

CHANTRY RISK ASSESSMENT FORM

Workplace	Chantry Community Primary School	Likelihood (L)	Х	S	everity (S)
Department	ESCC	Almost Impossible	1	_	nificant (minor y, no time off)
Risk Assessor	Kate Jenner	Unlikely	2	,	njury and up to 7 days off)
Room/Area	Whole School	Possible	3		te (injury causing than 7 days off)
Activity/Task	School re- opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	1 st March 2021	Almost Certain	5	Catast	rophic (multiple deaths)
Benefit of activity	Safe whole school community during the Covid-19 Pandemic	Low = 1-8	Medium	= 9-14	High = 15-25

Wh	at are the significant, foreseeable, hazards?	Who is at Risk?	Current control measures (What is already in place/done)	Ris	sk Ra	ating	What additional control measures can be put in place to reduce the		evise Risk Ratin	[
(ti	he dangers that can cause harm)	Nisk:	(What is all early in place/done)	L	S	R	risk further?	L	s	R
1.	Potential transmission to clinically vulnerable staff and pupils	All members of school community	1a. Pupils: School attendance will be mandatory for all pupils from 8 March. Communicate with parents of clinically vulnerable pupils to inform them: The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until at least 31 March 2021. They are advised not to attend school while	2	3	6				

	shielding advice applies nationally. All					
	16 to 18 year olds with underlying					
	health conditions which put them at					
	higher risk of serious disease and					
	mortality will be offered a vaccine in					
	priority group 6 of the vaccination					
	programme. At present, these children					
	should continue to shield, and self- isolate if they have symptoms or are					
	identified as a close contact of a					
	positive case, even if they have been					
	vaccinated.					
	Pupils who are under the care of a					
	specialist health professional:					
	Chantry have been in contact with Diabetic Nurse and parents to ensure					
	the appropriate risk controls are in					
	place.					
	All pupils have the support they need					
	to ensure they are able to access					
	remote learning					
	1b. Staff:					
	Chantry will continue to assess the					
	health and safety risks to staff and	3	2	6		
	meet equality duties as per local					
	procedures.					
	Governors and leaders should pay					
	regard to the work-life balance and					
	wellbeing of all staff including the					
	headteacher. Schools should ensure					
	they have explained to all staff the					
	measures they are proposing putting					

	in place and involve all staff in that process					
	SLT have regular reviews with anxious staff – further information for staff can be found here: extra mental health support for pupils and teachers and The government has just launched the Wellbeing for Education Return programme.					
	Supply teachers and peripatetic teachers will be at Chantry and may move between schools. Chantry will minimise the numbers of visitors to site where possible.	2	3	6		
	Volunteers may be used to support the work of the school, as would usually be the case although Chantry will minimise the number of visitors and they will not mix between groups, shall wear a face shield and should remain 2m from pupils and staff where possible.					
	Chantry have conducted individual staff risk assessments for COVID-19 in line with the latest guidance. Chantry have no CEV staff members. We have one pupil who has individual risk assessment and healthcare plan.					
	Chantry have considered risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified					

	that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the workplace risk assessment to see if any new risks have arisen. Conduct an assessment to help identify any	3	2	6		
	additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, should be part of the general workplace risk assessment. Take appropriate sensible action to reduce, remove or control the risks. Guidance on shielding and protecting					
	people who are clinically extremely vulnerable from COVID-19 Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.					
	Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes report. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: https://www.bameednetwork.com/					

			People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace Where it is appropriate to do so, appropriate PPE should be worn					
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for: (i) Movement around the School site, (ii) General classroom activities, (iii) Playground activities, (iv) Play equipment (v) Educational Visits DFE advises against educational visits at this time. The government are currently reviewing the possibility of outdoor education so this may change. All overseas visits are prohibited as are residential visits until Easter 2021 when a review will be carried out. vi) Chantry is continuing our wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school to	4	2	8		

club and will abide by Chantry's and their own risk assessment which outline the protective measures in place for the activity. They can be found on our website. All activities where possible will take place outside, if this is not possible in the hall which will be kept well ventilated. Children will be kept in class bubbles where possible. Where this is not possible key stage bubbles for breakfast club and after-school clubs will be created and used to minimise	4	2	8	
ventilated. Children will be kept in class bubbles where possible. Where this is not possible key stage bubbles for breakfast club and after-school clubs				

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	There is no requirement for anyone to wear a face covering during clubs, measures should be put in place if masks need to be removed on arrival.					
	For sports lessons, pupils remain in their class groups, sports equipment Is thoroughly cleaned between each use by different individual groups/sports teacher. We prioritise outdoor sports and use large indoor spaces where this is not possible (school hall). Maximise natural ventilation flows (hall doors remain open).	4	2	8		
	Competitions against other schools, such as fixtures, are prohibited.					
	Pupils wash their hands before and after PE.					
	Lateral Flow Tests Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID- 19) symptoms. Testing remains voluntary but strongly encouraged.					
	Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection					
	Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on					

testing for staff in primary schools and nurseries. See Section 14 for detailed risk assessment of LFDs. Face Coverings				
Chantry follows the DfE recommendation that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. Chantry communicates the school's procedures to staff/visitors via this risk assessment and signing in procedures, and to parents via parent letters.	3	2	6	
Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.				
Some individuals are exempt from wearing face coverings. This applies to those who: • cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability				

* speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs. Chantry has a small contingency supply available Chantry follows the below process for managing face coverings in school that is clearly communicated via this risk assessment and in staff communications: Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use 2a – Pupils Letter sent to parents on 25/02/2021 advising of re-opening arrangements. The overarching principle to apply is reducing the number of contacts between pupils and staff	2	6		

'bubbles') and through maintaining distance between individuals.	3	2	6		
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: • arrival to school • returning from breaktime • before & after eating • when they change rooms • After coughing/sneezing Handwashing to be done in					
classrooms to minimise movement around school. Classes without sinks will use wash bowl and/or hand sanitiser.					
Bubbles must not mix in the toilets. Adults must check toilets before use to ensure no mixing. KS1 MUST be supervised at all times (to ensure correct handwashing and when sanitiser is being used due to risk of ingestion). KS2 Children should be encouraged to go at set times to reduce frequency where possible.	3	2	6		
Toilets will be cleaned twice a day. Adults to continually remind children to wash their hands for 20 seconds.					

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.				
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.	3	2	6	
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 <u>Guidance for full opening – schools</u> and the EEF guidance on <u>making the best use of teaching assistants</u>				
Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending.				

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	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					
ı	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.					
	impact apon amoroni groups.					
	Groups should be kept apart, meaning					
	that schools should avoid gatherings such as assemblies or collective					
	worship with more than one group.	3	2	6		
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	2b - Staff					
	Chantry will provide for appropriately					
	sized groups (class 'bubbles' of					
	approx. 30) whilst encouraging social					
	distancing in line with the detailed actions within the DfE guidance					
	schools coronavirus (COVID-19)					
	operational guidance					
	All teachers and other staff can					
	operate across different groups.					
	Where staff need to move between					
	groups, they should try and keep their distance from pupils and other staff as					
	uistance from pupils and other stall as					

much as they can, ideally 2 metres from other adults and pupils where possible.				
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.				
Timetabled staggered breaktime and lunchtimes enabling staggered movement times around the school so groups do not come into contact. No whole school assembly, class assemblies only.				
Teaching staff to review the NHS guidance on hand cleaning – see section for pupils above	3	2	6	
A timetable for outdoor areas allows for all classes to enjoy activities outdoors as much as possible to reduce time indoors and reduce movement around the school buildings				
For sports lessons, pupils are in consistent groups, sports equipment is thoroughly cleaned between each use by different individual groups.				
Prioritise outdoor sports and use large indoor spaces where this is not possible. Maximise natural ventilation				

flows. The Ironnotional tooks and		I			-
flows. The <u>'recreational team sport</u> <u>framework'</u> must be followed.					
Competitions against other schools, such as fixtures, are prohibited.					
There are specifics about <u>swimming</u> , and <u>changing rooms</u> , hand sanitising and PPE – meaning that at this time we are unable to take classes to swim at Battle Abbey Pool.	4	2	8		
Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities, Chantry work with Premier Sport and are satisfied that it is safe to do so. Chantry have considered carefully how such arrangements operate within their wider protective measures.					
	4	2	8		
Staff room use is restricted to preparing food/drink and then finding a spot to eat around the school. Social distancing remains a priority for all staff. Staff to sanitise/wash their hands when entering staff room.					
Ongoing leadership support for any emerging anxiety and/or wellbeing issues					
Staff to antibacterial wipe their ID badges on arrival and departure.					
Staff to sanitise their hands prior to using the sign-in i-pad and the	3	2	6		

	photocopier. Sanitiser is available in each area. 2c – Buildings and resources					
	Regular building checks are being completed as per maintenance guidance. Weekly and termly to make the school safe.					
	School deep clean took place over February half term.					
	Engage children in education resources such as <u>e-bug</u> and <u>PHE</u> <u>schools resources</u>					
	Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.					
	Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)					
	Stick to school opening times and encourage staff to go home immediately to reduce risk.	3	2	6		
	Maintain 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. Hand sanitiser is used prior to using sign in pad, pad is cleaned regularly.					

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Classrooms and other learning environments organised to maintain space between seats and desks where possible.	3	2	6		
Systems in place to reduce congestion in corridors by using the egress/ access via external classroom doors where possible. Staggered timetables also support this.					
Furniture arranged to allow for seating pupils side by side and facing forwards where possible.					
Halls, dining areas and internal and external sports facilities used for lunch and exercise in line with latest guidance Kitchens comply with the guidance for food businesses on coronavirus (COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals.					
To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' in Part 7 of the Schools coronavirus (COVID-19) operational guidance should be used as appropriate to avoid build-up of viral load.					
Follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic and					

	Chartered Institute of Building Services Engineers' guidance on emerging from lockdown	2	2	4	
	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 the end of each day and between use by different groups				
	Resources that are shared between classes or bubbles, such as sports, arts, and science equipment must be cleaned frequently. When sharing equipment between different bubbles, you should either: • clean it before it is moved between bubbles • allow them to be left unused for a period of 48 hours (72 hours for plastics)	2	2	4	
	Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. This was communicated to parents on 25/2/21.				
	For individual and frequently used equipment, staff and pupils will have their own equipment that is not shared				

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	Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.	3	2	6		
	There is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. Pupils should continue to have access to a quality arts education. As well as careful social distancing, music lessons should take place in small groups outdoors or in large, well ventilated rooms. At Chantry these will take place in the hall and will be ventilated.					
	Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. https://www.gov.uk/government/public ations/coronavirus-covid-19-online-education-resources					
	PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Schools must work through them, adopting measures to the fullest extent possible. Guidance for full opening:					

			schools - Section 1 Public Health Advice to minimise Covid-19 risks 4 November 2020. Chantry's whole school risk assessment is shared online through the school's website. Chantry's risk assessments are under regular review in line with government guidance Chantry provide regular updates for governors. HT and SBM constantly reviewing school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider.					
3.	Site Safety risks • Fire procedures • Lockdown • Movement for lunch / transitions • Toilets • Security including risk of theft • Data breaches	All members of the school community	SBM & HT lead. Continue taking the attendance register and following up any absences in line with statutory guidance. School to follow risk assessments for premises and accessing outside equipment and areas. 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	2	3	6		

			clean their hands thoroughly after using the toilet.						
			Share updated fire evacuation information with all staff during daily briefing.						
			Share updated fire evacuation information with children						
			Share lockdown procedures with all staff						
			Follow revised lunch and break rotas to ensure safe movement around school	2	3	6			
			Children to seek permission to use toilets to ensure staff know where children are at all times						
			High expectations of how children move around school upheld by all members of staff						
			Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.						
			Arrange revised fire evacuation drills / lockdown drills regularly						
			Reconsider e-safety policies and procedures in light of lessons learned during home learning						
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	To be read in conjunction with Chantry Risk Assessment for Access and Egress – Covid-19 Amend July20.					_	

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			The below has been communicated to parents in letter dated 25/2/21:						
			Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule.	2	2	4			
			Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use)						
			Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a prearranged appointment, which should be conducted safely).						
			School office is closed unless they have a pre-arranged appointment. Contact to school must be done through SLT on playground, email class teacher or school office, or telephone the school office.						
			Members of SLT will supervise drop off and collection times at all access/egress points						
			Continue to review and revise drop off and pick up protocols as necessary to minimise social contact.						
			Parents requested to wear face-coverings while on school grounds.						
5.	Risks of possible transmission to pupils who travel to school by dedicated school transport (including	Pupils	Dedicated school transport (including statutory provision)						

	statutory provision) or wider public transport		Chantry do not have any pupils that use dedicated school transport.					
	The <u>DfE Guidance for full</u> <u>opening – Section 2</u> details a new framework for transporting		Wider public transport					
	pupils to and from schools		Communicate to parents that children can continue to use public transport where necessary but encourage everyone to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network and allow social distancing to be practised. Where children, young people and staff need to use public transport, they should follow the safer travel guidance	3	2	6		
			Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible					
			Consider using 'walking buses' or working with their local authority to promote safe cycling routes.					
	Risk of ongoing	All members of the school community	Face coverings: See section 2 above.					
6.	contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school		All visitors will be asked to wear a face covering when entering the building. It is noted on the H&S information they agree to when signing into our onlinesign in system. Within this system they are also reminded not to enter if they	2	3	6		

(cleaner available from SBM Office). • Visitor to wash hands between session/children. • Sports session providers will clean all equipment between sessions (use of Dettol available from SBM office) • Wash hands when departing the school • Visitors must advise us immediately if they develop any symptoms while in school • Receptionist to frequently clean i-Pad during school day.
Ensure that the school engages with local immunisation services and programmes as normal
Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible
Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school
Ensure the DfE guidance for Health and Safety https://www.gov.uk/government/public-ations/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is adhered to.
For any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19. Public Health

			England advise routinely taking 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 systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.					
			A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school					
		All members of the school community	Site staff follow DfE Planning Guidance for full reopening – Section 2 School Operations and are aware of the COVID-19: cleaning of non- healthcare settings guidance which should be followed when there is a suspected or confirmed case					
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.		All frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will be cleaned thoroughly twice daily.	2	3	6		
			All handwashing sinks, soap dispensers, hand gel etc are checked 2 times a day to ensure stock levels are adequate					
			Inspect daily to ensure good/effective hygiene levels					

			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. Equipment such as books and games, are regularly cleaned along with all touched surfaces. Any books that go between home and school are quarantined for 72 hours Ensure resources shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics). Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care					
			providers. Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance					
8.	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,	All members of the school community	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)	4	2	8		

continuous cough or a high	Leaders to ensure staff and parents	
temperature)	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 (e.g. non latex gloves preferable) to be used by:	
	 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 	
	The plan should identify any likelihood of behavioural, 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.'
If school is notified of a positive COVID19 test result for a member of staff or a pupil, we must contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team.
Schools need to take swift action when they become aware that someone who has attended has tested positive for Covid-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority and can be

reached calling the DFE Helpline on 0800 046 8687 and selecting option 1.
PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff.
In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others
Call Surrey & Sussex Health Protection Team (HPT) on 0344 225 3861 (0844 967 0069 out of hours) if:
 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60 3 (or more) bubbles within your school/setting contain at least one confirmed case
Arrange for deep clean of medical room and other facilities as necessary before they are used again. The updated cleaning of non-healthcare
settings guidance describes the

			cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn. Revise plans and PPE supplies in the light of experience or any updated guidance. The PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school.					
9.	Contingency planning	All pupils and staff	Ensure that contingency plans are in place, being reviewed and updated 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. See Chantry Contingency Plan – approved by Governors 11/11/2020	3	2	6		

		Pupils	Refer to relevant school risk assessments – Staff drive/ Risk Assessments					
			Additional cleaning materials and hand sanitisers will be used in school.					
10.	Increased amount of hazardous substances in		COSHH documents in place for all items in SBM office.	2	3	6		
	school – children accessing cleaning materials/chemicals		All cleaning items and hand sanitisers to be kept out of the reach of children at all times – either in child-locked sink cupboards in classrooms or on high shelf.	2	3	6		
			Cleaners chemicals are kept locked in cleaners cupboard.					
		Pupils/Staff	Refer to relevant school policy – Staff drive/Policies					
			Staff to be aware of medical conditions and dietary requirements of all pupils in class.					
			Staff to ensure correct medication is available, in date and named.					
11.	Risk of cross-infection when dealing with first aid incidents		First Aider to administer medication and log on Medical tracker	3	2	6		
			First Aider to ensure PPE is available for use. Gloves and aprons for all first aid needs. Where there are symptoms of Covid-19 additional Mask should be worn and social distance kept where possible. PPE is available in first aid cupboard in staff room (if items used					

			please report to SBM for replacement). Only one member of staff to deal with incident in well ventilated area – see information above regarding PPE/symptoms procedure. First aid incidents to be dealt with by trained first aider, logged on medical tracker and advised to parent/carer SLT to be notified of serious incidents/first aid issues					
12.	Staff Lateral Flow Testing: Contact between subjects and staff increasing the risk of transmission of Covid-19 (collection & registration of tests)	Staff Pupils Contacts Visitors	All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) Face coverings/masks to be worn by subjects at all times whilst on the premises Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. Social distancing: Two metre social distancing to be maintained between subjects; verbal reminders if necessary from reception, queue management & sampling staff. A one-way flow of subjects through the building is to be initiated and maintained at all times. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.	3	2	6		

13.	Not enough employees sign up to the testing: Unable to identify asymptomatic members of staff at an early stage – increasing the transmission risk of Covid-19	Staff Pupils Contacts Visitors	SLT discuss benefits with staff All safety measures stated in above are still followed (social distancing/hygiene measures/face coverings)	3	2	6		

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

Action	By Whom?	Deadline	Date Completed
Revisit and update risk assessments for September	SBM	23 rd July 2020	20.07.20 & 01.09.20
Share updated fire evacuation information with all staff during daily briefing.	SBM	INSET Day – 3 rd /4 th September 2020	07.09.20
Share lockdown procedures with all staff	SBM	First week back – by 11 th September 2020	14/09/20
Share updated fire evacuation information with children	Teachers	First week back – by 11 th September 2020	14/09/2020
SLT producing contingency plan to continue remote education if it should become applicable from September	HT	30 th October 2020	Ongoing – G-suite is in progress. Contingency plan went to Govs for approval 11/11/2020
G-Suite staff training	SBM	23 rd November 2020	After this date remote learning via G-suite (Google Classroom) will be launched
Reminders to all staff in January of cleaning/hygiene/risk assessment and fire evacuation measures.	SBM	8 th January 2021	
Preparation for full re-opening – March 21 – Powerpoint reminders and risk assessment sent to whole staff.	SBM	8 th March 2021	
Update sign-in 'welcome' page to include face covering guidance.	SBM	8 th March 2021	

Signature and review

Name of Manager:	Kate Jenner	Signature of Manager:	Luci	Date:	7/07/2020
1 st review undertaken on: 23.07.2020	Kate Jenner	Signature of Manager:	Luci	Date:	23/07/2020
2 nd review undertaken on: 01.09.2020	Kate Jenner	Signature of Manager:	Luci	Date:	01/09/2020
3 rd review undertaken on: 11.09.2020	Kate Jenner	Signature of Manager:	Guer	Date:	11/09/2020
4 th review undertaken on: 22.09.2020	Kate Jenner	Signature of Manager:	Guer	Date:	22/09/2020
5 th review undertaken on: 13.10.2020	Kate Jenner	Signature of Manager:	Luci	Date:	13/10/2020
6 th review undertaken on: 09.11.2020	Kate Jenner	Signature of Manager:	Luci	Date:	09/11/2020
7 th review undertaken on: 23.11.2020	Kate Jenner	Signature of Manager:	Guer	Date:	23/11/2020
8 th review undertaken on: 05.01.2021	Kate Jenner	Signature of Manager:	Guer	Date:	05/01/2021
9 th review undertaken on: 25.01.21	Kate Jenner	Signature of Manager:	Luca	Date:	25.01.21
10 th review undertaken on: 01.03.21	Kate Jenner	Signature of Manager:	Suca	Date:	01.03.21