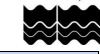
East Sussex County Council

RISK ASSESSMENT FORM



| Workplace | Barcombe CE School; Hamsey Primary School; Plumpton Primary School | Likelihood (L) | X | Severity (S) |
|---------------------|---|-------------------|--------|--|
| Department | Education | Almost Impossible | 1 | Insignificant (minor injury, no time off) |
| Risk Assessor | Caitlin Yapp-Advisory Head Teacher (Reviews to the risk assessment are shown in purple font). | Unlikely | 2 | Minor (injury and up to 7 days off) |
| Room/Area | All external and internal areas of the school site | Possible | 3 | Moderate (injury causing more than 7 days off) |
| Activity/Task | School opening during the Covid-19 pandemic (National Lockdown) | Likely | 4 | Major (death or serious injury) |
| Date | 16/1/21 | Almost Certain | 5 | Catastrophic (multiple deaths) |
| Benefit of activity | To ensure the safety of all stakeholders during the Covid-19 pandemic | Low = 1-8 | Medium | = 9-14 High = 15-25 |

This document was updated on 16/1/21, following the LA's updates on 8/1/21.

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

| ١ | Vhat are the significant, foreseeable, hazards? | who is at Current control measures | | Risk Rating What additional control measures can be put in place to reduce the | | Revised Risk Rating | | Σ. | | |
|----|--|---------------------------------------|--|--|---|---------------------------|---------------|----|---|---|
| | (the dangers that can cause harm) | NISK: | (What is already in place/done) | L | S | R | risk further? | | s | R |
| 1. | Potential transmission to clinically vulnerable staff and pupilsGuidance is available in the DfE Restricting attendance during the national lockdown: schools | All members of school community | 1a. Pupils: Where a critical worker parent or carer notifies the school that their child requires full-time, on-site provision, the school will strive to make this available. The school should not limit attendance of these groups. | 1 | 3 | 3 | | | | |

| It will remain a priority for the school to support vulnerable children to attend full-time, on-site provision where it is appropriate for them to do so. If vulnerable pupils do not attend, the school will work with the LA and the social worker (where applicable) to explore the reason for absence with the parent/carer. The school will communicate with parents of clinically vulnerable pupils to inform them: Shielding advice is currently in place across the country, and so all children still deemed clinically extremely vulnerable are advised not to attend school. Ensure that these pupils have the support they need to ensure they are able to access remote learning. If pupils are under the care of a specialist health professional request parents discuss their child's care needs with the appropriate medical personnel to ensure risk controls are | |
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| Parents and pupils reassured by communicating the additional risk assessments | |

| and control measures that are undertaken. | | |
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| • For pupils who are under the care of a health professional, request parents discuss their children's needs with the relevant medical practitioner. | | |
| Remote learning is available via Google Classroom for all children. | | |
| 1b. Staff: | | |
| • The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures. | | |
| • Risk assessments undertaken for identified individual members of staff. These will be conducted in line with the latest guidance. | | |
| • Clinically Extremely Vulnerable (CEV) employees should work from home during the period of national restrictions and this is what they have been asked to do. | | |
| Clinically vulnerable staff can continue to attend school where it is not possible to work | | |

| from home. Their bubble arrangements will be considered very carefully. While in school they are expected to follow sector- specific measures in this document to minimise the risks of transmission. The school's timetabling enables every member of staff to work from home at some point each week, and this is what they have been asked to do. Staff who may otherwise be at increased risk from COVID (BAME staff, for example) will be considered. The school will enable teachers to deliver lessons virtually from home where possible. The school will enable support staff to work/train from home where possible. Advice from the Government and ESCC HR followed regarding working arrangements for identified staff. | |
|---|--|
| Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the Executive | |

| Head Teacher, Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process • Review systems to support the well-being of staff who may be anxious. Information about the extra mental health support for pupuls and teachers is available. The government has just launched the Welbeing for Education Return programme. • Supply teachers and other temporary or peripatetic teachers can move between schools, but the numbers of visitors to the site will be restricted where possible. • Volunteers may be used but the school will do so extremely cautiously. • They should remain 2m from pupils and staff where possible • They should remain 2m from pupils and staff where possible • They should remain 2m from pupils and staff where possible • Schools are being strongly encouraged by the DE to | |
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| Schools are being strongly | |
| | pupils and staff where possible |
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| | |
| continue to host ITT trainees. | |
| Risk assessments should be | |
| conducted as they are for staff. | conducted as they are for staff. |
| | |
| People who live with those who | |
| are clinically extremely | |
| | vulnerable or clinically |

| | | | vulnerable can attend the workplace. Appropriate PPE should be worn where it is appropriate to do so. The school will provide this. | | | | |
|----|---|---|---|---|---|---|--|
| 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> 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 | 1 | 3 | 3 | PE lessons can continue in consistent groups. Competitions against other schools, as fixtures, are prohibited. Use of staffrooms should be minimized, although staff must still have a break of a reasonable length during the day. Review the school's first aid risk assessment and follow HSE Guidance. |
| | | | DFE advises against educational visits at this time. All residential visits are prohibited until Easter 2021 when a review will be undertaken. vi) Wraparound provision and extracurricular activity Schools should continue to offer wraparound provision, where possible, to support the children of critical workers and vulnerable pupils. | | | | • Kitchens comply with the <u>guidance for food</u> <u>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. |

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| | To balance the need for |
| Breakfast Club numbers are restricted | increased ventilation while |
| and attendees/providers are | maintaining a comfortable |
| consistent. LA/Government guidance | temperature, the measures |
| followed (see below) | outlined in 'Keeping |
| | occupied spaces well |
| Refer to the relevant guidance for | ventilated' at Part 8 of the |
| those who run community activities, | Restricting Attendance |
| holiday clubs, after-school clubs etc as | during the National |
| much of this will be useful in planning | Lockdown: Schools should |
| extra-curricular provision. | be used as appropriate to |
| | |
| Descriptions also del anno una theory l | avoid build-up of viral load. |
| Providers should ensure they have a | |
| risk assessment in place outlining the | |
| protective measures in place for the | Follow the specific HSE |
| activity. The venue should have a risk | guidance on <u>Air</u> |
| assessment for the environment. | conditioning and ventilation |
| These measures should be accessible | during the coronavirus |
| to parent/carers. | pandemic |
| | |
| Extracurricular provision, breakfast | Unnecessary furniture to be |
| clubs and after school clubs can | moved out of rooms to |
| operate. Where possible it is | create more space when |
| recommended that activities take | possible |
| place outside, where this is not | |
| possible inside spaces should be kept | |
| ventilated. | PHE endorsed 'systems of |
| Vontilatou. | control' now build upon the |
| Providers are advised to keep children | hierarchy of protective measures in |
| | use since the Covid-19 pandemic. |
| in small groups, with the same | Schools must work through them, |
| children each time whenever possible. | adopting measures to the fullest |
| Providers should work with parents, | extent possible. |
| schools or settings to ensure that, as | · · |
| far as possible, children are kept in a | Keep risk assessments |
| group with other children from the | under regular review in line with |
| same bubble they are in during the | government <u>guidance.</u> |
| 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'. | | |
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| Early Years are not required to keep children in small consistent groups. | | |
| Records of attendance including staff and school name if from different schools should be held for a minimum of 21 days | | |
| 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. | | |
| Communication re hygiene measures after school will be clear. Pupils need clean clothes each day (uniform rules relaxed to support provision of clean clothes daily). | | |
| Toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly. Different groups being allocated their own toilet areas will be considered (for staff and for pupils). | | |
| Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Additional support for identified pupils, staff and parents will be considered; see latest PHE reports on impact upon different groups. | | |

| Face Coverings Follow the government guidance on Restricting Attendance during the National Lockdown: Schools, and Face Coverings in Education guidance. Staff will be required to wear face coverings in communal areas. The school will have a small | | |
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| The school will have a small contingency supply available. 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. Adult visitors must wear face coverings (this will relate to the very limited number of visiting adults). Any updates about changes to face covering requirements will | | |

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| be conveyed to staff and | |
| parents promptly. | |
| | |
| 2a – Pupils | |
| parents promptly. 2a – Pupils There should be no limit to numbers of eligible pupils who may attend although consideration must be given to availability of staff. Create and staff your teaching groups in line with guidance. 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 break time before & after eating when they change rooms Clear toilet arrangements for each bubble. Younger children supervised when washing hands and | |
| when washing hands and supervision also ensured where necessary when hand | |
| sanitiser is being used given risks around ingestion. Skin | |
| friendly skin cleaning wipes can be used as an alternative. | |
| | |

| Review Behaviour Policy in line with DFE recommendations 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. | | |
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| 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. | | |
| Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious about being in school. | | |
| • Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE <u>Restricting</u> attendance during the | | |

| national lockdown: schools (p.34) and the EEF guidance on making the best use of teaching assistants | |
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| Leaders have already produced individual risk assessments for pupils with EHC plans attending school; these may need amending. | |
| Groups should be kept apart, meaning that schools should avoid gatherings such as assemblies or collective worship with more than one group. | |
| 2b – Staff | |
| Plan to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – <u>see Section 1</u> <u>Prevention point 5</u> | |
| When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the smaller, class-sized groups. | |
| 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 othe staff as much as they can, ideally 2 metres from other adults and pupils where possible. Timetabiling will prioritise keeping bubbles (children and adults therein) consistent. Plan to support pupils with SEND with any specific help and preparation they may nee to adapt for the changes to routine DFE recommends all pupils have access to a quality arts education in line with guidanc on page 42 of Restricting Attendance during the Nation: Lockdown. Ensure staff are aware of DFE guidance that social distancin guidance is to avoid close fact to face contact and minimise time spent within 1m of anyone. Staff asked to keep an inform record of any close contact th they do have with colleagues order to support the Track and Trace system (if required). Groups are appropriately-size and social distancing is encouraged in line with DfE guidance. | d d | 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. Page 42 of Restricting Attendance during the National Lockdown: Schools outlines that 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. Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. |
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| Outdoor learning/activities are encouraged. | back-to-back or side-to-side |
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| For sports lessons, pupils are in consistent groups, sports equipment is cleaned thoroughly between each use by different individual groups. | than face-to-face) whenever possible. |
| Competitions against other schools, such as fixtures, are prohibited. | |
| Children attend school in their PE kit on sports days. | |
| Numbers in the staff room are limited; staff to maintain social distancing during lunch and break times. | |
| Ongoing leadership support for any emerging anxiety and/or wellbeing issues. | pr |
| Classroom furniture is organised to maximise social/safe distancing; pupils facing forwards where possible. | |
| School hall used as dining area in line with the latest guidance. | |
| Movement in communal areas is reduced. | S |
| Sufficient and proportionate handwashing supplies and cleaning materials are available throughout the school | ol la |

| <u>г</u> | | |
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| | Thorough cleaning of rooms and equipment at the end of each day and between use by different groups is undertaken | |
| | Reinforcing learning and practice of good hygiene habits through games, songs and repetition | its |
| | Assemblies, break time and lunchtimes and movement around the school are staggered so groups do not come into contact | |
| | Remote education will be provided via Google Classroom. | |
| | Offer remote education for the majority of pupils with teachers providing appropriate work and support to pupils with the completion. | rs a la l |
| | Key Stage 1=3 hours a day on average across the cohort with less for younger children. | |
| | • Key Stage 2=4 hours a day. | |
| | Review the NHS <u>guidance on</u> <u>hand cleaning</u> – see section for pupils above. Regular updates are provided for governors. Office areas have been adapted/timetabled to facilitate | for the second sec |
| | safe use. | |

| Rotation of shared equipment to ensure out of reach and unused for 48 hours (72 for plastics) between use by different bubbles. Where possible, pupils and staff to have their own equipment that is not shared. Pupils and teachers can take books and other shared resources home although unnecessary sharing must be avoided, especially where this does not contribute to pupil education and development. There will be a trained DSL (or deputy) available on site; the timetable has been organised to facilitate this. If this is not possible, in exceptional circumstances, a trained DSL will be available via telephone or Microsoft Teams to ensure safeguarding provision. 2c – Buildings and resources Ensure all the usual building checks are undertaken to make the school safe. In the event that 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 | es sor d e e an d d | |
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| risks during the coronavirus outbreak. Classrooms and other areas deep cleaned; early closure on Fridays to facilitate this. Engage children in education resources such as e-bug and PHE schools resource 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 and in Annex A of Restricting Attendance during the National Lockdown: Schools. | |
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| 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: <u>guidance for</u> <u>households with possible coronavirus</u> <u>infection</u>) Stick to school opening times and encourage staff to go home promptly to reduce risk. Maintain staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g. where someone physically signs in | |

| Site Safety risks • Fire procedures • Lockdown • Movement for lunch / transitions • Toilets • Security including risk of theft • Data breaches | All members of the school community | SLT lead identified Continue taking the <u>attendance</u> register and following up any absences in line with statutory guidance. School to follow risk assessments for premises and accessing outside equipment and areas. Any incidents are logged and the risk assessment is evaluated; changes are made as a result of lessons learned 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. Share updated fire evacuation information with all staff during | 1 | 2 | 2 | | |
|--|---|---|---|---|---|--|--|
| | | daily briefing.Arrange revised fire evacuation drills/lockdown drills regularly | | | | | |
| | | E-Safety policies and procedures have been updated | | | | | |

| | | | to reflect home learning needs identified 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 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 | | | | | |
| | | All members of the school community | The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress. | | | | | |
| 4. | Risk of transmission between parents and pupils during school drop-off and | | Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule | 1 | 3 | 3 | | |
| | collection times | | Drop off and pick up protocols revised as necessary to minimise social contact | | | | | |
| | | | 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 pre-arranged appointment, which should be conducted safely). SLT supervise the drop off and collection of pupils and any issues are addressed. | | | | | |
|----|---|--------|--|---|---|---|---|--|
| 5. | Risks of possible transmission to pupils who travel to school by wider public transport The <u>Restricting Attendance</u> <u>during the National</u> <u>Lockdown: Schools</u> details a new framework for transporting pupils to and from schools | Pupils | Wider public transport 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. Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible. Refer any families using public transport to the safer travel guidance for passengers. | 1 | 3 | 3 | | |
| 6. | Risk of ongoing contamination from people | | • Face coverings: | 1 | 3 | 3 | For any staff member or pupil who feels unwell, | |

| (staff, parents/carers, visitors, contractors and/or deliveries) coming into school | All members of the school community | (refer to the government guidance on face coverings included in section 2 above and detail the local policy for the wearing of face coverings for adults coming onto the school site and how this will be communicated in this section of the risk assessment. Details should also be given as to how any updates to school policy on face coverings will be communicated in the event of any changes to the local tier restrictions.) Ensure contractors, school meal providers, milk providers and fuit providers covering and fuit providers covering above the school section. | check for <u>recognised</u> <u>symptoms of COVID-19.</u> • Isolate and send children and staff home immediately if they display symptoms (See section 7 below) | |
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| | | risk assessment requirements A copy of the COVID-19 specific risk assessment for catering contractors is kept by the school | | |
| | | Opportunities for adults to share stationery and cutlery are minimised | | |
| | | Contractors aware of any changes to school day – e.g. staggered lunchtimes and the local control measures in place. | | |
| | | 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 Ensure reception layout is compliant with social distancing guidance e.g. screens, barriers etc. Ensure the DfE guidance for Health and Safety https://www.gov.uk/government/publications/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 Restricting Attendance during the National Lockdown:Schools and are aware of the <u>COVID-19</u>: | 1 | 4 | 4 | | |

| settings guidance which should | |
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| be followed when there is a suspected or confirmed case | |
| 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; this will be stipulated on weekly timetables. | |
| Frequent enhanced cleaning of surfaces touched regularly is provided. | |
| Equipment such as books and games are cleaned regularly. | |
| Books that go home are quarantined appropriately. | |
| All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate | |
| Inspect daily to ensure good/effective hygiene levels | |
| Resources shared between classes/bubbles are cleaned frequently and meticulously. It may be rotated to allow it to be left unused and out of reach for 48 hours (72 hours for plastics). | |
| Outdoor play equipment must be cleaned frequently. | |

| | | | Equipment used by wrap around providers to be cleaned and reviewed regularly. | | | | |
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| 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</u>. (see contact details on the first page of this document) Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID- 19 to be ready and willing to: <u>book a 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 PPE supplies in the light of experience or any updated 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. | 1 | 3 | 3 | Arrange for deep clean of medical room and other facilities as necessary before they are used again. The updated <u>cleaning of non-healthcare settings</u> <u>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. 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 |

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| | staff caring for pupils with routine intimate care needs that involve the use of PPE | ds symptoms at school. |
| | 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 <u>COVID-</u> <u>19: guidance for households</u> with possible coronavirus infection guidance | st ds ds de la companya d |
| | 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. | , ed |
| | 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 | re e |

| they are displaying symptoms they should be tested 'as soon as practicably possible.' For schools that purchase the HR Advisory Service, further information can be accessed | |
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| here or through their designated HR Consultant <u>https://www.services2schools.c</u> <u>o.uk/resources/personnel/wellb</u> <u>eing-benefits/coronavirus-hr-</u> <u>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 0800 046 8687 and selecting option 1. |
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| 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 pupil's self-isolate as a precautionary measure. | | | | |
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| 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 attend school at all due to coronavirus (COVID-19). (see DfE guidance on remote education support. Ensure that contingency plans are in place, being reviewed and updated. | 1 | 3 | 3 | 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 LA model Contingency Plan (available via the Message Board). In addition the <u>Restricting Attendance</u> during the National Lockdown.outlines the scope required and provides links to resources to support these plans. <u>Temporary Continuity</u> <u>Direction</u> |

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

| Action | By Whom? | Deadline | Date Completed |
|--|----------|--|----------------|
| This will be monitored daily. The timetabling will help to evaluate needs and availability of staff. | SLT | During the National Lockdown this will be on-going. The risk assessment will be reviewed during weekly SLT meetings held (via Teams) every Tuesday. | |
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Signature and review

| Name of Manager: | | Signature of | Caitlin Yapp | Date: | 16/1/21 |
|---------------------------------------|--------------|--------------|--------------|-------|---------|
| | Caitlin Yapp | Manager: | | | |
| 1 st review undertaken on: | | Signature of | | Date: | |
| | | Manager: | | | |
| 2 nd review undertaken on: | | Signature of | | Date: | |
| | | Manager: | | | |
| 3 rd review undertaken on: | | Signature of | | Date: | |
| | | Manager: | | | |