

# RISK ASSESSMENT FORM



<b>Workplace</b>	Cavendish School	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Department</b>	Education setting - School	Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Risk Assessor</b>	Kyra Siddall-Ward	Unlikely	2	Minor (injury and up to 7 days off)
<b>Room/Area</b>	Whole school	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	Preparing for the full reopening of school in September 2020	Likely	4	Major (death or serious injury)
<b>Date</b>	July 2020,updated September 2020,updated November 2020,updated December 2020	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of activity</b>	To ensure that all staff and pupils return to school safely	<b>Low = 1-8</b>	<b>Medium = 9-14</b>	<b>High = 15-25</b>

This model document was last updated in December 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.

### Confirmed Cases:

- Having been notified of a positive COVID-19 test result for a member of staff or a pupil, the school will contact the Department for Education (DfE) before any actions are taken. Telephone - 0800 046 8687 Option 1
- The School will then take actions following the guidance of the DfE
- The School should alert the Local Authority to a confirmed case by e-mailing, [COVID19.SchoolsInformation@eastsussex.gov.uk](mailto:COVID19.SchoolsInformation@eastsussex.gov.uk)
- If 2+ confirmed cases within 14 days then the School will contact the Surrey and Sussex Health Protection Team (HPT) on 0344 225 3861 (out of hours 0844 967 0069)

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.	<p><b>Potential transmission to clinically vulnerable and extremely vulnerable staff and pupils.</b></p> <p><a href="#">DfE Guidance for full opening – schools Section 2</a></p> <p>and</p> <p><a href="#">Education and childcare settings: New National Restrictions from 5 November 2020</a></p>	All members of school community	<ul style="list-style-type: none"> <li>Staff to comply with staff handbooks.</li> </ul> <p><b>1a. Pupils:</b></p> <ul style="list-style-type: none"> <li>Communicate to parents that now circumstances have changed via parent handbook/letter and regular communications it is vital for all children to attend school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development. This includes children who are clinically extremely vulnerable from 2 December unless the child is under paediatric or NHS care and been advised by their GP or clinician not to attend school.</li> <li>Those children who are Clinically extremely vulnerable pupils and studying from home will be provided with remote learning opportunities.</li> </ul>	3	4	12	<p><b>1a. Pupils:</b></p> <p><b>Communicate with parents of clinically vulnerable and clinically extremely vulnerable to inform them:</b></p> <ul style="list-style-type: none"> <li>pupils who will remain on the clinically extremely vulnerable list should attend school, as can those who have family members who are shielding. <a href="#">See current advice on</a> what constitutes as clinically extremely vulnerable.</li> <li>reassure parents and pupils by communicating the additional risk assessments and control measures that are being taken from September</li> </ul> <p><b>Pupils who are under the care of a specialist health professional:</b></p> <ul style="list-style-type: none"> <li>Request parents discuss their child’s care needs with their health professional as required. Further advice is available from the Royal</li> </ul>	3	3	9

			<p><b>1b. Staff:</b></p> <ul style="list-style-type: none"> <li>• Clinically extremely vulnerable (CEV) staff members can attend work in all three local restriction tiers.</li> <li>• Employer health and safety and equalities duties – consider how to meet equalities duties in the usual way and follow steps in <a href="#">DfE</a></li> <li>• 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</li> <li>• Review systems to support the well-being of staff who may be anxious. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</li> </ul>	3	4	12	<p>College of Paediatrics and Child Health.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>1b. Staff:</b></p> <p><b>Review and update Staff handbook with clear guidance and use NEU checklist to support this.</b></p> <p><b>Conduct individual staff risk assessments for COVID-19 in line with the latest guidance.</b></p> <ul style="list-style-type: none"> <li>• Following the relaxation of shielding measures from 1 August, the DfE is expecting that most staff will attend school. This is supported in the November 5th update. Where CEV employees receive formal communication an agreement is made with the school regarding the most appropriate action and control measures if required.</li> <li>• <b>Clinically vulnerable and/or pregnant staff</b> should follow this guidance <u>clinically-vulnerable</u>,</li> </ul>	3	3	9
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			<ul style="list-style-type: none"> <li>Supply teachers and other temporary or peripatetic teachers can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible</li> <li>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</li> <li>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> (see Recruitment) Risk assessments should be conducted as they are for staff</li> </ul>			<p><u>including pregnant women</u>, (section 9)</p> <ul style="list-style-type: none"> <li><b>Consider staff who may otherwise be at increased risk from COVID-19.</b> 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. <a href="https://www.bameednetwork.com/resources">https://www.bameednetwork.com/resources</a></li> <li><b>People who live with those who are clinically extremely vulnerable or clinically vulnerable</b> can attend the workplace.</li> </ul>			
2.	<p>Risk of Ongoing contamination from pupils and staff</p> <ul style="list-style-type: none"> <li>DfE <u>Guidance for full opening of schools – section 1</u></li> </ul>	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> <ul style="list-style-type: none"> <li>(i) Movement around the School site,</li> <li>(ii) General classroom activities,</li> <li>(iii) Playground activities/Secondary Phase Break and Lunchtime</li> <li>(iv) Play equipment (primary)</li> <li>(v) Access and Egress</li> <li>(vi) EYFS/Pre-School</li> </ul>						

			<p>(vii) Wraparound provision and extra-curricular activity</p> <p>Review local provision in line with national restrictions in place from 5<sup>th</sup> November - the school has made the decision to only have wrap around care &amp; catch-up tuition in secondary phase e.g P6</p> <p>Continue to follow government guidance once national restrictions are lifted.</p> <p><i>Wrap around care advised to keep children in small groups of no more than 15 children, with the same children each time whenever possible. Multiple groups of 15 pupils can use the same shared space if necessary, with distancing between the groups. Wrap around care should work with parents, schools or settings to ensure that, as far as possible, children are kept in a group with other children from the same bubble they are in during the school day. Where it is not possible to keep children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups and frequently review these groups to minimise the amount of 'mixing'.</i></p> <p><b>2a – Pupils</b></p> <ul style="list-style-type: none"> <li>● Create and staff your teaching groups in line with guidance.</li> </ul>			<p><b>2a – Pupils</b></p> <ul style="list-style-type: none"> <li>● Ensure all staff and pupils who are not exempt wear</li> </ul>			
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			<ul style="list-style-type: none"> <li>• Ensure parents are aware that all pupils should maintain good attendance. Also, they appreciate what limited equipment that they are expected to bring in to school.</li> <li>• 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"> <li>1. arrival to school</li> <li>2. returning from breaktime</li> <li>3. before &amp; after eating</li> <li>4. when they change rooms</li> </ol> </li> <li>• Review Behaviour Policy in line with DfE Guidance for full opening – schools Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. (this will not be possible for younger children and those with complex needs). Contact between groups should be avoided.</li> <li>• 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.</li> </ul>	3	3	9	<p>face coverings in school, as set out in the updated guidance.</p> <ul style="list-style-type: none"> <li>• Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community <a href="#">PHE review of the impact of Covid-19 on BAME groups</a></li> <li>• Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups</li> </ul>	3	3	9
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			<ul style="list-style-type: none"> <li>Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.</li> <li>Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious in school.</li> <li>Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the <a href="#">DfE Guidance for full opening – schools</a></li> <li>Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending.</li> </ul> <p><b>2b – Staff</b></p> <ul style="list-style-type: none"> <li>When staff or children cannot maintain distancing, particularly with younger children in primary phase, plan to keep pupils in the class-sized groups.</li> <li>Plan to support pupils with SEND with any specific help and preparation they may need to adapt for the changes based on updated guidance.</li> <li>Ensure staff understand that since September they can now operate across different classes and year groups in</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li><b>2b – Staff</b> Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times</li> <li>Ongoing leadership support for any emerging anxiety and/or wellbeing issues</li> </ul>	3	3	9
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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 virtual 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.
- The school has adopted a tiered for home learning since September. . Review the NHS guidance on hand cleaning – see section for pupils above

**2c – Buildings and resources**

- Ensure all the usual building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy water

**2c – Buildings & resources**

- Organise classrooms and other learning environments maintaining space between seats and desks where possible.

			<p>system stagnation can occur due to lack of use. Follow advice and actions detailed in Legionella risks during the coronavirus outbreak.</p> <ul style="list-style-type: none"> <li>• Classrooms and other areas cleaned.</li> <li>• Engage children in education resources such as PHE schools resources.</li> <li>• Tell pupils, parents/carers and any visitors, such as contractors, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: <a href="#">guidance for households with possible coronavirus infection</a>)</li> </ul>	3	3	9	<p>Arrange systems to reduce congestion in corridors and access via external doors where possible.</p> <ul style="list-style-type: none"> <li>• Arrange furniture to allow for seating pupils side by side and facing forwards where possible from Year 3 to Year 11.</li> <li>• Ensure frequent enhanced cleaning of surfaces in communal areas, such as door handles and handrails Teach PE lessons outside, when possible.</li> <li>• Kitchens comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>. They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals.</li> <li>• Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact</li> <li>• 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</li> </ul>	3	3	9
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							<ul style="list-style-type: none"> <li>• Cleaning of rooms and equipment at the end of each day.</li> <li>• There may be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place. Singing, wind and brass instrument playing can be undertaken in line with the guidance, in particular the guidance available at <a href="#"><u>working safely during coronavirus (COVID-19): performing arts</u></a></li> <li>• Provide regular updates for Governors</li> <li>• Offices adapted to be using screens where necessary</li> </ul>			
3.	<b>Site Safety risks</b> <ul style="list-style-type: none"> <li>• Fire procedures</li> <li>• Lockdown</li> <li>• Movement for lunch / transitions</li> <li>• Toilets</li> <li>• Security including risk of theft</li> <li>• Data breaches</li> </ul>	All members of the school community	<ul style="list-style-type: none"> <li>• Staff to comply with staff handbooks.</li> <li>• Continue taking the attendance register and following up any absences in line with statutory guidance</li> <li>• School to follow adapted risk assessments for premises and accessing outside equipment and areas.</li> <li>• Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</li> <li>• Reviews of site safety in the light of windows and doors being open to aid good ventilation.</li> <li>• Arrange revised fire evacuation drills / lockdown drills regularly</li> <li>• Reconsider e-safety policies and procedures in</li> </ul>	2	3	6

			<p>be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <ul style="list-style-type: none"> <li>• Share updated fire evacuation/ lockdown information with all staff.</li> <li>• Share updated fire evacuation information with children</li> <li>• Children to seek permission to use toilets to ensure staff know where children are at all times</li> <li>• High expectations of how children move around school upheld by all members of staff</li> </ul>				light of lessons learned during home learning			
4.	<b>Risk of transmission between parents and pupils during school drop-off and collection times</b>	All members of the school community	<p>Staff to comply with staff handbooks</p> <ul style="list-style-type: none"> <li>• 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. Parents are encouraged to wear masks when they are on the school site.</li> <li>• 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)</li> <li>• Reduce parents and carers gathering at entrance gates or doors or enter the site (unless they have a pre-arranged</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Review and revise drop off and pick up protocols as necessary to minimise social contact</li> </ul>	3	3	9

			<p>appointment, which should be conducted safely).</p> <ul style="list-style-type: none"> <li>• Arrange SLT supervision of drop off and collection</li> </ul>							
5.	<p><b>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</b></p> <p>The <a href="#">DfE Guidance for full opening – Section 2</a> details a new framework for transporting pupils to and from schools</p>	Pupils	<p><b>Wider public transport</b></p> <p>Staff to comply with staff handbooks.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• staggered start times and use of different entrances to enable more journeys to take place outside of peak hours where feasible</li> <li>• Where possible encourage parents, staff and pupils to walk or cycle to school.</li> </ul>	3	3	9	<p><b>Wider Public Transport</b></p> <ul style="list-style-type: none"> <li>• Remind parents in the parent handbooks/letter to take reasonable actions to ensure: <ul style="list-style-type: none"> <li>○ hand sanitiser is encouraged upon boarding and/or disembarking</li> <li>○ Face masks encouraged upon boarding/disembarking.</li> <li>○ queuing and boarding where possible is organised</li> <li>○ distancing within vehicles wherever possible</li> <li>○ Where possible, person on duty at the two main bus stops at the end of the day.</li> </ul> </li> <li>• Children under the age of 11 are exempt from wearing face coverings on public transport. <a href="#">See updated transport guidance</a></li> </ul>	2	3	6
6.	<p><b>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</b></p>	All members of the school community	<p>Staff to comply with staff handbooks</p> <ul style="list-style-type: none"> <li>• Year 7 and above pupils should now wear face coverings as mandatory in all communal areas, unless exempt.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• For any staff member or pupil who feels unwell, check for <a href="#">recognised symptoms of COVID-19</a>. Public Health England advise routinely taking the</li> </ul>	2	3	6

			<ul style="list-style-type: none"> <li>● All staff, unless exempt, must wear face coverings in all communal areas (unless eating or drinking Primary and secondary building - Professional visitors are not required to wear a mask in the classroom but are required to in communal areas.</li> <li>● Primary building - parents/non-professional visitors are required to wear a mask at all times, as are the staff meeting them</li> <li>● Secondary building - staff should wear masks in all communal areas.</li> <li>● Secondary building - all visitors required to wear a mask in all communal areas</li> <li>● Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements.</li> <li>● Contractors aware of any changes to school day – e.g. staggered lunchtimes.</li> <li>● Minimise any visitors (by appointment only) to the school and clear messages shared about social distancing procedures for adults.</li> <li>● 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.</li> </ul>				<p>temperature of pupils is not recommended (COVID-19).</p> <ul style="list-style-type: none"> <li>● Isolate and send children and staff home immediately if they display symptoms</li> <li>● Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines to ensure appropriate social distancing for any visitors.</li> <li>● A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school</li> <li>● Revised visitor arrangements to ensure social distancing and hygiene.</li> </ul>			
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			<ul style="list-style-type: none"> <li>• Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school.</li> <li>• Changed Reception layout to be compliant with social distancing guidance e.g. screens, barriers .</li> </ul>							
7.	<b>Risk that contamination exists within the school environment due to ineffective hygiene measures</b>	All members of the school community	<ul style="list-style-type: none"> <li>• Staff to comply with staff handbooks.</li> <li>• Site staff follow <a href="#">DfE Planning Guidance for full reopening – Section 2 School Operations</a> and are aware of the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> which should be followed following a suspected or confirmed case</li> <li>• All frequently touched surfaces, specific equipment eg identified sports equipment, door handles, and toilets used during the day will need to be cleaned regularly.</li> <li>• All handwashing sinks, soap dispensers, hand gel are checked regularly to ensure stock levels are adequate</li> <li>• Inspect daily to ensure good/effective hygiene levels</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• Ensure frequent enhanced cleaning of surfaces in communal areas, such as door handles and handrails</li> <li>• Ensure resources shared between classes or bubbles, (eg sports, art and science equipment) is cleaned frequently. It MUST be 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).</li> <li>• Consider how outdoor play equipment is used ensuring more frequent cleaning, including wrap around care.</li> <li>• Cleaning schedule in place to ensure effective hygiene standards</li> </ul>	2	3	6
8.	<b>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)</b>	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 DfE and/or Health Protection Team (see</p>	4	3	12	<ul style="list-style-type: none"> <li>• Arrange for a clean of medical room and other facilities as necessary before they are used again. The <a href="#">cleaning of non-healthcare settings</a></li> </ul>	3	3	9

			<p><i>contact details on the first page of this document)</i></p> <ul style="list-style-type: none"> <li>● 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</li> <li>● Revise plans and source suitable PPE supplies by: <ul style="list-style-type: none"> <li>○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.</li> <li>○ staff caring for pupils with routine intimate care needs that involve the use of PPE</li> </ul> </li> </ul> <p>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues that may apply</p> <ul style="list-style-type: none"> <li>● If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li> <li>● 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</li> </ul>		<p><a href="#">guidance</a> 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> <ul style="list-style-type: none"> <li>● Maintain PPE supplies in the light of experience or any updated guidance.</li> </ul>			
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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"><li>• 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.'</li><li>• For schools that purchase the HR Advisory Service, further information can be accessed through their designated HR Consultant</li><li>• If the school is notified of a positive COVID19 test result for a member of staff, the school will contact the DfE immediately for advice. <i>(see contact details on the first page of this document)</i> DfE will conduct an 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 DfE will provide a template letter to inform parents and staff.</li><li>• In line with government guidance school MUST not</li></ul>							
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			<p>share the names or details of people with COVID-19 unless essential to protect others</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Encourage a 2m distance is kept between staff and pupils where possible. Live marking should be conducted at least 2 m apart if face-face. If less than 1 metre apart, max time 1 min and only side to side.</li> </ul>						
9.	<b>Contingency planning for a potential local outbreak</b>	All pupils and staff	<p>Staff to comply with staff handbooks.</p> <ul style="list-style-type: none"> <li>• Review the school's contingency plan for the possibility of partial/full school closures (across a tiered approach)</li> <li>• For individuals or groups of self-isolating pupils, remote education plans are in place.</li> </ul>	4	1	4			

			<p>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 <a href="#">remote education support</a>).</p> <ul style="list-style-type: none"><li>• School will work with DfE/PHE in relation to the 4 tiered response to increased levels of COVID-19 within the community area</li></ul>								
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