

## CHANTRY COVID-19 RISK ASSESSMENT FORM

Workplace	Chantry Community Primary School	Likelihood (L)	X	Severity (S)
Department	Whole School	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Kate Jenner	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	School opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	23 <sup>rd</sup> November 2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Safe whole school community during the Covid019 Pandemic	Low = 1-8	Medium	= 9-14 High = 15-25

This document was updated on 23<sup>rd</sup> November 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.

## 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:**

- If schools are notified of a positive COVID19 test result for a member of staff or a pupil, **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 local health protection team.
- 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 <u>COVID19.SchoolsInformation@eastsussex.gov.uk</u>

# The DfE latest documents and guidance webpage is being updated regularly

w	hat are the significant, foreseeable, hazards?	Who is at Risk?	Current control measures	Ri	sk Ra	ating	What additional control measures can be put in place to reduce the		evise Risk Rating	
(	the dangers that can cause harm)	RISK?	(What is already in place/done)	L	S	R	risk further?	L	S	R
1.	Potential transmission to clinically vulnerable staff and pupilsGuidance is available in the DfE Guidance for full opening – schoolsAndEducation and childcare settings: New National Restrictions from 5 November 2020	All members of school community	<ul> <li>1a. Pupils:</li> <li>Schools continue to remain open for all children and young people as they have since the start of the autumn term for the duration of the national restrictions.</li> <li>Being at school is vital for children's education and for their wellbeing.</li> <li>For the vast majority of children, the benefits of being back in the classroom far outweigh the low risk from coronavirus (COVID-19) and schools can take action to reduce risks still further.</li> <li>Communicate with parents of clinically vulnerable and shielding pupils to inform them:</li> <li>Reassure parents and pupils by communicating the additional risk assessments and control measures that are currently being taken</li> <li>Pupils who are under the care of a specialist health professional:</li> </ul>	2	3	6				

Request parents discuss their child's care needs with their health professional to ensure appropriate risk controls. Further advice is available from the Royal College of Paediatrics and Child Health.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
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assessment and templates are available on the web shop. Clinically Extremely Vulnerable (CEV) employees should work from home during the period of national
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			possible, with support staff supporting children in the classroom <u>Guidance on shielding and protecting</u> <u>people who are clinically extremely</u> <u>vulnerable from COVID-19</u> <b>Consider staff who may otherwise</b> <u>be at increased risk from COVID-19</u> . PHE's <u>COVID-19: review of disparities</u> <u>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. <u>https://www.bameednetwork.com/reso</u> <u>urces</u> <b>People who live with those who are</b> <u>clinically extremely vulnerable or</u> <u>clinically vulnerable</u> can attend the workplace					
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 <u>here</u> <u>Education and childcare settings: New</u> <u>National Restrictions from 5 November</u> <u>2020</u> The following control measures should be considered in addition to those outlined in Chantry's Covid-19 Risk Assessments for: (i) Movement around the School site, (ii) General classroom activities,	4	2	8		

<ul> <li>(iii) Playground activities,</li> <li>(iv) Play equipment</li> <li>(v) Educational Visits</li> <li>DFE states that schools can resume non-overnight domestic educational visits. As part of the risk assessment consult the <u>health and safety guidance on educational visits</u>.</li> <li>The following documents on CZone give further information about outdoor learning and school trips:</li> <li>Document 1 and Document 2</li> <li>vi) Wraparound provision and extracurricular activity</li> <li>Chantry have reviewed their local provision in line with national restrictions in place from 5<sup>th</sup> November Breakfast Club is currently on-hold due to not only National lockdown but reduction in numbers.</li> <li>Early morning and after school sports club are continuing to take place during national lockdown. They are in place due to supporting our vulnerables with healthy activity. Clubs</li> </ul>	4	2	8	
due to not only National lockdown but reduction in numbers. Early morning and after school sports club are continuing to take place during national lockdown. They are in place due to supporting our				

	Breakfast club will be under review after the national lockdown ceases. Early morning and after school sports clubs will continue. Schools should work to resume and breakfast and after-, where possible	3	2	6		
	from the start of the autumn term school provision and work closely with providers. Refer to the relevant <u>guidance for those who run community</u> <u>activities, holiday clubs, after-school</u> <u>clubs etc</u> as much of this will be useful in planning extra-curricular provision unless it is a Sports/PE club <u>https://www.youthsporttrust.org/news/y</u>			-		
	outh-sport-trust-welcomes- continuation-pe-and-school-sport- during-lockdown Extracurricular provision, breakfast clubs and after school clubs should only be for the purpose of providing childcare for parents that are at work,					
	<ul> <li>in education/training, seeking work or for respite needs.</li> <li>Providers are 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</li> </ul>					
	shared space if necessary, with distancing between the groups. Providers 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'.				
See Chantry Risk Assessment for Breakfast Club dated 28/09/2020.				
<ul> <li>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).</li> <li>Maximise natural ventilation flows (hall doors remain open).</li> </ul>				
The <u>'recreational team sport</u> <u>framework</u> must be followed. Competitions against other schools, such as fixtures, are prohibited.				
Pupils wash their hands before and after PE.				
Face Coverings				
Follow the government guidance on <u>face coverings</u> and communicate the school's procedures.	3	2	6	
<u>Current government guidance</u> states, "In primary schools and education settings teaching year 6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In				

<ul> <li>situations where social distancing between adults in settings is not possible, settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</li> <li>There is no requirement for Staff or Pupils to wear face coverings. If staff feel anxious they may discuss the wearing of a facemask with the HT. Visors are used when working closely with children e.g. 1:1 reading.</li> <li>In the event of changes to local restriction being imposed, schools need to communicate the new arrangements quickly and clearly.</li> <li>Government recommends sharing risk assessments online through the school's website as good practice – See Covid-19 information page under 'Parents' section of website.</li> <li>Ensure HT, senior leaders and DSLs are appropriately up to date with the</li> </ul>	3	2	6		
Ensure HT, senior leaders and DSLs are appropriately up to date with the DfE full return to school guidance. See Guidance for full opening – schools as well as updates for example: 5 November 2020	3	2	6		
Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance. General information on how to make a workplace COVID-secure and risk					

	assessments is provided by the HSE guidance on working safely.					
	<b>2a – Pupils</b> Staff teaching groups in line with guidance	3	2	6		
	Letter sent to parents on 10/07/20 (reminders sent on 3/09/20 & 2/11/20) to communicate to ensure awareness that all pupils in all year groups are expected to return and that the usual rules on school attendance apply from September. Also communicate what limited equipment that they are expected to bring in to school. Review the NHS <u>guidance on hand</u> <u>cleaning</u> Staff <b>MUST</b> 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 5. 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.				SLT producing contingency plan to continue remote education if it should become applicable from September	
	Bubbles must not mix in the toilets. Adults must check toilets before use to					

ensure no mixing. KS1 MUST be supervised at all times. KS2 Children should be encouraged to go at set times to reduce frequency where possible. Toilets will be cleaned twice a day. Adults to continually remind children to wash their hands for 20 seconds.					
Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on <u>safe working in education, childcare</u> and children's social care	3	2	6		
Review Behaviour Policy in line with DfE <u>Guidance for full opening</u> – <u>schools</u> 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 <b>MUST</b> 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. Bins will be emptied twice per day.					
Remind children regularly not to touch their face with their hands. When they					

do so encourage them to wash hands immediately.Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some timeEnsure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE Guidance for full opening – schools and the EEF guidance on making the best use of teaching assistantsLeaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending.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 groupsOngoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the <u>extra mental health support for pupils and teachers</u> is available	3	2	6		
SENCo to provide guidance and resources for Teachers to follow the empowerment approach.					

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3b – Staff				
Plan allows for class sized groups whilst encouraging social distancing ir line with the detailed actions within the DfE guidance for full opening of schools – <u>see Section 1 Prevention</u> <u>point 5</u>				
Plan to support pupils with SEND with any specific help and preparation they may need to adapt for the changes to routine				
Ensure staff understand that since September they can now operate across different classes and year groups in order to facilitate the deliver 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) and wash their hands when changing classes/groups/rooms	2	6		
DFE recommends all pupils have access to a quality arts education in line with guidance from DSMS under Section 3 of the new Guidance for full opening: schools 17 <sup>th</sup> Sept 2020				
Chantry Primary are working closely with Governors, local arts organisations to safely return to arts experiences and visits – see separate risk assessments.				
Ensure staff are aware of DFE guidance that social distancing				

guidance is to avoid close face to face contact and minimise time spent withi 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.	3	2	6		
New timetable allows for all classes to enjoy activities outdoors as much as possible to increase time indoors and reduce movement around the school buildings					
Ongoing leadership support for any emerging anxiety and/or wellbeing issues					
Limit of 6 staff in staffroom at any one time for a period of more than 15 minutes. Staff to maintain social distancing during lunch and break times.					
Consider how to offer immediate remote education where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain a home – see contingency plan.					

<ul> <li>Staff to antibacterial wipe their ID badges on arrival and departure.</li> <li>Ongoing reviewing of the NHS guidance on hand cleaning – see section for pupils above</li> <li>2c – Buildings and resources</li> <li>All the usual pre-term building checks to be undertaken to make the school safe by Caretaker. Follow advice and actions detailed in Legionella risks during the coronavirus outbreak.</li> <li>Classrooms and other areas deep cleaned over Summer.</li> <li>Engage children in education resources</li> <li>Classrooms will be organised to maintain space between seats and desks where possible. Cloakrooms wil not be used to reduce congestion in corridors. Three KS2 classrooms are to use external doors to reduce congestion in corridors.</li> <li>Arrange furniture to allow for seating pupils side by side and facing forwards where possible.</li> </ul>	2	4		
pupils side by side and facing forwards where possible.				
Staggered timings throughout day and separate entrance/exits for all bubbles to avoid any cross over and reduce congestion in corridors.				

Equipment that has previously been removed from classrooms, such as books and games, can be used and shared within a group/bubble. Class staff to ensure they are regularly cleaned. Site staff will continue to regularly clean frequently touched surfaces.					
Halls, dining areas and internal and external sports facilities used for lunch and exercise in line with latest guidance	2	2	4		
Kitchens comply with the <u>guidance for</u> <u>food businesses on coronavirus</u> (COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals.					
Three separate sittings will be required for lunchtime. Cleaning to be completed between sittings. Two bubbles will be in hall at any one time – separated with different access and egress to avoid mixing.					
To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' at <u>Part 8 of the Protective measures</u> <u>guidance</u> should be used as appropriate to avoid build-up of viral load.					

Ensure good ventilation and where possible doors will to be propped open to reduce door handle contact etc (Ensure fire safety & safeguarding - The holding open of fire doors without out the use of approved hold open devices is not permitted). All classroom doors will be propped open during the school day. Follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic	3	2	6	
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 Water fountain in playground is taped				
off and may not be used. Pupils must bring in named water bottles. Schools should review and update				
their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of Covid-19 to enable a return to full capacity in the autumn				
term. See Covid specific risk assessments on Staff Drive/Risk Assessments/Covid-19 RA's.				

			Keep risk assessments under regular review in line with government guidance 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. Stick to school opening times and encourage staff to go home immediately to reduce risk. Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely.	3	2	6		
3.	Site Safety risks <ul> <li>Fire procedures</li> <li>Lockdown</li> <li>Movement for lunch / transitions</li> </ul>	All members of the school community	SLT lead identified – SBM/HT Continue taking the <u>attendance</u> <u>register</u> and following up any absences in line with statutory guidance.					

<ul> <li>Toilets</li> <li>Security including risk of theft</li> <li>Data breaches</li> </ul>	School to follow newly adapted risk assessments for premises and accessing outside equipment and areas.	2	3	6		
	Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.					
	Follow revised lunch and break rotas to ensure safe movement around school					
	Children to seek permission to use toilets to ensure staff know where children are at all times – staff to supervise to ensure no mixing of bubbles					
	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.					
	Reviews of site safety in the light of windows and doors being open to aid good ventilation. Advice on this can be found in Health and Safety Executive guidance on <u>air conditioning and</u>					

			ventilation during the coronavirus outbreak.					
			Arrange revised fire evacuation drills / lockdown drills regularly					
			Reconsider e-safety policies and procedures in light of lessons learned during home learning					
			Share updated fire evacuation information with all staff during daily briefing (7.09.20).					
			Share updated fire evacuation information with children (7.09.20).					
			Share lockdown procedures with all staff					
	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.					
			Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule.					
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)	2	2	4		
			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). 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. Arrange SLT supervision of drop off and collection Continue to review and revise drop off and pick up protocols as necessary to minimise social contact. See parent letters dated 14/07/20, 03/09/20, 09/09/20, 02/11/20.					
	Risks of possible	Pupils	Dedicated school transport (including statutory provision) Chantry do not have any pupils that use dedicated school transport.					
5.	transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport The <u>DfE Guidance for full</u> <u>opening – Section 2</u> details a		Wider public transport 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.					
	new framework for transporting pupils to and from schools		Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible Where possible encourage parents,	3	2	6		

			school. Consider using 'walking buses' or working with their local authority to promote safe cycling routes. Children under the age of 11 are exempt from wearing face coverings on public transport. <u>See updated</u> <u>transport guidance</u> Refer any families using public transport to the <u>safer travel guidance</u> <u>for passengers</u> .					
6.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<ul> <li>Face coverings:</li> <li>(refer to the government guidance on face coverings and local school arrangements included in section 2 above)</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>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)</li> <li>Minimise any visitors to the school and clear messages shared about social distancing procedures for adults.</li> </ul>	2	3	6		

			https://www.gov.uk/government/public ations/health-and-safety-advice-for- schools/responsibilities-and-duties-for- schools is adhered to.					
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	Site staff follow <u>DfE Planning</u> <u>Guidance for full reopening – Section</u> <u>2 School Operations</u> and are aware of the <u>COVID-19: cleaning of non-</u> <u>healthcare settings guidance</u> which should be followed should be followed following a suspected or confirmed case With all children back in school, all frequently touched surfaces, equipment, toilets, sinks, door handles, light switches, desks, bannisters and toilets used during the day will need to be cleaned thoroughly twice per day by site staff. Teaching staff to complete frequent enhanced cleaning of toys, books, desks, chairs, resources using standard cleaning products. Ensure resources shared between classes or bubbles, (eg sports, art and science equipment) are 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).	2	3	6		
			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 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 Safe return of equipment previously removed from classrooms, such as books and games, will be completed for September which can be used and shared within a group/bubble. As above they will receive regular cleaning along with all touched surfaces. Outdoor play equipment will receive frequent cleaning. 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, continuous cough or a high temperature)	All members of the school community	Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public Health England health</u> <u>protection team (see contact details on the first page of this document)</u> Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-	4	2	8		

19 to be ready and willing to: <u>book a</u> <u>test</u> , 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:					
<ul> <li>the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.</li> </ul>					
<ul> <li>staff caring for pupils with routine intimate care needs that involve the use of PPE</li> </ul>					
<ul> <li>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</li> </ul>					
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	4	2	8		
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.					

	Arrange for deep clean of medical					
	room and other facilities as necessary before they are used again. The updated <u>cleaning of non-healthcare</u> <u>settings guidance</u> describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.	4	2	8		
	Revise plans and PPE supplies in the light of experience or any updated guidance.					
	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.'					
	Further information can be accessed here or through their designated HR Consultant <u>https://www.services2schools.co.uk/re</u> <u>sources/personnel/wellbeing-</u> <u>benefits/coronavirus-hr-faqs</u>					
	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 0800046 8687 and selecting option 1 For schools that purchase the HR	
Advisory Service, further information can be accessed here or through their designated HR Consultant <u>https://www.services2schools.co.uk/re</u> <u>sources/personnel/wellbeing-</u> <u>benefits/coronavirus-hr-faqs</u>	
A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.	
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.					
9.	Contingency planning for a potential local outbreak	All pupils and staff	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 remote education support. Leaders and governors have 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 In addition the DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans.	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.					
11.	Increased amount of hazardous substances in		COSHH documents in place for all items in SBM office.					
	All cleaning items and hand sanitisers 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	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.					
	Risk of cross-infection when		First Aider to administer medication and log on Medical tracker					
12.	dealing with first aid incidents		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).	3	2	6		
			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	

# 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 <sup>rd</sup> July 2020	20.07.20 & 01.09.20
Share updated fire evacuation information with all staff during daily briefing.	SBM	INSET Day – 3 <sup>rd</sup> /4 <sup>th</sup> September 2020	07.09.20
Share lockdown procedures with all staff	SBM	First week back – by 11 <sup>th</sup> September 2020	14/09/20
Share updated fire evacuation information with children	Teachers	First week back – by 11 <sup>th</sup> September 2020	14/09/2020
SLT producing contingency plan to continue remote education if it should become applicable from September	HT	30 <sup>th</sup> October 2020	Ongoing – G-suite is in progress. Contingency plan went to Govs for approval 11/11/2020
G-Suite staff training	SBM	23 <sup>rd</sup> November 2020	After this date remote learning via G-suite (Google Classroom) will be launched

### Signature and review

Name of Manager:	Kate Jenner	Signature of Manager:	Gewee	Date:	7/07/2020
1 <sup>st</sup> review undertaken on: 23.07.2020	Kate Jenner	Signature of Manager:	Genee	Date:	23/07/2020
2 <sup>nd</sup> review undertaken on: 01.09.2020	Kate Jenner	Signature of Manager:	Genee	Date:	01/09/2020
3 <sup>rd</sup> review undertaken on: 11.09.2020	Kate Jenner	Signature of Manager:	Genee	Date:	11/09/2020
4 <sup>th</sup> review undertaken on: 22.09.2020	Kate Jenner	Signature of Manager:	Genee	Date:	22/09/2020
5 <sup>th</sup> review undertaken on: 13.10.2020	Kate Jenner	Signature of Manager:	Genee	Date:	13/10/2020
6 <sup>th</sup> review undertaken on: 09.11.2020	Kate Jenner	Signature of Manager:	Genee	Date:	09/11/2020
7 <sup>th</sup> review undertaken on: 23.11.2020	Kate Jenner	Signature of Manager:	Gewee	Date:	23/11/2020