated on 22 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).

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 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 Phased Return Risk Assessment Control Measures up until 1 September 2020. A legal requirement that schools should revisit and update their risk assessments (building on the learning so far.) 	2	2	4	<ul style="list-style-type: none"> PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Schools must work through them, adopting measures to the fullest extent possible. Guidance for full opening: schools - Section 1 Public Health Advice to minimise 			

			<p>Correspondence shared with parents constantly – reviewing school practice and symptoms.</p> <ul style="list-style-type: none"> Stick to school opening times and encourage staff to go home immediately to reduce risk. <p>Staggered times and entrances/exits in place-shared with parents and staff – end of August and beginning of September</p> <ul style="list-style-type: none"> Follow the Government's updated <u>COVID-19 cleaning of non-healthcare settings guidance</u> Shared at INEST DAY – September – followed up daily by HT and Caretaker Maintain new staff and visitor signing-in arrangements to ensure social distancing and hygiene <i>e.g. where someone physically signs in with the same pen or using a tablet in Reception areas</i> New digital system in place. Screen wiped after use. Review H&S compliance checks as appropriate - <u>Managing school premises during the coronavirus outbreak</u> <p>Caretaker still undertaking checks</p>	1	2	2	<p>DSL, first aiders, paediatric first aider.</p> <p>Three members of staff been trained on First aid</p> <ul style="list-style-type: none"> Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices. Rotas in place, parents not allowed on site unless by prior arrangement. Consider any office roles that could be undertaken from home reducing the number of staff in offices Consider travel and parking arrangements for staff in line with social distancing guidelines 	1	3	3
				1	2	2		1	2	2
				1	2	2		2	2	4
				1	3	3		2	2	4
				2	2	4				

			<ul style="list-style-type: none"> HT very aware and limiting workload. 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. <u>The government has just launched the Wellbeing for Education Return programme.</u> At INSET talked about wellbeing, counsellor number shared with all staff and up in staff room. HT checks with all staff everyday. Supply teachers and other temporary or peripatetic teachers (Section 2 of the new Guidance for full opening: schools 17th Sept 2020) can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible. Two supply teachers used – informed of safe working by HT before school started. Stayed in bubble The DfE recommend that schools consider using DfE's and <u>Crown Commercial Service's agency supply deal</u> when hiring agency workers, 	2	2	4	<p>Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> Request parents discuss their child's care needs with their health professional 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 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Online resources available to support. School developing Google Classroom for tighter more efficient working. Set up 20th September – staff trained 28th September, <p>2b. Staff:</p> <p>Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. <i>Guidance on completing an</i></p>	1	2	2
				2	2	4		1	3	3

			<p>as this offers a list of preferred suppliers that must be transparent about the rates they charge. Schools can get direct support from Crown Commercial Services on how to use the agency supply deal by emailing supplyteachers@crowncommercial.gov.uk with the school's details and contact details</p> <ul style="list-style-type: none"> We have two agencies that we always use and have had no complaints or reasons to change 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 1 volunteer in school, works Mon and Wed am, all day Fri. Is in the same class. Schools are being strongly encouraged by the DfE to continue to host ITT trainees. Section 2 of the new Guidance for full opening: schools 17th Sept 2020 - Risk assessments should be conducted as they are for staff 	1	2	2	<p><i>individual risk assessment and templates are currently being developed and will be issued shortly and published via the message board.</i></p> <ul style="list-style-type: none"> 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. Clinically vulnerable and/or pregnant staff should follow this guidance: <u>staff who are clinically extremely vulnerable including pregnant women</u> 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 <u>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>. 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 	2	2	4	1	2	2	1	3	3	2	2	4
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			Two PGCE students due to start 28 th September. Other students throughout the year. Guild lines will be followed at all times.			<p>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 ● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace <p>Individual RA in place for 1 teacher who was shielded.</p>	2	2	4
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> <ul style="list-style-type: none"> ● DfE Guidance for full opening of schools – section 1 ● <i>See the LA model recovery plan on the message board</i> 	All members of the school community	<p>Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here Document read 25th September</p> <p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <p>(i) <i>Movement around the School site,</i></p> <p>(ii) <i>General classroom activities,</i></p> <p>(iii) <i>Playground activities,</i></p> <p>(iv) <i>Play equipment</i></p>			<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <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. Think about new school rules needed - DfE 	1	3	3

			<p><i>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'.</i></p> <p><i>Breakfast club is up and running- have liaised with school and have their own protocols in place. Clubs started week beginning 14th September. All providers received school guide lines.</i></p> <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>Face Coverings</p> <ul style="list-style-type: none"> 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- 	1	2	2	<p>about the <u>extra mental health support for pupils and teachers</u> is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups</p> <p>3b – Staff</p> <ul style="list-style-type: none"> Organise sized groups and encourage social distancing in line with the detailed actions within the DfE guidance for full opening of schools – <u>see Section 1 Prevention point 5</u> Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings For sports lessons, ensure pupils are in consistent groups, that sports equipment is thoroughly cleaned between each use by different individual groups. Prioritise outdoor sports and use large indoor spaces where this is not possible. Maximise natural ventilation flows. Following guidelines Key information from the guidance is on CZone and can be found here. There are specifics about 	1	2	2
								1	2	2
								1	3	3
				1	2	2		1	2	2

			<p><u>in-education/face-coverings-in-education</u></p> <p><i>(schools should detail their local arrangements for the wearing of face coverings in this section of their risk assessment)</i></p> <ul style="list-style-type: none"> In the event of a new local restriction being imposed, schools need to communicate the new arrangements quickly and clearly. 	2	2	4	<p>swimming, contact sports, changing rooms, hand sanitising and PPE</p> <ul style="list-style-type: none"> Shared with staff 25th September Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times Review risks assessments associated with the resumption of wraparound provision and extra-curricular activity as well as non-overnight educational visits. Ongoing leadership support for any emerging anxiety and/or wellbeing issues 	1	2	2
			<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>. 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. Full curriculum is being taught Ensure parents are aware that all pupils in all year groups are expected to return and that the usual rules on school 	1	2	2		2	2	4
							<p>3c – Buildings & resources</p> <ul style="list-style-type: none"> Organise classrooms and other learning environments maintaining space between seats and desks where possible. Arrange systems to reduce congestion in corridors and access via external doors where possible. As of school opening Arrange furniture to allow for seating pupils side by 	1	3	3
				2	2	4		2	2	4

			<ul style="list-style-type: none"> 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>School counsellor starting after half term.</p> <p>Teachers addressing concerns through circle time</p> <p>HT met several parents to discuss concerns</p> <ul style="list-style-type: none"> Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE <u>Guidance for full opening – schools</u> and the EEF guidance on <u>making the best use of teaching assistants</u> EEF guidance read and highlights circulated to teachers. 	2	2	4	<p>supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <ul style="list-style-type: none"> 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> <p>All being followed from September 2020</p> <ul style="list-style-type: none"> There may be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place. Singing, wind and brass instrument playing can be undertaken in line with the guidance, in particular the guidance available at working safely during coronavirus (COVID-19): performing arts and Department for Culture, Media and Sport (DCMS) 			
				1	3	3				
				1	2	2				
				1	2	2				

			<ul style="list-style-type: none"> Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending. In place for September 2020-shared with staff and parents. 	I	2	2	https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources			
			<p>3b – Staff</p> <ul style="list-style-type: none"> Plan to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – <u>see Section 1 Prevention point 5</u> When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the smaller, class-sized groups. Bubbles have been consistent and do not mix Plan to support pupils with SEND with any specific help and preparation they may need to adapt for the changes to routine from September Social stories, photo packs and RA (where relevant) shared with parents and staff Meetings arranged in September for SENCO to meet all parents of SEND children 	I	2	2	<ul style="list-style-type: none"> There's government-funded access to one of 2 free-to-use digital education platforms: Google for Education or Microsoft Office 365 Education. Schools can apply through <u>The Key for School Leaders</u>. The Key also provides feature comparison and case studies on how schools are making the most of these platforms. 			
				I	3	3	School have Google classrooms set up – staff all assigned – training on 28 th September.			
				2	2	4				

			<p>and those staff have concerns over.</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) • Reinforced at Inset day • DFE recommends all pupils have access to a quality arts education in line with guidance from DSMS under Section 3 of the new Guidance for full opening: schools 17th Sept 2020 • We are teaching a full curriculum 	1	2	2				
			<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. 	1	3	3				
			<ul style="list-style-type: none"> • Reinforced at INSET • Reinforcing learning and practice of good hygiene habits through games, songs and repetition 	1	2	2				

			<ul style="list-style-type: none"> • Singing must be done outside! But reinforcing and reminding daily. • Plan for staggered assembly, breaktime and lunchtimes. Also plans for staggering movement times around the school so groups do not come into contact • All in place Sept 2020 • 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. • Google Classroom all set up and will be rolled out from 28th September. • Review the NHS <u>guidance on hand cleaning</u> – see section for pupils above 	1	2	2			
			<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 <u>Legionella risks during the coronavirus outbreak</u>. 	1	2	2			
				2	2	4			

			<ul style="list-style-type: none"> Caretaker still conducting tests regularly Classrooms and other areas deep cleaned. Cleaning rota in place- all staff following Engage children in education resources such as <u>e-bug</u> and <u>PHE schools resources</u> <p>Shared with staff</p>	1	2	2				
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 HT in place and works closely with HASP and HT at Punnetts Town. Inclusion manger works across both sites. SLT meet weekly and talk daily In autumn term resume taking the <u>attendance register</u> and following up any absences in line with statutory guidance. Following latest guidelines 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 	1	2	2	<ul style="list-style-type: none"> Review the use of buildings that have had partial occupancy or have been closed in line with <u>Managing school premises during the coronavirus outbreak</u> Two outside buildings not being opened every day – on a need to basis 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>. Daily occurrence 	1	2	2
				1	3	3				
				2	2	4				
				1	2	2		1	3	3

			<p>their hands thoroughly after using the toilet.</p> <ul style="list-style-type: none"> ● Parental handbook and correspondence ● Share updated fire evacuation information with all staff during daily briefing. ● INSET Day ● Share updated fire evacuation information with children ● Share lockdown procedures with all staff ● INSET DAY ● 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 ● INSET DAYS and reinforced daily 	1	2	2	<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 ● September 2020 			
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 	1	2	2	<ul style="list-style-type: none"> ● Review and revise drop off and pick up protocols as necessary to minimise social contact 			

			<p>collect. Parents to maintain 2 metre social distancing rule</p> <ul style="list-style-type: none"> 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 Parental book – Sept 2020 	1	2	2				
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 <u>DfE Guidance for full opening – Section 2</u> 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 procedures. <u>mainstream-</u> 	1	2	2	<p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none"> Review and take reasonable actions to ensure: <ul style="list-style-type: none"> pupils are grouped together on transport in the bubbles that are adopted within school hand sanitiser is used upon boarding and/or disembarking appropriate additional cleaning of vehicles queuing and boarding where possible is organised 	1	2	2

			<p>transport.cts@eastsussex.gov.uk</p> <ul style="list-style-type: none"> 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 <p>Following latest 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. 			<ul style="list-style-type: none"> distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate. <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#transport</p> <p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <ul style="list-style-type: none"> 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 	1	2	2
							1	3	3
7.	Risk of ongoing contamination from people		<ul style="list-style-type: none"> Current government guidance states, "<i>Wearing a face covering or face mask in</i> 			<ul style="list-style-type: none"> For any staff member or pupil who feels unwell, check for recognised 			

	(staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<p><i>schools or other education settings is not recommended... changing habits, cleaning and hygiene are effective measures in controlling the virus.”</i></p> <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 lockdown restriction measures have discretion to require pupils, staff and visitors in areas outside the classroom where social distancing cannot be easily maintained.</i> 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 All informed September 2020 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. Sign in system provides details Ensure that the school engages with local 	1	2	2	<p><u>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).</p> <ul style="list-style-type: none"> Isolate and send children and staff home immediately if they display symptoms (See section 7 below) Following guidance from ESCC – Flowchart. Shared with staff and updated w/b 22nd Sept Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors. A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school Revise visitor arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas. 	2	2	4
			<ul style="list-style-type: none"> Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements 	1	3	3	<ul style="list-style-type: none"> Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors. 	1	3	3
			<ul style="list-style-type: none"> Contractors aware of any changes to school day – e.g. staggered lunchtimes 	2	2	4				
			<ul style="list-style-type: none"> 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. 	1	2	2		1	2	2

			<p>immunisation services and programmes as normal</p> <ul style="list-style-type: none"> • 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 distancing guidance e.g. lack of screens, barriers etc. • Ensure the DfE guidance for Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is adhered to. 	1	2	2				
				1	2	2				
				1	3	3				
				2	2	4				
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, 	1	2	2	<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, bannisters each day, using standard cleaning products. • Plan for safe return of equipment previously removed from classrooms, 			

			<p>equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day.</p> <ul style="list-style-type: none"> • All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate • Checked daily, caretaker steam cleans every night. Staff using Milton throughout the day. • Inspect daily to ensure good/effective hygiene levels Checked by staff and HT daily 	1	2	2	<p>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.</p> <ul style="list-style-type: none"> • 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 	1	2	2
				#				1	3	3
								2	2	4
9.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)	All members of the school community	Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public Health England health protection team</u> . (see contact details on the first page of this document)	2	2	4	<ul style="list-style-type: none"> • Arrange for deep clean of medical room and other facilities as necessary before they are used again. The updated <u>cleaning of non-healthcare settings guidance</u> describes the 	2	2	4

			<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> Isolate the pupil / member of staff immediately to a room behind a closed door. If 	2	2	4		<p>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"> Revise plans and PPE supplies in the light of experience or any updated guidance. <p>All toilets steam cleaned nightly – all deep cleaned before school reopened</p>			
				1	2	2					
				1	3	3					
				2	2	4					
				2	2	4					
				1	2	2					

			<p>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.</p> <ul style="list-style-type: none"> • 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 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 	1	2	2						
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			<p>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.</p> <ul style="list-style-type: none"> • HT and office staff have number • 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 8687 and selecting option 1. • A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. • School will follow guidelines • 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 	1	2	2			
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			<p>will provide a template letter to inform parents and staff.</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. 	1	2	2			
				2	2	4			
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 	2	2	4	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		
				2	2	4			

2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	