

## MODEL RISK ASSESSMENT FORM

<b>Workplace</b>	Sedlescombe C of E Primary School	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Department</b>	Whole School	Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Risk Assessor</b>	Mrs C Harvey & Mrs M Hardes	Unlikely	2	Minor (injury and up to 7 days off)
<b>Room/Area</b>	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	<b>Preparing for the full reopening of school in September 2020</b>	Likely	4	Major (death or serious injury)
<b>Date</b>	03/09/2020	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of activity</b>	Keeping Children, Staff and Visitors safe in school during the COVID 19 Pandemic	<b>Low = 1-8</b>	<b>Medium = 9-14</b>	<b>High = 15-25</b>

**This model document was updated on 1 September 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.

#### 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.	<b>Potential contamination arising from the staff and pupils working onsite during the full reopening of school</b>	All members of staff and pupils currently attending school	<ul style="list-style-type: none"> <li>SLT and DSL roles adapted to the ongoing revisions to guidance the reopening of the school.</li> <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> </ul>	3	2	6				

			<ul style="list-style-type: none"><li>• Consider any office roles that could be undertaken from home reducing the number of staff in offices</li><li>• Consider travel and parking arrangements for staff in line with social distancing guidelines</li><li>• Updated Health &amp; Safety, and safeguarding policies &amp; practices produced during the lockdown period when school was open to limited numbers. 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>.</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>• Follow the Government's <b>updated</b> <a href="#">COVID-19 cleaning of non-healthcare settings guidance</a></li><li>• Staff to sign in using key fob only, visitors to be signed in by office staff, with only one person in the reception area at any one time.</li></ul>						
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			<ul style="list-style-type: none"> <li>• Visitors asked to wash hands when they enter the building, hand sanitiser available to use on leaving</li> <li>• Review H&amp;S compliance checks as appropriate - <a href="#">Managing school premises during the coronavirus outbreak</a></li> </ul>						
2.	<p><b>Potential transmission to clinically vulnerable staff and pupils returning to school</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>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 and control measures that are being taken from September</li> </ul>	2	3	6			

- 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.

**Pupils who are under the care of a specialist health professional:**

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

**2b. Staff:**

			<ul style="list-style-type: none"><li>• Employer health and safety and equalities duties – consider how to meet equalities duties in the usual way and follow steps in <u>DfE Guidance for full opening – schools Section 2</u></li><li>• Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process</li><li>• Review systems to support the well-being of staff who may be anxious about returning. Information about the <u>extra mental health support for pupils and teachers</u> 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</li></ul>						
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volunteers. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible

- Schools are being strongly encouraged by the DfE to continue to host ITT trainees. See [DfE Guidance for full opening – schools Section 2](#) Risk assessments should be conducted as they are for staff

**Conduct individual staff risk assessments for COVID-19 in line with the latest guidance.** *Guidance on completing an individual risk assessment and templates are currently being developed and will be issued shortly and published via the message board.*

- 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.
- **Clinically vulnerable and/or pregnant staff** should follow this guidance [clinically-vulnerable, including pregnant women](#),
- **Staff who are clinically extremely vulnerable** are advised that they can now

			<p>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 to maintain social distancing.</p> <p><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>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <ul style="list-style-type: none"> <li>● <b>People who live with those who are clinically extremely vulnerable or clinically vulnerable</b> can attend the workplace</li> </ul>							
3.	<b>Increased risk of introducing contamination from pupils and staff returning to school</b>	All members of the school community	<p><b>3a – Pupils</b></p> <ul style="list-style-type: none"> <li>● Follow &amp; review the NHS</li> </ul>	3	3	9	<p><b>3a – Pupils</b></p> <ul style="list-style-type: none"> <li>● Organise appropriately</li> </ul>			

**in greater numbers in September**

**Useful planning resources:**

- [DfE Guidance for full opening of schools – section 1](#)
- *See the LA model recovery plan on the message board*

[guidance on hand cleaning](#)  
Pupils will be supervised for regular handwashing for 20 seconds with soap and water at the following times:

- Arrival to school
- Before & after breaktime
- Before & after lunchtime
- Before and after outdoor games or activities
- Before and after using the toilet
- Staggered drop off and pick up times at the beginning and end of the school day.
- The Behaviour Policy has been reviewed in line with guidance published in [Preparing for the wider opening of schools from 1 June: Annexes A-C](#)
- Staff will remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.
- Children to wash their hands before and after using the toilet and to only use the toilets assigned to their Class.
- Toilet arrangements in line with guidance for each year group
- Teachers and pupils are arranged in Year Group bubbles.

sized groups and encourage social distancing in line with the detailed actions within the DfE guidance for full opening of schools – [see Section 1 Prevention point 5](#)

			<ul style="list-style-type: none"><li>• Parents are aware that all pupils in all year groups are expected to return and that the usual rules on school attendance will apply from September. Also they appreciate what limited equipment that they are expected to bring in to school.</li><li>• 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.  Staff will reinforce routines of using a tissue to cough or sneeze and bins for tissue waste.</li><li>• We will coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time</li><li>• We will ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the <a href="#">DfE Guidance for full opening – schools</a> and the <a href="#">EEF guidance on making the best use of teaching assistants</a></li><li>• Leaders have already produced individual risk</li></ul>						
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assessments for pupils with EHC plans attending school, these may need amending.

- Clear communication with pupils, parents and wider community about the full return to school procedures and new arrangements. - [DfE Guidance for full opening – schools](#)
- 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. We will consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups
- Outdoor spaces will be used by different groups at different times of the day, play equipment is not to be shared between Classes
- The outside Gym area will not be used.

**Face Coverings**

- We are following the government guidance on face coverings and communicate the school's procedures to staff, pupils, parents, visitors, etc.  
<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Face coverings will only be worn when dealing with a suspected COVID 19 case.

In the event of a new local restriction being imposed, we will communicate the new arrangements quickly and clearly.

### **3b – Staff**

- Teachers will be with their Year Group whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – [see Section 1 Prevention point 5](#)
- When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the smaller, class-sized groups.
- Plan to support pupils with

			<p>SEND with any specific help and preparation they may need to adapt for the changes to routine from September</p> <ul style="list-style-type: none"><li>• Ensure staff understand that from September some staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. If moving between classes / year groups they should keep their distance from other staff and pupils as much as possible (2m from staff)</li><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.</li><li>• Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times</li><li>• Reinforcing learning and practice of good hygiene habits through games, songs and repetition</li><li>• Staggered, breaktime and lunchtimes. Staggering of movement times around the</li></ul>						
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school so groups do not come into contact

- 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 at home.
- Review the NHS [guidance on hand cleaning](#) – *see section for pupils above*
- Ongoing leadership support for any emerging anxiety and/or wellbeing issues

### **3c – Buildings and resources**

- Ensure all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy water system stagnation can occur due to lack of use. Follow advice and actions detailed in [Legionella risks during the coronavirus outbreak](#).
- Classrooms and other areas deep cleaned.
- Engage children in education resources such as [e-bug](#) and [PHE schools resources](#)
- There's government-funded

			<p>access to one of 2 free-to-use digital education platforms: Google for Education or Microsoft Office 365 Education. Schools can apply through <a href="#">The Key for School Leaders</a>. The Key also provides feature comparison and case studies on how schools are making the most of these platforms.</p>						
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>	<p>All members of the school community</p>	<ul style="list-style-type: none"> <li>● SLT lead identified</li> <li>● 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 don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils will use them in their year groups, the children must be encouraged to clean their hands thoroughly after using the toilet.</li> <li>● Share updated fire evacuation information with all staff during daily briefing.</li> <li>● Share updated fire evacuation</li> </ul>	2	3	6			

			<p>information with children</p> <ul style="list-style-type: none"><li>● Share lockdown procedures with all staff</li><li>● Follow revised lunch and break rotas to ensure safe movement around school</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><li>● Organise classrooms and other learning environments maintaining space between seats and desks where possible. Arrange systems to reduce congestion in corridors and access via external doors where possible.</li><li>● Furniture is arranged 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.</li><li>● Plan to use halls/dining areas and internal and external sports facilities for lunch and</li></ul>						
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			<p>exercise in line with latest guidance</p> <ul style="list-style-type: none"><li>● School carpark closed to staff to enable social distance space at pick up times.</li><li>● One way pedestrian system in operation to access allocated drop off and pick up for parents/carers.</li><li>● The kitchen is fully and complies with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li><li>● Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc (<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>)</li><li>● Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li></ul>						
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			<ul style="list-style-type: none"> <li>• Thorough cleaning of rooms and equipment at the end of each day and between use by different groups</li> <li>• Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</li> <li>• Review 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 <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res">air conditioning and ventilation during the coronavirus outbreak</a>.</li> </ul> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a></p>						
5.	<b>Risk of transmission between parents and pupils during school drop-off and collection times</b>	All members of the school community	<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</li> </ul>	2	3	6			

			<ul style="list-style-type: none"> <li>• Inform parents/carers and pupils their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>• 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> <li>• Review and revise drop off and pick up protocols as necessary to minimise social contact</li> <li>• Allow reception parents to enter the playground for the purpose of settling in. All measures should be taken to minimise contact between the parent and other children and staff members. Social distancing should be observed at all times.</li> </ul>						
6.	<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</i></li> </ul>	2	3	6			

*in controlling the virus.”*

- Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements
- Contractors aware of any changes to school day – e.g. staggered lunchtimes
- Minimise any visitors 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.
- 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
- Only one person allowed to enter the office reception area at the same time.
- Signing in screen to be wiped regularly with disinfectant

			<p>wipes, preferably after each use.</p> <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><li>• Isolate and send children and staff home immediately if they display symptoms (<i>See section 7 below</i>)</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>• Ensure the DfE guidance for Health and Safety <a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a> is adhered to.</li></ul>						
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8.	<p><b>Risk that contamination exists within the school environment due to ineffective hygiene measures.</b></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.</li> <li>• All handwashing sinks, soap dispensers, hand gel etc are checked regularly to ensure stock levels are adequate</li> <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>• Inspect daily to ensure good/effective hygiene levels</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</li> </ul>	2	3	6				
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			<p>touched surfaces.</p> <ul style="list-style-type: none"> <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>• When outdoor play equipment is used ensure more frequent cleaning.</li> <li>• Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance</li> </ul>						
9.	<p><b>Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)</b></p>	<p>All members of the school community</p>	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <a href="#">Public Health England health protection team</a>. (see contact details on the first page of this document)</p> <ul style="list-style-type: none"> <li>• Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <a href="#">book a test</a>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance</li> </ul>	2	3	6			

			<ul style="list-style-type: none"><li>● Revise plans and source suitable PPE supplies to be used by:<ul style="list-style-type: none"><li>○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.</li><li>○ staff caring for pupils with routine intimate care needs that involve the use of PPE</li></ul></li></ul> <p>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p> <ul style="list-style-type: none"><li>● If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li><li>● Isolate the pupil / member of staff immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else.</li><li>● Employers have a duty of care</li></ul>						
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			<p>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.'</p> <ul style="list-style-type: none"><li>● For schools that purchase the HR Advisory Service, further information can be accessed here or through their designated HR Consultant <a href="https://www.services2schools.co.uk/resources/personnel/wellbeing-benefits/coronavirus-hr-faqs">https://www.services2schools.co.uk/resources/personnel/wellbeing-benefits/coronavirus-hr-faqs</a></li><li>● 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.</li><li>● If school should have two or more confirmed cases within</li></ul>						
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			<p>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.</p> <ul style="list-style-type: none"> <li>• Revise plans and PPE supplies in the light of experience or any updated guidance.</li> <li>• In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others</li> <li>• Arrange for deep clean of medical room and other facilities as necessary before they are used again. The updated <a href="#">cleaning of non-healthcare settings guidance</a> describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.</li> <li>•</li> </ul>							
10.	Contingency planning for a potential local outbreak	All pupils and staff	<ul style="list-style-type: none"> <li>• During the partial closure since March staff have developed</li> </ul>	3	3	3				

			<p>expertise and experience in supporting home learning across the curriculum.</p> <ul style="list-style-type: none"><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>• Lessons learnt from lockdown will be applied and a contingency plan developed by the end of term 1 in line with the LA model</li></ul>							
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**Action Plan (when will the above additional control measures be implemented and by whom?)**

<b>Notes of visit</b>
1) The school has kept up to date with ESCC guidance despite the challenges of multiple updates.
2) Class bubbles are now in place following the evaluation that children working in rows was not the most effective for learning. This change went through parent consultation.
3) Zoned playtimes are working well. This was observed on the visit in the newly formed playground (formerly the staff car park)
4) Visitor protocols are in place
5) Remote learning has been strengthened as part of contingency planning.

<b>Action</b>	<b>By Whom?</b>	<b>Deadline</b>	<b>Date Completed</b>
MT to add notes to the plan and send to CH and JS	MT	01.12.2020	30.11.2020

**Signature and review**

<b>Name of Manager:</b>	Mark Talbot	<b>Signature of Manager:</b>	<i>M Talbot</i>	<b>Date:</b>	30.11.2020
<b>1<sup>st</sup> review undertaken on:</b>	30.11.2020	<b>Signature of Manager:</b>	<i>M Talbot</i>	<b>Date:</b>	30.11.2020
<b>2<sup>nd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	
<b>3<sup>rd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	