

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	Liz Peasgood/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	School opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	26.02.21	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	To ensure school is as safe as possible for staff and pupils	Low = 1-8	Medium = 9-14	High = 15-25

This document is based on ESCC model document and was updated on **26th February 2021**.

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

Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

The [DfE latest documents and guidance webpage](#) is being updated regularly

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
			L	S	R		L	S	R
1. Potential transmission to clinically vulnerable staff and pupils Guidance is available in the DfE Guidance for full opening – schools	All members of school community	1a. Pupils: School attendance will be mandatory for all pupils from 8 March. We currently have no clinically extremely vulnerable children on roll.	3	4	12	1a. Pupils: Communicate with parents of clinically vulnerable pupils to inform them: Shielding advice is currently in place across the country, and so all children still deemed clinically	2	4	8

			<p>1b. Staff:</p> <ul style="list-style-type: none"> • The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures. • Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process • Review systems to support the well-being of staff who may be anxious. 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> • Clinically extremely vulnerable staff are currently shielding and working from home. • Lateral flow testing is now available for all staff but not mandatory and they do not need to provide proof of a negative test result to attend school or college in person, 		<p>extremely vulnerable are advised not to attend school.</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 to ensure appropriate risk controls. Further advice is available from the Royal College of Pediatrics and Child Health. • Ensure these pupils have the support they need to ensure they are able to access remote learning <p>1b. Staff:</p> <p>Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. <i>Guidance on completing an individual risk assessment and templates are available on the web shop.</i></p> <p>CEV staff are advised not to attend the workplace until at least 31 March 2021. Employers should talk to their staff about how they will be supported, including to work from home. CEV individuals should continue to shield even after they have been vaccinated.</p>		
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			<p>although participation in testing is strongly encouraged <u>Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools guidance.</u></p> <ul style="list-style-type: none"> • Supply teachers and other temporary or peripatetic teachers (Section 2 of the Guidance for full opening: schools) can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible. • We currently have no volunteers in school. If we do have volunteers in, we will keep mixing of volunteers across groups 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. Section 2 of the Guidance for full opening: schools 4 November 2020 - Risk assessments should be conducted as they are for staff 		<ul style="list-style-type: none"> • Clinically Extremely Vulnerable (CEV) employees should work from home during the period of national restrictions, and schools should consider what arrangements could be made for the teacher to deliver lessons virtually from home, where possible, with support staff supporting children in the classroom Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 • Consider staff who may otherwise be at increased risk from COVID-19. PHE’s COVID-19: review of disparities in risks and outcomes report. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed’s resources may be helpful in this process. They can be found here: https://www.bameednetwork.com/ 			
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							<ul style="list-style-type: none"> ● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace ● Consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the workplace risk assessment to see if any new risks have arisen. Conduct an assessment to help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, should be part of the general workplace risk assessment. Take appropriate sensible action to reduce, remove or control the risks. 			
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2.	<p>Risk of ongoing contamination from pupils and staff</p>	<p>All members of the school community</p>	<p>Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</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> <ul style="list-style-type: none"> (i) Movement around the School site, (ii) General classroom activities, (iii) Playground activities, (iv) Play equipment (v) Educational Visits <p><i>All day visits should ensure a thorough risk assessment is in place. As part of the risk assessment consult the health and safety guidance on educational visits. - We have suspended all off site visits. <i>The government are currently reviewing the possibility of outdoor education so this may change.</i></i></p> <p><i>All overseas visits are prohibited as are residential visits until Easter 2021 when a review will be carried out.</i></p> <p><i>vi) Wraparound provision and extra-curricular activity- After school clubs are permitted to resume from March 8th.</i></p>	2	3	6	<p>2a – Pupils</p> <p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Testing remains voluntary but strongly encouraged.</p> <ul style="list-style-type: none"> • • Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on safe working in education, childcare and children's social care • Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE review of the impact of Covid-19 on BAME groups <p>2b – Staff</p> <ul style="list-style-type: none"> • Organise appropriately sized groups and encourage social distancing in line with the detailed 	2	3	6
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			<p>Face Coverings</p> <ul style="list-style-type: none"> • Follow the government guidance on face coverings and communicate the school's procedures. • When restrictions are in place, schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances. • Staff are strongly advised to wear face coverings/visors in school, whether supervising children or moving around the building. • A one way system remains in place through the building. • The hall is well ventilated when used by having the back doors open, • Children in school are kept distanced from each other and from staff wherever possible. • For sports lessons, pupils are in their groups and sports equipment is thoroughly 		<p>actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5</p> <ul style="list-style-type: none"> • Key information from the guidance is on Czone and can be found here <p>2c – Buildings & resources</p> <ul style="list-style-type: none"> • To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' at Part 8 of the Protective measures guidance should be used as appropriate to avoid build-up of viral load. • Follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic • There may be an additional risk of infection in environments where 		
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			<p>cleaned between each use by different individual groups or separate equipment used. Prioritise outdoor sports and use large indoor spaces where this is not possible. Maximise natural ventilation flows.</p> <ul style="list-style-type: none"> • There is a limit of 2 staff members permitted in the staffroom at any time. • Staff had been advised not to make drinks or prepare food for others and clean touch points (e.g. kettle handle, taps, etc.) after use. • Staff are asked to clean the adult toilet facilities after use. Cleaning materials provided in each cubicle. • Staff are asked not to go into the office or other classrooms unless required to cut down on unnecessary adult interactions. • Staff will ensure adequate ventilation by opening doors and windows. Staff and children all advised to wear additional layers for warmth. Staff are advised to open windows more fully when 		<p>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)</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</p> <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 Covid-19 risks 4 November 2020. Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. 		
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			<p>children are outside for break times.</p> <ul style="list-style-type: none"> • School uniform requirements will be reintroduced from March 8th. • Any singing activities will be held outside only. • Kitchens comply with the guidance for food businesses on coronavirus (COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals. The school kitchen will reopen on March 8th. • Hand sanitiser is available in all teaching spaces and outside the hall. This is checked at least daily and refilled. • Staff have access to antibacterial spray, paper towels and wipes. • Ongoing leadership support for any emerging anxiety and/or wellbeing issues is being provided and staff have access to free and confidential counselling sessions. • School leaders receive daily DfE updates and the ESCC 							
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			<p>message board updates and act on them accordingly.</p> <ul style="list-style-type: none"> ● A DSL will be on site at all times. ● Staff meetings will be held on Teams after school where staff can join from home if needed. ● Headteacher to update the Chair of governors at least weekly either by phone or email. ● This risk assessment will be published on the school website and reviewed fortnightly (or before if further guidance is issued). ● 2a – Pupils ● 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. Headteacher to remind families via a weekly update (to replace Friday newsletter) that she is there to support and to signpost them to support available. ● Parents are reminded frequently, via email, to contact the school if they are 							
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			<p>experiencing difficulties or need support.</p> <ul style="list-style-type: none"> ● Review the NHS guidance on hand cleaning Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: <ul style="list-style-type: none"> ● arrival to school ● returning from breaktime ● before & after eating ● when they change rooms ● 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. 							
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			<ul style="list-style-type: none"> • 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. <p>2b – 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 – see Section 1 Prevention point 5 • Ensure staff understand that since 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 						
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			<p>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 • Break time and lunchtimes and movement around the school are staggered so groups do not come into contact <p>2c – Buildings and resources</p> <ul style="list-style-type: none"> • Ensure all the usual building checks are undertaken to make the school safe. In the event that buildings have been closed or had reduced occupancy; water system stagnation can occur due to lack of use. Follow advice and actions detailed in Legionella risks during the coronavirus outbreak. • Classrooms and other areas deep cleaned. 							
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			<ul style="list-style-type: none"> ● Engage children in education resources such as e-bug and PHE schools resources ● SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term. A DSL is on site at all times, with the Head (Lead DSL) available on the telephone at all times as she is shielding and working remotely. ● Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely. ● Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) ● Stick to school opening times and encourage staff to go home immediately to reduce risk. ● Maintain staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g. only office staff signing in staff/essential 							
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			visitors. Staff to use own pen if no office staff available.							
3.	Site Safety risks <ul style="list-style-type: none"> ● Fire procedures ● Lockdown ● Movement for lunch / transitions ● Toilets ● Security including risk of theft ● Data breaches 	All members of the school community	<ul style="list-style-type: none"> ● SLT lead identified ● Continue taking the attendance register and following up any absences in line with statutory guidance. ● School to follow risk assessments for premises and accessing outside equipment and areas. ● Arrange revised fire evacuation drills / lockdown drills regularly ● 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 ● Share lockdown procedures with all staff ● Follow revised lunch and break rotas to ensure safe movement around school 	2	3	6	<ul style="list-style-type: none"> ● Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. ● Reconsider e-safety policies and procedures in light of lessons learned during home learning 	1	3	3

			<ul style="list-style-type: none"> Children to seek permission to use toilets to ensure staff know where children are at all times High expectations of how children move around school upheld by all members of staff 							
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<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 and Movement around the school site.</i></p> <ul style="list-style-type: none"> Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use) Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 	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
5.	Risks of possible transmission to pupils who travel to school by dedicated	Pupils		n/a			Dedicated school transport (including statutory provision)	n/a		

<p>school transport (including statutory provision) or wider public transport</p> <p>The DfE Guidance for full opening – Section 2 details a new framework for transporting pupils to and from schools</p>		<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 • Liaise with the transport hub regarding transport arrangements. 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 <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 spring term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum. 		<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. <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> <p>Children under the age of 11 are exempt from wearing face</p>	
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			<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. 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. 				coverings on public transport, and the regulations relating to face coverings exclude school transport services. See updated transport guidance			
6.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<p>Face coverings:</p> <ul style="list-style-type: none"> • We strongly advise staff wear face coverings/visors when working with children and when moving around the building. • 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; 	2	3	6	<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. 	2	3	6

			<p>names, dates, and contact details.</p> <ul style="list-style-type: none"> • All contractors, parents and other visitors to school are required to wear face coverings. Disposable masks are available in the front entrance. • Ensure that the school engages with local immunisation services and programmes as normal • Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible • Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school • Ensure 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 recognised symptoms of COVID-19. Public Health England advise routinely taking 							
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			<p>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 (<i>See section 7 below</i>) A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school 							
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<ul style="list-style-type: none"> Site staff follow DfE Planning Guidance for full reopening – Section 2 School Operations and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed when there is a suspected or confirmed case With some children in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day. All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate 	2	3	6	<ul style="list-style-type: none"> Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance 	1	3	3

			<ul style="list-style-type: none"> • Inspect daily to ensure good/effective hygiene levels • Ensure resources shared between classes or bubbles, (e.g. 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). • Any books that go between home and school are quarantined for 72 hours • Equipment such as books and games, are regularly cleaned along with all touched surfaces. • Outdoor play equipment is not shared across bubbles. • 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 by school staff and by cleaners. 							
8.	Risk of transmission from pupils and staff who have		Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local	3	3	9	<ul style="list-style-type: none"> • Arrange for deep clean of medical room and other facilities as necessary 	1	3	3

	<p>been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)</p>	<p>All members of the school community</p>	<p>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 • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19). • Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or 			<p>before they are used again. The updated cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.</p> <p>Revise plans and PPE supplies in the light of experience or any updated guidance.</p>			
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			<p>PCR test), and the next 10 full days.</p> <ul style="list-style-type: none"> ● Revise plans and source suitable PPE supplies (e.g. non latex gloves preferable) 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 COVID-19: guidance for households with possible coronavirus infection guidance ● Isolate the pupil / member of staff immediately to Head's office. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. 							
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			<p>Separate bathroom facilities should be used if necessary – disabled toilet opposite main office- 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.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return • If school is notified of a positive COVID19 test result for a member of staff or a pupil, we must contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers 							
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			<p>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"> • Schools need to take swift action when they become aware that someone who has attended has tested positive for Covid-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority and can be reached calling the DFE Helpline on 0800 046 8687 and selecting option 1. • PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff. • In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others 							
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			<ul style="list-style-type: none"> 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 pupil's self-isolate as a precautionary measure. <p>Call Surrey & Sussex Health Protection Team (HPT) on 0344 225 3861 (0844 967 0069 out of hours) if:</p> <ul style="list-style-type: none"> 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60 3 (or more) bubbles within your school/setting contain at least one confirmed case 						
9.	Contingency planning	All pupils and staff	Ensure that contingency plans are in place, being reviewed and updated						<ul style="list-style-type: none"> Leaders and governors should devise contingency

								<p>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>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.</p> <p>Temporary Continuity Direction</p>			
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Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Review and update Contingency plan	SLT	8.02.21	5.02.21
Review and update Contingency plan	SLT	5.03.21	

Signature and review

Name of Manager:	Mrs E Peasgood	Signature of Manager:		Date:	06/01/2021
1st review undertaken on:		Signature of Manager:		Date:	5.02.21
2nd review undertaken on:		Signature of Manager:		Date:	26.02.21
3rd review undertaken on:		Signature of Manager:		Date:	