

RISK ASSESSMENT FORM

Workplace	Nutley CE Primary School	Likelihood (L)	X	Severity (S)
Department		Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Karen Smith	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	3.09.20	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	To ensure school is as safe as possible for staff and pupils to return	Low = 1-8	Medium = 9-14	High = 15-25

This document was updated on 8.11 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.
- 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
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. • SLT and DSL roles were adapted to the ongoing revisions to guidance during partial opening of the school in the summer term 	2	3	6	<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 SLT receive daily DfE updates via email. • Revisit and update risk assessments for September building on the COVID-19 	1	3	3

			<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. A further safeguarding policy update was shared with all staff at the start of September. 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) Posters displayed on front door. Visits to the school discouraged unless urgent from 5.11.20. New parent tours to be conducted via Zoom. Stick to school opening times and ensure staff to go home by 4.30pm at the latest to reduce risk. No after school clubs in terms 1 or 2 with the exception of one sports club afterschool run by the sports coach. Club only open to one bubble in term 2 – the same bubble receiving PE teaching from the coach in term 2. 		<p>learning and practices already developed in school</p> <ul style="list-style-type: none"> Provide regular updates for governors. See Guidance for full opening – schools Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider. 			
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			<ul style="list-style-type: none">● Staggered use of staff rooms (maximum of 3 people in staffroom at any time) and offices.● Parking arrangements for staff in line with social distancing guidelines - staff to use Layby, School Lane and Memorial Hall Car park.● 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. All visitors are asked to wear face coverings. Staff to use own pen to sign in or office staff to sign them in.● Staff to be encouraged to wipe down (with anti-bacterial spray and disposal paper towels) toilet seat, toilet handle, tap and door handle after using facilities and before washing their hands● Review H&S compliance checks as appropriate - Managing school premises during the coronavirus outbreak● Current government guidance states, "In primary schools and education settings teaching year 6 and below, there is no						
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			<p>change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible, settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</p> <p>We have asked all staff to consider wearing face coverings/visors in communal areas and when teaching. This is not mandatory.</p>							
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 via email in the first instance 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. Reminders will go on weekly school newsletters. Additional updates to be emailed to parents as guidance changes and school practice, including how to notify school of a positive covid test result. <p>2b. Staff:</p>	3	4	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 Confirm that if rates of the disease should rise in this local area, clinically 	2	4	8

			<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> • 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. HT to email staff at least weekly to give any updates to guidance and to support good MHEW, e.g. by sharing resources, websites etc. • 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. Well-being guidance shared at INSET. HT rang teaching staff individually in the two weeks before the start of term to listen to any concerns and reassure. • Supply teachers and other temporary or peripatetic teachers can move between schools, but leaders should 		<p>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.</p> <p>Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> • Request parents discuss their child’s care needs with their health professional 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 <p>2b. Staff:</p> <p>Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. <i>These have been completed.</i></p> <ul style="list-style-type: none"> • Following the reduction in the prevalence of the virus
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			<p>consider how to minimise the numbers of visitors to site where possible. Wherever possible, we will cover staff absence with existing staff to avoid different teachers coming into school.</p> <ul style="list-style-type: none"> • 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. We currently have no plans to have volunteers working in the school building, only used to support with forest school sessions which all take place outdoors. • Schools are being strongly encouraged by the DfE to continue to host ITT trainees. See <u>DfE Guidance for full opening – schools Section 2</u> Risk assessments should be conducted as they are for staff • The school buys in to the county HR service and will take advice as necessary <p>Advice taken from HR and government letter to staff who are clinically extremely vulnerable from Covid 19. Staff who fall into this</p>		<p>and relaxation of shielding measures from 1 August, the DfE is expecting that most staff will attend school.</p> <ul style="list-style-type: none"> • Clinically vulnerable and/or pregnant staff should follow this guidance <u>clinically-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 to maintain social distancing. • Consider staff who may otherwise be at increased risk from COVID-19. PHE's <u>COVID-19: review of disparities in risks and outcomes report.</u> Headteachers should consult with BAME staff to review and revise 		
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			category working from home from 5.11.20 until 2.12.20.				deployment if appropriate. BAMEed's resources may be helpful in this process. https://www.bameednetwork.com/resources			
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>The LA model recovery plan will be updated for full reopening in September shortly and published via the message board</i> 	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> <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</i> 	2	3	6	<p>By doing all the measures below, risk is still the same?</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 Guidance for full opening – schools • 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 	2	3	6

			<p><i>schools may need to liaise with the LA or their trust to seek solutions to the numbers of groups required). We are operating three teaching bubbles. This was agreed by County in July and communicated to parents at the end of term 6.</i></p> <ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 1. arrival to school 2. returning from break time 3. before & after eating 4. when they change rooms • Wall mounted hand sanitiser dispensers now installed throughout the school to use along with bottles of hand sanitiser. • Pupils to be encouraged to use one-way system in the school, following the direction of 	<p>PHE review of the impact of Covid-19 on BAME groups</p>	<p>risk reduction strategies relevant to the school community</p> <ul style="list-style-type: none"> • Toilet arrangements in line with guidance for each group. KS1 bubble to use toilets in reception class. • Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups • Computing suite rota in place to minimise cross contamination between bubbles with a 72 hour resting period between. <p>3b – Staff</p> <ul style="list-style-type: none"> • 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
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			<p>arrows on the carpet in the main hall and travelling in an anti-clockwise direction, moving through the hall.</p> <ul style="list-style-type: none"> • KS2 lunch play - playground separated by cones to prevent mixing of the two KS2 bubbles at this time • Review Behaviour Policy in line with DfE <u>Guidance for full opening – schools</u> 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 		<ul style="list-style-type: none"> • <u>Staggered start/finish times. Staggered playtimes and lunch times.(see timetables and rotas in SMT folder and displayed on pinboard in office)</u> • 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 <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. All desks in KS1 and 2 are in rows with children facing the front. Arrange systems to reduce congestion in corridors and access via external doors where possible. One way system in main corridor. • Arrange furniture to allow for seating pupils side by
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			<p>staff) who feel anxious returning to school after being isolated for some time</p> <ul style="list-style-type: none"> • Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE Guidance for full opening – schools and the EEF guidance on making the best use of teaching assistants • Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these are working well. • Interventions take place in designated rooms or areas to minimise transmission from one bubble to another e.g Badger class in Library or front desks in Squirrels, Foxes in computing suite, HHogs and Rabbits in hall or back of Squirrels. • Additional PE/playground equipment has been purchased to ensure it is not shared across bubbles .Any shared equipment is rested for 72 hours between use. • School lunches: Cold option only to be offered in term one. Children and staff to eat in own classroom to minimise cross contamination. Teaching and 		<p>side and facing forwards where possible.</p> <ul style="list-style-type: none"> • 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 • 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 with windows opened and where possible arrange for doors to be propped open to reduce door handle contact etc (<i>Ensure fire safety & safeguarding - The holding open of fire doors without the use of approved hold open devices is not permitted</i>) 			
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support staff to ensure tables are cleaned before and after eating. Hot meals were reintroduced from 12.10.20. KS1 bubble now eating in the hall. Kitchen staff responsible to cleaning of tables before and after lunch service.

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](#)
- Staff to be encouraged to social distance in the staffroom (notice put on staffroom door encouraging no more than 3 member of staff to be in the staffroom at one time)
- When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the smaller, class-sized groups. The school is split into 3 separate bubbles (EYFS and years 1 and 2) (Years 3 and 4) (Years 5 and 6) and we make every attempt to make sure they do not come into contact with each other.

			<ul style="list-style-type: none">• 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 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• Windows and doors to be kept open to allow for maximum ventilation. Outside doors closed in poor weather but internal doors and windows still							
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provide ventilation. 'natural ventilation – Guidance states: *opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air*

- Library rota in place and a system for the return of books instigated to allow for 3 days of resting.
- Consider how to continue remote education if it should become applicable from September – see contingency plan. G Suite remote learning platform now set up and children being trained in its use.
- 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

			<p>Legionella risks during the coronavirus outbreak.</p> <ul style="list-style-type: none"> Classrooms and other areas deep cleaned. Engage children in education resources such as e-bug and PHE schools resources 							
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 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 Share updated fire evacuation information with children. Fire drills at least termly. Reconsider e-safety policies and procedures in light of lessons learned during home 	2	3	6	<ul style="list-style-type: none"> Review the use of buildings that have had partial occupancy or have been closed in line with Managing school premises during the coronavirus outbreak 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 air conditioning and ventilation during the coronavirus outbreak 	1	3	3

			<p>learning. E safety to be prioritised in term 1</p> <ul style="list-style-type: none"> • 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 							
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 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 	2	3	6	<ul style="list-style-type: none"> • Review and revise drop off and pick up protocols as necessary to minimise social contact 	1	3	3

			<p>appointment, which should be conducted safely).</p> <ul style="list-style-type: none"> • Arrange SLT supervision of drop off and collection 						
6.	<p>N/A</p> <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-transport.cts@eastsussex.gov.uk</u> • Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See <u>DfE Guidance for full opening – Section 2</u> <p>Wider public transport</p> <ul style="list-style-type: none"> • Communicate to parents that public transport capacity is likely to continue to be 	n/a		<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 ○ distancing within vehicles wherever possible ○ the use of face coverings for 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 <u>updated transport guidance</u> 	n/a		

			<p>constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum.</p> <ul style="list-style-type: none"> • 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. • 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	<p>Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements</p> <ul style="list-style-type: none"> • 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 	2	3	6	<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 (<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. 	2	3	6

			<p>drop/collect safely and not enter the site if possible</p> <ul style="list-style-type: none"> • Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school. Visitors asked to wear face coverings. <p>All staff have visors to use if they wish. Staff to wear face coverings/visors at the end of the day when supervising pick up.</p>				<ul style="list-style-type: none"> • A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school • . 			
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 	2	3	6	<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, 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>Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance</p>	1	3	3

			<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). 							
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>	All members of the school community	<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 contact details on the first page of this document)</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. 	3	3	9	<ul style="list-style-type: none"> The updated cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn. Revise plans and PPE supplies in the light of experience or any updated guidance. 	1	3	3

			<ul style="list-style-type: none">○ 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 (HT office) 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						
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			<p>as practicably possible.' 3.1.20 - all staff have now been given a home test to use if needed.</p> <ul style="list-style-type: none">• 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 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						
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			<p>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.</p>							
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). 	3	2	6	<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> <p>Ours is based on the LA model Contingency Plan In addition the DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans.</p>	3	2	6

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

Action	By Whom?	Deadline	Actions/Date Completed
Complete contingency plan using LA document.	EP/KS/ER	10.09.20	Completed 10.09.20 and shared with SIP

Devise e-safety priority through safeguarding/code of conduct policy updates (based on latest County model policies)	EP/ER	All staff to have read and acknowledged new policies by 14.09.20	Completed 15.09.20
Revise drop off/pick up model	EP/ER	To be monitored daily and revised when needed,	<ul style="list-style-type: none">9.09.20 Email sent to all parents regarding slight revision to pick up arrangements and reminding them of the need to social distance/wear face coverings. Parents reminded to social distance outside school gates (email sent out on second day and collection point for Years 1 and 2 changed to main door) Staff encouraged to wear face coverings at the gate to promote care and consideration amongst parent community
Symptom checker written to clarify illness for parents and staff.	EP	Distributed to all staff and parents	
Meetings with parents to be by telephone if possible, but if this is not possible, meetings are to be held in the teacher of that child's classroom. All adults to wear face masks and social distance and use hand sanitiser. Children do not need to wear facemasks. All meetings logged, including participants location and meeting duration.	All teaching staff and SENCO	From 16.9.20	
Staff to be given opportunities to attend online well-being courses/information. Disseminate information from County MHEW newsletters.	EP/ER	Opportunities/information to be shared with staff when they arise via EP weekly email.	
Coordinate pastoral care for staff/pupils. Pastoral needs to be discussed as part of all staff meetings.	EP/ER	Ongoing.	

Reporting of positive Covid cases – information for parents on how to report cases (emailing Headteacher as soon as a positive test result is received even if it is weekend or evening).	EP	Parents emailed 20.10.20	20.10.20
Staff reminders of current practice and new updates arising from second lockdown. Staff now asked to consider wearing face coverings/visors when moving around the school and when teaching. This is not statutory and remains up to staff to decide.	EP/ER	Staff emailed and reminder on WhatsApp	6.11.20
New parent visits no longer taking place in school. Parents advised to make appointment for a Zoom tour of the school and follow up remote meeting with Headteacher. Preschool informed of new arrangements. Website to be updated with this information.	EP/JM	Email preschool. Change web statement by 10.11.20	

Signature and review

Name of Manager:	Mrs E Peasgood	Signature of Manager:		Date:	8/9/20
1st review undertaken on:	8.11.20 and shared with governors at RGP meeting 10.11.20	Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	