



## MODEL RISK ASSESSMENT FORM

<b>Workplace</b>	Northiam CE Primary School	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Department</b>	Primary	Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Risk Assessor</b>	Julia Bray	Unlikely	2	Minor (injury and up to 7 days off)
<b>Room/Area</b>	Whole School site	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	<b>Preparing for the full reopening of school in September 2020</b>	Likely	4	Major (death or serious injury)
<b>Date</b>	22.08.2020	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of activity</b>	To ensure the reduced risk of transmission of Covid -19 and maintain high standards of safeguarding	<b>Low = 1-8</b>	<b>Medium = 9-14</b>	<b>High = 15-25</b>

**This model document was updated on 30 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

### 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](mailto: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"> <li>Maintain and monitor the school's current Phased Return Risk Assessment Control Measures up until 1 September 2020.</li> <li>SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term</li> <li>Updated Health &amp; Safety, and safeguarding policies &amp; practices produced during the lockdown period when school was open to limited numbers. <b>General information on how to make a workplace COVID-secure and risk assessments is provided by the <a href="#">HSE guidance on working safely</a>.</b></li> <li>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 <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>Stick to school opening times and encourage staff to go home immediately to reduce risk.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Ensure HT, senior leaders and DSLs are appropriately up-to-date with the DfE full return to school guidance. See <a href="#">Guidance for full opening – schools</a></li> <li>Revisit and update risk assessments for September building on the COVID-19 learning and practices already developed in school</li> <li>Provide regular updates for governors. See <a href="#">Guidance for full opening – schools</a></li> <li>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.</li> <li>Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices.</li> <li>Consider any office roles that could be undertaken</li> </ul>	2	3	6

			<ul style="list-style-type: none"> <li>Follow the Government's <a href="#">updated COVID-19 cleaning of non-healthcare settings guidance</a></li> <li>Maintain new staff and visitor signing-in 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</li> <li>Review H&amp;S compliance checks as appropriate - <a href="#">Managing school premises during the coronavirus outbreak</a></li> </ul>				<p>from home reducing the number of staff in offices</p> <ul style="list-style-type: none"> <li>Consider travel and parking arrangements for staff in line with social distancing guidelines</li> </ul> <p><b>Actions taken:</b></p> <p>Changed office rota</p> <p>Tablet to sign in with</p> <p>Staff trained on ventilation, reduced time in school and guidance on cleaning expectations/ playtime rota etc</p>			
2.	<p><b>Potential transmission to clinically vulnerable staff and pupils returning when school reopens</b></p> <p>Useful planning resources are detailed in the <a href="#">DfE Guidance for full opening – schools Section 2</a></p>	All members of school community	<p><b>2a. Pupils:</b></p> <ul style="list-style-type: none"> <li>Communicate to parents that now circumstances have changed it is vital for all children to return to school in September to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</li> </ul> <p><b>2b. Staff:</b></p> <ul style="list-style-type: none"> <li>Employer health and safety and equalities duties –</li> </ul>	2	3	6	<p><b>2a. Pupils:</b></p> <p><b>Communicate with parents of clinically vulnerable and shielding pupils to inform them:</b></p> <ul style="list-style-type: none"> <li>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 <a href="#">current advice on shielding</a></li> <li>reassure parents and pupils by communicating the additional risk assessments</li> </ul>	2	3	6

			<p>consider how to meet equalities duties in the usual way and follow steps in <a href="#">DfE Guidance for full opening – schools Section 2</a></p> <ul style="list-style-type: none"> <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 about returning. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</li> <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</li> </ul>	3	3	9	<p>and control measures that are being taken from September</p> <ul style="list-style-type: none"> <li>• 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.</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 before returning to school in September. Further advice is available from the Royal College of Paediatrics and Child Health.</li> <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 from September</li> </ul> <p><b>2b. Staff:</b></p> <p><b>Conduct individual staff risk</b></p>	2	3	6
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			<p>possible</p> <ul style="list-style-type: none"> <li>Schools are being strongly encouraged by the DfE to continue to host ITT trainees. See <a href="#">DfE Guidance for full opening – schools Section 2</a> Risk assessments should be conducted as they are for staff</li> </ul>			<p><b>assessments for COVID-19 in line with the latest guidance.</b> <i>Guidance on completing an individual risk assessment and templates are currently being developed and will be issued shortly and published via the message board.</i></p> <ul style="list-style-type: none"> <li>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.</li> <li><b>Clinically vulnerable and/or pregnant staff</b> should follow this guidance <a href="#">clinically-vulnerable, including pregnant women,</a></li> <li><b>Staff who are clinically extremely vulnerable</b> are advised that they can now return to work from 1 August provided they can maintain social distancing. Advice can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</a> 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</li> </ul>	2	3	6
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									<p>to maintain social distancing.</p> <ul style="list-style-type: none"> <li>● <b>Consider staff who may otherwise be at increased risk from COVID-19.</b> PHE's <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. 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>			
3.	<p><b>Increased risk of introducing contamination from pupils and staff returning to school in greater numbers in September</b></p> <p><b>Useful planning resources:</b></p> <ul style="list-style-type: none"> <li>● <a href="#">DfE Guidance for full opening of schools – section 1</a></li> <li>● <i>The LA model recovery plan will be updated for full reopening in September shortly and published via the</i></li> </ul>	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <p><i>(i) Movement around the School site,</i></p> <p><i>(ii) General classroom activities,</i></p> <p><i>(iii) Playground activities,</i></p> <p><i>(iv) Play equipment</i></p> <p><b>Context:</b> <i>In the DfE guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of</i></p>	3	3	9	<p><b>3a – Pupils</b></p> <ul style="list-style-type: none"> <li>● Clear communication with pupils, parents and wider community about <b>the full</b> return to school procedures and new arrangements. Think about new school rules needed - <a href="#">DfE Guidance for full opening – schools</a></li> <li>● Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal</li> </ul>	2	3	6		

message board

coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.

### 3a – Pupils

- Create and staff your September teaching groups in line with guidance (**In Classrooms of 30**) (some schools may need to liaise with the LA or their trust to seek solutions to the numbers of groups required).
- 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 (**Letter/ Website**). 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:
  1. arrival to school
  2. returning from breaktime
  3. before & after eating
  4. when they change rooms

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9

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](#)
- **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**)
- Toilet arrangements in line with guidance for each group (**set toilets**)
- Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. (**School counsellor**) 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



			<p><a href="#">best use of teaching assistants</a></p> <ul style="list-style-type: none"> <li>Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending.</li> </ul> <p><b>3b – Staff</b></p> <ul style="list-style-type: none"> <li>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 – <a href="#">see Section 1 Prevention point 5</a></li> <li>When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the smaller, class-sized groups. <b>No pupils to change class</b></li> <li>Plan to support pupils with SEND with any specific help and preparation they may need to adapt for the changes to routine from September</li> <li>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 <b>timetable (INSET training)</b>. If moving between classes / year groups they should keep their distance from other staff and pupils as much</li> </ul>	3	3	9	<p>corridors and access via external doors where possible. <b>(facing forward)</b></p> <ul style="list-style-type: none"> <li>Arrange furniture to allow for seating pupils side by side and facing forwards where possible.</li> <li>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. <b>[Class rota of equipment use to allow for cleaning]</b></li> <li>Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise in line with latest guidance. <b>(Halls used and timetabled to allow use for separate classes)</b></li> <li>Ensure kitchens are fully open from the start of the autumn term and 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><b>Ensure good ventilation and where possible arrange for</b></li> </ul>			
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			<p>as possible (2m from staff)</p> <ul style="list-style-type: none"> <li>• 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 <b>(INSET training)</b></li> <li>• Reinforcing learning and practice of good hygiene habits through games, songs and repetition</li> <li>• Plan <b>for class assembly, breaktime and lunchtimes</b>. Also plans for staggering movement times around the school so groups do not come into contact.</li> <li>• Consider how to continue remote education <i>if it should become applicable from September</i></li> <li>• Review the NHS <a href="#">guidance on hand cleaning</a> – <i>see section for pupils above</i></li> </ul> <p><b>3c – Buildings and resources</b></p> <ul style="list-style-type: none"> <li>• 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 <a href="#">Legionella risks during the coronavirus outbreak</a>.</li> </ul>	3	<b>3</b>	9	<p><b>doors to be propped open to reduce door handle contact etc</b> (<i>Ensure fire safety &amp; safeguarding - The holding open of fire doors without out the use of approved hold open devices is not permitted</i>)</p> <ul style="list-style-type: none"> <li>• Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. <b>Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</b></li> <li>• <b>Thorough cleaning of rooms and equipment at the end of each day and between use by different groups (Regular cleaning before, throughout and at end of day rota and cleaning sign off sheet)</b></li> </ul>			
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			<ul style="list-style-type: none"> <li>Classrooms and other areas deep cleaned. (Summer holidays and once a week)</li> <li>Engage children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> </ul>							
4.	<p><b>Site Safety risks</b></p> <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>SLT lead identified</li> <li>In autumn term resume taking the attendance register and following up any absences in line with statutory guidance</li> <li>School to follow newly 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 be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Review the use of buildings that have had partial occupancy or have been closed in line with <a href="#">Managing school premises during the coronavirus outbreak</a></li> <li>Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. (ongoing)</li> <li>Review site safety in the light of windows and doors being open to aid good ventilation. <b>Advice on this can be found in Health and</b></li> </ul>	2	3	6

			<p>their hands thoroughly after using the toilet</p> <ul style="list-style-type: none"> <li>• Share updated fire evacuation information with all staff during daily briefing. ( INSET)</li> <li>• Share updated fire evacuation information with children (wc 7.9.20)</li> <li>• Share lockdown procedures with all staff (Inset)</li> <li>• Follow revised lunch and break rotas to ensure safe movement around school (Inset)</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>			<p>Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p> <ul style="list-style-type: none"> <li>• Safety check and lock down procedure after school entry / one way procedure completed</li> <li>• Arrange revised fire evacuation drills / lockdown drills regularly (termly)</li> <li>• Reconsider e-safety policies and procedures in light of lessons learned during home learning (support provided in work books and website)</li> </ul>			
5.	<b>Risk of transmission between parents and pupils during school drop-off and collection times</b>	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress.</i></p> <ul style="list-style-type: none"> <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. (One way system – queuing markers)</li> <li>• Inform parents/carers and pupils their allocated drop off and collection times and the</li> </ul>			<ul style="list-style-type: none"> <li>• Review and revise drop off and pick up protocols as necessary to minimise social contact</li> <li>• Newsletter/ website – SLT out every day</li> </ul>			

			<p>process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) (letter)</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Arrange SLT supervision of drop off and collection</li> </ul>							
6.	<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>	<p>Pupils</p> <p>N/A</p>	<p><b>Dedicated school transport (including statutory provision)</b></p> <ul style="list-style-type: none"> <li>• Ensure staff, pupils and parents are aware that social distancing will not apply on dedicated transport from September</li> <li>• Contact the transport hub to confirm new transport requirements from September. They will liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedures. <a href="mailto:mainstream-transport.cts@eastsussex.gov.uk">mainstream-transport.cts@eastsussex.gov.uk</a></li> <li>• Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See <a href="#">DfE Guidance for full opening –</a></li> </ul>				<p><b>Dedicated school transport (including statutory provision)</b></p> <ul style="list-style-type: none"> <li>• Review and take reasonable actions to ensure: <ul style="list-style-type: none"> <li>○ pupils are grouped together on transport in the bubbles that are adopted within school</li> <li>○ hand sanitiser is used upon boarding and/or disembarking</li> <li>○ appropriate additional cleaning of vehicles</li> <li>○ queuing and boarding where possible is organised</li> <li>○ distancing within vehicles wherever possible</li> <li>○ the use of face coverings for children over the age of 11, where appropriate.</li> </ul> </li> </ul>			

			<p><a href="#">Section 2</a></p> <p><b>Wider public transport</b></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>Leaders to liaise with partners to consider staggered start times 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. Consider using 'walking buses' or working with their local authority to promote safe cycling routes.</li> <li>Refer any families using public transport to the <a href="#">safer travel guidance for passengers</a>.</li> </ul>				<ul style="list-style-type: none"> <li>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. <a href="#">See updated transport guidance</a></li> </ul>			
7.	<b>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</b>	All members of the school community	<ul style="list-style-type: none"> <li>Current government guidance states, "<i>Wearing a face covering or face mask in schools or other education settings is not recommended... changing habits, cleaning and hygiene are effective measures in controlling the virus.</i>"</li> <li>Ensure contractors, school meal providers, milk providers</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 temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19).</li> </ul>	2	3	6

			<p>and fruit providers can fulfil all risk assessment requirements</p> <ul style="list-style-type: none"> <li>• Contractors aware of any changes to school day – e.g. staggered lunchtimes. (staggered 11.30/12 – spilt use of hall – served to children)</li> <li>• Minimise any visitors to the school and clear messages shared about social distancing procedures for adults. Ensure record are kept of all visitors; names, dates, and contact details.</li> <li>• Ensure that the school engages with local immunisation services and programmes as normal</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> <li>• Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school (sanitiser in hall entrance and at office window)</li> <li>• Consider existing Reception layout and whether it is compliant with social distancing guidance e.g. lack of screens, barriers etc. (Using glass screen and Tablet signing in and label printer)</li> </ul>		<ul style="list-style-type: none"> <li>• Isolate and send children and staff home immediately if they display symptoms (See section 7 below)</li> <li>• Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc 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>• 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.</li> </ul>		
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8.	<p>Risk that contamination exists within the school environment due to ineffective hygiene measures.</p>	<p>All members of the school community</p>	<ul style="list-style-type: none"> <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 should be followed following a suspected or confirmed case</li> <li>With all children back in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day. (Staff have pro forma for daily cleaning)</li> <li>All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate</li> <li>Inspect daily to ensure good/effective hygiene levels (cleaner checks and replaces daily)</li> </ul> <p>Nb: 75 of 79 chn returned to school from June 2020</p>	3	3	9	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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).</li> <li>Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers.</li> </ul>	2	3	6



SEND and possible use of restraint issues etc that may apply

- 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 window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else.
- Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible. (Inset day training)
- For schools that purchase the HR Advisory Service, further information can be accessed here or through their

designated HR Consultant  
<https://www.services2schools.co.uk/resources/personnel/wellbeing-benefits/coronavirus-hr-faqs>

- If the school is notified of a positive COVID19 test result for a member of staff, the school will contact Public Health England immediately for advice. (Telephone – 0344 225 3861, Option 3 Option 1.) PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff.
- In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others
- If school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is 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 (?risk)	All pupils and staff	<ul style="list-style-type: none"> <li>During the partial closure since March staff have developed expertise and experience in supporting home learning across the curriculum.</li> <li>For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). (see DfE guidance on <a href="#">remote education support</a>.)</li> <li></li> </ul>	3	1	3	<p>Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</p> <p><b>See LA model Contingency Plan</b> (available via the Message Board). In addition the <a href="#">DfE full return to school guidance – section 5</a> outlines the scope required and provides links to resources to support these plans.</p>	3	1	3

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

Action	By Whom?	Deadline	Date Completed

