

RISK ASSESSMENT FORM



Workplace	Cavendish School	Likelihood (L)	X	Severity (S)
Department	Education setting - School	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Kyra Siddall-Ward	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	July 2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	To ensure that all staff and pupils return to school safely	Low = 1-8	Medium = 9-14	High = 15-25

This model document was updated in July 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

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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"> • Staff to comply with staff handbooks. • Maintain and monitor the school's current Phased Return Risk Assessment Control Measures up until 1 September 2020. • SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term. 	3	2	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 • Revisit and update risk assessments for September building on the COVID-19 learning and practices already developed in school 	2	2	4

			<ul style="list-style-type: none"> Reviewed and updated Health & Safety, and safeguarding policies & practices produced during the lockdown period when school was open to limited numbers. 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 as soon as they are able to do so. Follow the Government's COVID-19 cleaning of non-healthcare settings guidance Maintain signing-in arrangements to ensure social distancing and hygiene e.g. <i>tablet/paper for visitors and Sanitiser available.</i> Review H&S compliance checks as appropriate - Managing school premises during the coronavirus outbreak 				<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. Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices. 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 			
2.	Potential transmission to clinically vulnerable staff and pupils returning when school reopens	All members of school community	<ul style="list-style-type: none"> Staff to comply with staff handbooks. <p>2a. Pupils:</p> <ul style="list-style-type: none"> Communicate to parents that now circumstances have changed via parent 	3	4	12	2a. Pupils:	3	3	9

	<p>Useful planning resources are detailed in the DfE Guidance for full opening – schools Section 2</p>		<p>handbook/letter and regular communications it is vital for all children to return to school in September to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.</p> <p>2b. Staff:</p> <ul style="list-style-type: none"> • Employer health and safety and equalities duties – consider how to meet equalities duties in the usual way and follow steps in DfE Guidance for full opening – schools Section 2 • Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process • Review systems to support the well-being of staff who may be anxious about returning. Information about the extra mental health support for pupils and teachers is available. • Supply teachers and other temporary or peripatetic teachers can move between schools, but leaders should consider how to minimise the 	3	4	12	<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 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>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. 			
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			<p>numbers of visitors to site where possible</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 • 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 			<ul style="list-style-type: none"> • 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>Prepare, <u>review and update</u> Staff handbook with clear guidance and use NEU checklist to support this.</p> <p>Conduct individual staff risk assessments for COVID-19 in line with the latest guidance.</p> <ul style="list-style-type: none"> • Following the 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>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</u> 	3	3	9
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							<p><u>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.</p> <ul style="list-style-type: none"> ● 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 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 			
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</i> 	All members of the school community	<p>Staff to comply with staff handbooks.</p> <p>Following risk assessments have been reviewed for each phase:</p> <p>(i) Movement around the School site,</p> <p>(ii) General classroom activities,</p> <p>(iii) Playground activities/Secondary Phase Break and Lunchtime</p> <p>(iv) Play equipment (primary)</p> <p>(v) Access and Egress</p>	3	3	9	<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 <u>Guidance for full opening – schools</u> ● Ensure any staff or pupils who wear face coverings on the way to school are 	3	3	9

			<p>(vi) EYFS/Pre-School</p> <p>Context: In the DfE guidance for the autumn term, maintaining consistent groups remains important, but given 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.</p> <p>3a – Pupils</p> <ul style="list-style-type: none"> • Create and staff your teaching groups in line with guidance. • 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 breaktime 3. before & after eating 4. when they change rooms • Review Behaviour Policy in line with DfE Guidance for full opening – schools Older 		<p>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</p> <ul style="list-style-type: none"> • Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE review of the impact of Covid-19 on BAME groups • Toilet arrangements in line with guidance for each group • 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 <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
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			<p>pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. (this will not be possible for younger children and those with complex needs). Contact between groups should be avoided.</p> <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 • 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 • Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending. 		<p>guidance for full opening of schools – see Section 1 Prevention point 5</p> <ul style="list-style-type: none"> • Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings • Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times • Ongoing leadership support for any emerging anxiety and/or wellbeing issues <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. • Arrange furniture to allow for seating pupils side by side and facing forwards where possible from Year 2 to Year 11. • 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
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			<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 – see Section 1 Prevention point 5 • When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the class-sized groups. • Plan to support pupils with SEND with any specific help and preparation they may need to adapt for the changes to routine from September • Ensure staff understand that from September they can now 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. 		<p>staff to ensure they are regularly cleaned along with all touched surfaces.</p> <ul style="list-style-type: none"> • 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 <u>guidance for food businesses on coronavirus (COVID-19)</u>. They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals. • Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc (<i>Ensure fire safety & safeguarding - The holding open of fire doors without out the use of approved hold open devices is not permitted</i>) • Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments • Thorough cleaning of rooms and equipment at
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			<ul style="list-style-type: none"> ● Reinforcing learning and practice of good hygiene habits through games, songs and repetition ● Plan for class assembly, staggered breaktime and lunchtimes (primary). Also plans for staggering movement times around the school so groups do not come into contact. Secondary will be zoned with separate entrances/exits where possible. ● Consider how to continue remote education if it should become applicable from September ● Review the NHS guidance on hand cleaning – see section for pupils above <p>3c – Buildings and resources</p> <ul style="list-style-type: none"> ● Ensure all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy water system stagnation can occur due to lack of use. Follow advice and actions detailed in Legionella risks during the coronavirus outbreak. ● Classrooms and other areas cleaned. 				<p>the end of each day and between use by different groups</p>			
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			<ul style="list-style-type: none"> 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"> Staff to comply with staff handbooks. SLT lead identified In autumn term resume taking the attendance register and following up any absences in line with statutory guidance School to follow 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/ lockdown information with all staff. Share updated fire evacuation information with children 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 	3	3	9	<ul style="list-style-type: none"> Review the use of buildings that have had partial occupancy or have been closed in line with Government guidance Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. Reviews of site safety in the light of windows and doors being open to aid good ventilation. Arrange revised fire evacuation drills / lockdown drills regularly Reconsider e-safety policies and procedures in light of lessons learned during home learning 	2	3	6

			<ul style="list-style-type: none"> High expectations of how children move around school upheld by all members of staff 							
5.	<p>Risk of transmission between parents and pupils during school drop-off and collection times</p>	All members of the school community	<p>Staff to comply with staff handbooks.</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) Reduce parents and carers gathering 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 	3	4	12	<ul style="list-style-type: none"> Review and revise drop off and pick up protocols as necessary to minimise social contact 	3	3	9
6.	<p>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The DfE Guidance for full opening – Section 2 details a new framework for transporting pupils to and from schools</p>	Pupils	<p>Wider public transport</p> <p>Staff to comply with staff handbooks.</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. staggered start times and use of different entrances to enable 	3	3	9	<p>Wider Public Transport</p> <ul style="list-style-type: none"> Remind parents in the parent handbooks/letter to 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 encouraged upon boarding and/or disembarking 	2	3	6

			<p>more journeys to take place outside of peak hours where feasible</p> <ul style="list-style-type: none"> • 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"> ○ 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. ○ Where possible, person on duty at the two main bus stops at the end of the day. • 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 			
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>Staff to comply with staff handbooks.</p> <ul style="list-style-type: none"> • Current government guidance states, "schools that teach children Years 7 and above... will have the discretion to require face coverings for pupils, staff and visitors" • <i>Primary building - staff given option to wear in staff communal areas eg staff room/PPA room.</i> • <i>Primary building - Professional visitors are not required to wear a mask</i> • <i>Primary building - parents/non-professional visitors are</i> 	3	3	9	<ul style="list-style-type: none"> • For any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19. Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19). • Isolate and send children and staff home immediately if they display symptoms (See section 7 below) • Review effectiveness of revised site management 	2	3	6

			<p><i>required to wear a mask as are the staff meeting them</i></p> <ul style="list-style-type: none"> • <i>Secondary building - staff encouraged to wear masks in all communal areas.</i> • <i>Secondary building - all visitors required to wear a mask in all communal areas</i> • <i>Secondary building - non professional visitors must wear a mask at all times as are the staff meeting them</i> • <i>All staff advised to carry a face mask to use as needed</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. • Minimise any visitors (by appointment only) to the school and clear messages shared about social distancing procedures for adults. • 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. • Changed Reception layout to be compliant with social 		<p>systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.</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 • 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. 			
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			distancing guidance e.g. screens, barriers etc.							
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"> Staff to comply with staff handbooks. Site staff follow DfE Planning Guidance for full reopening – Section 2 School Operations and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed should be followed following a suspected or confirmed case With all children back in school, all frequently touched surfaces, equipment, door handles, and toilets used during the day will need to be cleaned regularly. All handwashing sinks, soap dispensers, hand gel etc are checked regularly to ensure stock levels are adequate Inspect daily to ensure good/effective hygiene levels 	3	3	9	<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. 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. Cleaning schedule in place to ensure effective hygiene standards 	2	3	6
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, or loss of taste)	All members of the school community	<p>Staff to comply with staff handbooks.</p> <p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. (see contact details on the first page of this document)</p>	4	3	12	<ul style="list-style-type: none"> Arrange for deep clean of medical room and other facilities as necessary before they are used again. The cleaning of non-healthcare settings guidance describes the cleaning required, the 	3	3	9

			<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 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 a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a 		<p>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"> • Maintain PPE supplies in the light of experience or any updated guidance. 			
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			<p>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 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						
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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. 						
10.	Contingency planning for a potential local outbreak	All pupils and staff	<p>Staff to comply with staff handbooks.</p> <ul style="list-style-type: none"> Create and publish a contingency plan for the possibility of partial/full school closures (across tiered approach) 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 	4	1	4			

			<p>guidance on remote education support.</p> <ul style="list-style-type: none"> School will work with public health in relation to the 4 tiered response to increased levels of COVID-19 within the community area 						
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Action Plan (when will the above additional control measures be implemented and by whom ?)

Action	By Whom?	Deadline	Date Reviewed
1. 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	All members of SLT	1/9/20	2/9/20
1. Revisit and update risk assessments for September building on the COVID-19 learning and practices already developed in school	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	1/9/20	2/9/20
1. Provide regular updates for governors. See Guidance for full opening – schools	All members of SLT	Ongoing termly	2/9/20
1. 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.	J Brown	1/9/20 then Ongoing	2/9/20
1. Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices.	D Wakelin Primary Phase E Howarth Secondary Phase J Brown offices	7/9/20	23/09/20
1. Consider any office roles that could be undertaken from home reducing the number of staff in offices	J Brown	7/9/20	23/09/20
1. Consider travel and parking arrangements for staff in line with social distancing guidelines	J Brown	7/9/20	23/09/20
2a.Pupils 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	D Crossinggum M Pickup Attendance Team	7/9/20 Ongoing attendance review	23/09/20

2a reassure parents and pupils by communicating the additional risk assessments and control measures that are being taken from September	D Wakelin Primary Phase E Howarth Secondary Phase	7/9/20 then regular communications	
2a Confirm that if rates of the disease should rise in this local area, clinically vulnerable children (or family members) from this area, and this area only, may be advised by PHE to shield whilst rates remain high and therefore their child may then be temporarily absent.	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase	7/9/20	23/09/20
2a. 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.	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase	7/9/20	23/09/20
2a. 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	D Crossinggum T Moore	7/9/20	23/09/20
2b. Staff 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.	D Wakelin Primary Phase E Howarth Secondary Phase Angela Hayden HR	7/9/20	09/09/20
2b. Clinically vulnerable and/or pregnant staff should follow this guidance clinically-vulnerable, including pregnant women,	D Wakelin Primary Phase E Howarth Secondary Phase	7/9/20	23/09/20
2b. Staff who are clinically extremely vulnerable are advised that they can now return to work from 1 August provided they can maintain social distancing. Advice can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. Leaders should be flexible in how these staff are deployed, enabling them to work remotely where possible or in roles in school where it is possible to maintain social distancing.	D Wakelin Primary Phase E Howarth Secondary Phase Angela Hayden HR	7/9/20	23/09/20
2b. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace	D Wakelin Primary Phase E Howarth Secondary Phase Angela Hayden HR	7/9/20	23/09/20

<p>2b. 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</p>	<p>D Wakelin Primary Phase E Howarth Secondary Phase Angela Hayden HR</p>	<p>7/9/20</p>	<p>23/09/20</p>
<p>3a – Pupils 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</p>	<p>K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase</p>	<p>7/9/20</p>	<p>23/09/20</p>
<p>Ensure any staff or pupils who wear face disposable 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</p>	<p>K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase</p>	<p>7/9/20</p>	<p>23/09/20</p>
<p>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>	<p>K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase</p>	<p>7/9/20</p>	<p>23/09/20</p>
<p>Communication re hygiene measures recommended after school and pupils need clean clothes each day. (Relax uniform rules to allow provision of clean clothes each day)</p>	<p>K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase</p>	<p>7/9/20</p>	<p>23/09/20</p>
<p>Toilet arrangements in line with guidance for each group</p>	<p>K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase</p>	<p>7/9/20</p>	<p>23/09/20</p>
<p>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.</p>	<p>D Crossinggum T Moore</p>	<p>7/9/20</p>	<p>23/09/20</p>
<p>3b – Staff Organise appropriately sized groups and encourage social distancing in line with the detailed actions within the DfE</p>	<p>K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase</p>	<p>7/9/20</p>	<p>23/09/20</p>

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	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase	7/9/20	23/09/20
Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase	7/9/20	23/09/20
Ongoing leadership support for any emerging anxiety and/or wellbeing issues	P Marchant K Siddall-Ward	7/9/20	23/09/20
3c – Buildings & resources 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.	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
Arrange furniture to allow for seating pupils side by side and facing forwards where possible from Year 2 to Year 11.	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
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.	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise in line with latest guidance	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
Ensure kitchens are fully open from the start of the autumn term and comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u> . They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals.	J Brown in conjunction with Chartwells.	7/9/20	23/09/20
Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc (<i>Ensure fire safety & safeguarding - The holding open of fire doors without out the use of approved hold open devices is not permitted</i>)	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20

Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
Thorough cleaning of rooms and equipment at the end of each day and between use by different groups	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
4 Site Safety Risks Review the use of buildings that have had partial occupancy or have been closed in line with Managing school premises during the coronavirus outbreak	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
4 Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
4. Reviews of site safety in the light of windows and doors being open to aid good ventilation.	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
4. Arrange revised fire evacuation drills / lockdown drills regularly	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
4. Reconsider e-safety policies and procedures in light of lessons learned during home learning		7/9/20	23/09/20
5 Risk of Transmission: between parents and pupils during school drop-off and collection times Review and revise drop off and pick up protocols as necessary to minimise social contact	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase	7/9/20	23/09/20
6. Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport Wider Public Transport <ul style="list-style-type: none"> Remind parents in the parent handbooks to take reasonable actions to ensure: 	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase	7/9/20	23/09/20

<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 ○ 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. 			
6. 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	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase	7/9/20	23/09/20
7. Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school 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).	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
7. Isolate and send children and staff home immediately if they display symptoms (See section 7 below)	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
7. Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
7. A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
8. Risk that contamination exists within the school environment due to ineffective hygiene measures	K Siddall-Ward Primary Phase D Wakelin Primary Phase	7/9/20	23/09/20

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.	E Howarth Secondary Phase J Brown Whole School		
8. 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.	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
8. 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).	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
8. Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers.	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
8. Cleaning schedule in place to ensure effective hygiene standards	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	7/9/20	23/09/20
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) Arrange for deep clean of medical room and other facilities as necessary before they are used again. The <u>cleaning of non-healthcare settings guidance</u> 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.	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	As appropriate according to cases	23/09/20
9. Revise plans and PPE supplies in the light of experience or any updated guidance.	K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School	As appropriate according to cases	23/09/20

<p>10. Contingency planning for a potential local outbreak</p> <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. The DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans.</p>	<p>K Siddall-Ward Primary Phase D Wakelin Primary Phase E Howarth Secondary Phase J Brown Whole School</p>	<p>As appropriate according to a local outbreak</p>	<p>23/09/20</p>

Signature and review

Name of Manager:	Kyra Siddall-Ward	Signature of Manager:	<i>Kyra Siddall-Ward</i>	Date :	17/7/20
1st review undertaken on:	PMA/EHO/KSW/JBR	Signature of Manager:		Date :	2/9/20
2nd review undertaken on:	SLT	Signature of Manager:		Date :	23/09/20
3rd review undertaken on:		Signature of Manager:		Date :	