** RISK ASSESSMENT**

**Control measures from 9/11/20 - in blue Control measures from 30/09/20 – in orange Control measures changed – in green**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Workplace** | West Rise Junior School | Likelihood (L) | | | X | Severity (S) | |
| **Department** |  | Almost Impossible | | | 1 | Insignificant (minor injury, no time off) | |
| **Risk Assessor** | SMT | 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** | **Reviewed on 09/10/20** | Almost Certain | | | 5 | Catastrophic (multiple deaths) | |
| Benefit of activity | To provide an environment that is as Covid secure as possible | | **Low = 1-8** | **Medium = 9-14** | | | **High = 15-25** | |

**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**](https://www.gov.uk/government/latest?departments%5B%5D=department-for-education) **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](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) and engage with the NHS Test and Trace process in line with current guidance.
* Having been notified of a suspected case, the provider will contact Public Health England before any actions are taken. Telephone – 0344 225 3861, Option 3 Option 1. – **no longer relevant**

**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. **New phone number provided for schools – 0800 046 8687**
* The school will then take actions following the guidance provided and may be escalated to the PHE Health Protection Team if needed
* 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) **No longer applicable – not on the flow chart**

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| **What are the significant, foreseeable, hazards?**  ***(the dangers that can cause harm)*** | | Who is at Risk? | **Current control measures**  ***(What is already in place/done)*** | **Risk Rating** | | | **What additional control measures can be put in place to reduce the risk further**? | **Revised Risk Rating** | | |
| **L** | **S** | **R** |  | **L** | **S** | **R** |
| **1.** | **Potential contamination arising from the staff and pupils working onsite during the preparation for the full reopening of school** | All members of staff and the limited numbers of pupils currently attending school | * Legal requirement that schools should revisit and update their risk assessments (building on the learning so far) * 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. * Maintain and monitor the school’s current Phased Return Risk Assessment Control Measures up until 1 September 2020. * SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term * Updated Health & Safety, and safeguarding policies & 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 [HSE guidance on working safely](https://www.hse.gov.uk/coronavirus/working-safely/index.htm). * 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](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)) * Stick to school opening times and encourage staff to go home immediately to reduce risk.      * Follow the Government’s updated [COVID-19 cleaning of non-heathcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) * Maintain new staff and visitor signing-in arrangements to ensure social distancing and hygiene *e.g. where someone physically signs in with the same pen or using a tablet in Reception areas* * Review H&S compliance checks as appropriate - [Managing school premises during the coronavirus outbreak](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak) | **2** | **4** | **8** | * Revisit and update risk assessments for September building on the COVID-19 learning and practices already developed in school * Reminder sent to staff of all protocols re cleaning, sanitising and social distancing * All meetings to be social distanced and upper and lower staff to be kept separate * 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 17th Sept 2020. * Updated risk assessment shared on school website * 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](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A) * Provide regular updates for governors. See [Guidance for full opening – schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A) * Upper school and lower school enter site via separate entrances in the morning. At the end of the day, these same entrances are used at staggered times per year group * 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.   If Headteacher off – Assistant head to step in  We have two DSLs  If SENCO off – Headteacher can step in  We have 4 ‘major incident’ first aiders and 23 EFAW   * Separate signing in books for upper and lower staff and visitors. Separate hand sanitiser provided at each station with clear signage * Adapt offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices and toilets * Consider any office roles that could be undertaken from home reducing the number of staff in offices | **2** | **4** | **8** |
| **2.** | **Potential transmission to clinically vulnerable staff and pupils returning when school reopens**  Useful planning resources are detailed in the [DfE Guidance for full opening – schools Section 2](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations) | All members of school community | **2a. Pupils:**   * 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.   **2b. Staff:**   * Employer health and safety and equalities duties under Section 2 of the new Guidance for full opening: schools 17th Sept 2020 - consider how to meet equalities duties in the usual way and follow guidance. * Governors and leaders to 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 * Review systems to support the well-being of staff who may be anxious about returning (Val Lumby to lead) Information about the [extra mental health support for pupils and teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers) is available. * Supply teachers and other temporary or peripatetic teachers (Section 2 of the new Guidance for full opening: schools 17th Sept 2020) can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible. * The DfE recommend that schools consider using DfE’s and [Crown Commercial Service’s agency supply deal](https://www.gov.uk/guidance/deal-for-schools-hiring-supply-teachers-and-agency-workers) when hiring agency workers, as this offers a list of preferred suppliers that must be transparent about the rates they charge. Schools can get direct support from Crown Commercial Services on how to use the agency supply deal by emailing [supplyteachers@crowncommercial.gov.uk](mailto:supplyteachers@crowncommercial.gov.uk) with the school’s details and contact details * Leaders should give consideration to any use of volunteers. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible * Schools are being strongly encouraged by the DfE to continue to host ITT trainees. Section 2 of the new Guidance for full opening: schools 17th Sept 2020 - Risk assessments should be conducted as they are for staff | **2** | **4** | **8** | **2a. Pupils:**  **Communicate with parents of clinically vulnerable and shielding pupils to inform them:** (At present this is not applicable as we do not have any such pupils)   * 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 [current advice on shielding](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) * reassure parents and pupils by communicating the additional risk assessments and control measures that are being taken from September * 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**: (At present this is not applicable as we do not have any such pupils)   * 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   **2b. 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](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people), * **Staff who are** **clinically extremely vulnerable** are advised that they can now return to work from 1 August provided they can maintain social distancing. Advice can be found in the [guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19). * 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. * **Consider staff who may otherwise be at increased risk from COVID-19.** PHE’s[COVID-19: review of disparities in risks and outcomes report](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes). Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed’s resources may be helpful in this process. <https://www.bameednetwork.com/resources> * **People who live with those who are clinically extremely vulnerable or clinically vulnerable** can attend the workplace * At present we are not using volunteers at all * At present we are not hosting any ITT trainees | **2** | **4** | **8** |
| **3.** | **Risk of ongoing contamination from pupils and staff**  **Useful planning resources:**   * [DfE Guidance for full opening of schools – section 1](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks) * *The LA model recovery plan will be updated for full reopening in September shortly and published via the message board* | All members of the school community | Follow the DfE’s guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance[*here*](https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges)  **3a – Pupils**  *The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:*  *(i) Movement around the School site,*  *(ii) General classroom activities,*  *(iii) Playground activities,*  *(iv) Play equipment*  *v) Educational Visits*  *DFE states that schools can resume*  *non-overnight domestic educational visits. As part of the risk assessment consult the* [*health and safety guidance on educational visits.*](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)  The following documents on CZone give further information about outdoor learning and school trips:  [Document 1](https://czone.eastsussex.gov.uk/media/6841/outdoor-education-and-school-trips-update-july-2020-final.docx) and [Document 2](http://visitsafety.eastsussex.gov.uk/get.html?_Action=GetFile&_Key=Data1742&_Id=239&_DontCache=1594306895&_Check=1)  *vi) Wraparound provision and extra-curricular activity*  *Schools should work to resume and breakfast and after-, where possible from the start of the autumn term school provision and work closely with providers. Refer to the relevant* [*guidance for those who run community activities, holiday clubs, after-school clubs etc*](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak) *as much of this will be useful in planning extra-curricular provision.*  *Extracurricular provision, breakfast clubs and after school clubs should only be for the purpose of providing childcare for parents that are at work, in education/training, seeking work or for respite needs.*  *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 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’.*  **Face Coverings**   * Follow the government guidance on [face coverings](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education) and communicate the school’s procedures. * [Current government guidance](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#schools) 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 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. * In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. * *(schools should detail their local arrangements for the wearing of face coverings for staff and pupils in this section of their risk assessment.)* * In the event of changes to local restriction being imposed, schools need to communicate the new arrangements quickly and clearly.   **Context:** *In the DfE guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.*   * Create and staff your September teaching groups in line with guidance *(some schools may need to liaise with the LA or their trust to seek solutions to the numbers of groups required).* * Latest guidance informs us that the decrease in prevalence of Covid-19 and the resumption of the full range of curriculum subjects, schools may need to change the emphasis of bubbles within their system controls and increase the size of these groups. * Ensure parents are aware that all pupils in all year groups are expected to return and that the usual rules on school attendance will apply from September. Also they appreciate what limited equipment that they are expected to bring in to school. * Review the NHS [guidance on hand cleaning](https://www.youtube.com/watch?v=bQCP7waTRWU&feature=youtu.be) Staff **MUST** ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times:  1. arrival to school 2. returning from breaktime 3. before & after eating 4. when they change rooms  * Review Behaviour Policy in line with DfE [Guidance for full opening – schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A) Section 3 of the new Guidance for full opening: schools 17th Sept 2020 - Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. *(this will not be possible for younger children and those with complex needs).* Contact between groups should be avoided. * Leaders **MUST** ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste. * Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately. * Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time * Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE [Guidance for full opening – schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A) and the EEF guidance on [making the best use of teaching assistants](https://educationendowmentfoundation.org.uk/tools/guidance-reports/making-best-use-of-teaching-assistants/) * Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending.   **3b – 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 – [see Section 1 Prevention point 5](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks) * When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the smaller groups (Upper/Lower School bubbles). * Plan to support pupils with SEND with any specific help and preparation they may need to adapt for the changes to routine from September * Ensure staff understand that from September they can now operate across different classes and year groups in order to facilitate the delivery of the school timetable. If moving between classes / year groups they should keep their distance from other staff and pupils as much as possible (2m from staff) * 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 17th Sept 2020 * Ensure staff are aware of DFE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone. * Reinforcing learning and practice of good hygiene habits through games, songs and repetition * Plan for staggered assembly, breaktime and lunchtimes. Also plans for staggering movement times around the school so groups do not come into contact * Consider how to continue remote education if it should become applicable from September * Review the NHS [guidance on hand cleaning](https://www.youtube.com/watch?v=bQCP7waTRWU&feature=youtu.be) *– see section for pupils above*   **3c – 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 risks during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm). * Classrooms and other areas deep cleaned. * Engage children in education resources such as [e-bug](https://www.e-bug.eu/) and [PHE schools resources](https://campaignresources.phe.gov.uk/schools)   ● SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term  ● 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.  ● 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](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance))  ● Stick to school opening times and encourage staff to go home immediately to reduce risk.  ● Maintain staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas | **2** | **4** | **8** | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  **3a – Pupils**   * Clear communication with pupils, parents and wider community about the full return to school procedures and new arrangements. Think about new school rules needed - DfE [Guidance for full opening – schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A) * Review risks assessments associated with the resumption of wraparound provision and extra-curricular activity as well as non-overnight educational visits.   (i) Upper and lower school enter and exit the site via different gates. Most classes enter the school building via fire exits to reduce corridor use  (ii)Children sit in specific seats throughout the day. Children have their own resources. Any shared resources are cleaned thoroughly after use. Movement around the classroom is kept to a minimum  (iii) Upper and lower school have their own areas in which to play.  (iv)At present no play equipment is being used  (v) Educational visits have separate risk assessments with additional Covid secure measures included.  (vi) Breakfast club has resumed with upper and lower children kept separate at all times  Breakfast club to continue as these provide childcare for parents that are working  We work closely with a local provider for after school care. They are aware of our main bubbles.   * 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 [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) * Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community [PHE review of the impact of Covid-19 on BAME groups](https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities) * Communication re hygiene measures recommended after school and pupils need clean clothes each day. (Relax uniform rules to allow provision of clean clothes each day) According to Government guidance – this is no longer a recommendation * Toilet arrangements in line with guidance for each group – upper and lower children use separate toilets – these toilets are cleaned during the day * 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](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers) is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups   - The school is split into two main bubbles – upper school and lower school. This has enabled us to keep crossover of staff to a minimum  - Classes are kept together throughout the day but year groups may mix at lunchtimes whilst outside  - Children use specific tables at lunchtime and upper and lower school are admitted separately. Tables are cleaned between each groups use  Parents asked to wear face coverings when on the school site  All visitors must wear face coverings when in the school. Staff meeting with them must also wear one.  It remains optional for staff and children to wear face coverings if they wish  Consider using notices indicating maximum numbers or the removal of additional chairs in staff room.  Consider creating 2m zone in front of prep area in staff room. One member of staff at any one time in this area.  Staffroom use is timetabled to avoid crossing of bubbles.  Only lunchtime staff use the staffroom to eat in  **3b – Staff**   * Organise appropriately 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](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks) * Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings * For sports lessons, ensure pupils are in consistent groups, that sports equipment Is thoroughly cleaned between each use by different individual groups. Prioritise outdoor sports and use large indoor spaces where this is not possible. Maximise natural ventilation flows. * Key information from the guidance is on CZone and can be found [here](https://czone.eastsussex.gov.uk/media/6840/pe-and-swimming-advice-in-the-current-pandemic-sept-2020.docx). There are specifics about swimming, contact sports, changing rooms, hand sanitising and PPE * Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times – separate toilets for upper and lower staff. Staffroom timetabled for use by upper and lower staff at separate times * Face coverings and desk screens are available at all times should staff prefer to use these * All visitors that will be in attendance in excess of 15 minutes will have the option to wear a face covering, as will any staff member meeting with them. All meetings with visitors must be held in a well ventilated space and a distance of 2m or more must be adhered to. If a well ventilated space is not available, face coverings will be necessary * Ongoing leadership support for any emerging anxiety and/or wellbeing issues * Teachers given the option to reduce the number of subjects taught, to reduce workload and stress on both children and staff in line with Government guidance (to be resumed by summer term)   **3c – Buildings & resources**   * Organise classrooms and other learning environments maintaining space between seats and desks where possible. * Systems in place to reduce congestion in corridors and access via external doors where possible. Most of the school use their fire exits to enter and exit the school. Only Year 4 need to use the corridors to avoid crossing upper school bubbles if they were to walk around the outside of the building * Arrange furniture to allow for seating pupils side by side and facing forwards where possible. * Consider creating 2m teaching zones (where appropriate) at the front of the classroom. Not considered appropriate with our age group * Halls, dining areas and internal and external sports facilities for lunch and exercise in line with latest guidance * Ensure kitchens are fully open from the start of the autumn term and comply with the [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals. * To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in ‘Keeping occupied spaces well ventilated’ at [Part 8 of the Protective measures guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc) should be used as appropriate to avoid build-up of viral load.   To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:  opening high level windows in preference to low level to reduce draughts   * increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) * providing flexibility to allow additional, suitable indoor clothing. For more information see [School uniform](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-uniform) – ***Parents informed that windows have to be kept open. Assure that heating is on but explain that children should wear layers and can bring other layers in case they get cold*** * rearranging furniture where possible to avoid direct drafts   Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.   * Windows open where possible – fire exits closed. Staff to wipe door handles down regularly * 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   <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res>   * There may be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place. Singing, wind and brass instrument playing can be undertaken in line with the guidance, in particular the guidance available at [working safely during coronavirus (COVID-19): performing arts](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts)   Singing and physical activity in the classroom is limited to half of the class at a time  and [Department for Culture, Media and Sport (DCMS)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts)  <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>  There’s government-funded access to one of 2 free-to-use digital education platforms: Google for Education or Microsoft Office 365 Education. Schools can apply through [The Key for School Leaders](https://covid19.thekeysupport.com/remote-learning/). The Key also provides feature comparison and case studies on how schools are making the most of these platforms. | **2** | **4** | **8** |
| **4.** | **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 – Helen Pentecost * In autumn term resume taking the attendance register and following up any absences in line with statutory guidance * School to follow newly adapted risk assessments for premises and accessing outside equipment and areas. * Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. * Share updated fire evacuation information with all staff during daily briefing. * Share updated fire evacuation information with children * Share lockdown procedures with all staff * Follow revised lunch and break rotas to ensure safe movement around school * 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 | **2** | **4** | **8** | * Review the use of buildings that have had partial occupancy or have been closed in line with [Managing school premises during the coronavirus outbreak](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak) * Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. * 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 [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm).   Windows are to remain open where possible throughout the building. Fire exit doors and fire doors must be closed for safety and safeguarding reasons   * Arrange revised fire evacuation drills / lockdown drills regularly * Reconsider e-safety policies and procedures in light of lessons learned during home learning   Upper school have lunch 12:00-12:55. Year 5 use the school hall first, followed by Year 6. Upper school leave the hall via the door at the rear to avoid crossover in the Year 3 corridor  Tables are wiped clean between each year group  Playground is split to ensure that upper school and lower school are not together | **2** | **4** | **8** |
| **5.** | **Risk of transmission between parents and pupils during school drop-off and collection times** | 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.*   * Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule * 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. | **2** | **4** | **8** | * Review and revise drop off and pick up protocols as necessary to minimise social contact (drop off and pick up to be staggered over 2 entrances)   Signage up to remind parents about social distancing  Upper school use rear gates, lower school use front gates. Soft start means children are arriving between 8:30 and 8:45. 2 members of staff supervise each gate in the mornings – one on each gate is a member of SMT  Parents reminded that only one parent/carer to drop off/pick up.  Parents asked to wear face coverings on school grounds  Parents reminded via Ping messages and signage up, to socially distance  Year 3 & 5 leave at 3:10, Years 4 & 6 leave 3:20 – to ensure only one class is leaving at a time from each gate | **2** | **4** | **8** |
| **6.** | **Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport**  The [DfE Guidance for full opening – Section 2](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations) details a new framework for transporting pupils to and from schools | Pupils | **Dedicated school transport - not applicable (including statutory provision)**  **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. * 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, staff and pupils to walk or cycle to school. Consider using ‘walking buses’ or working with their local authority to promote safe cycling routes. * Refer any families using public transport to the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers). | **2** | **4** | **8** | **Dedicated school transport (including statutory provision) – not applicable**  **Wider public transport**   * Children under the age of 11 are exempt from wearing face coverings on public transport, and the regulations relating to face coverings exclude school transport services. [See updated transport guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings) | **2** | **4** | **8** |
| **7.** | **Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school** | All members of the school community | * ***Face coverings:*** * *(refer to the government guidance on face coverings included in section 2 above and detail the local arrangements 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)* * The government is not recommending universal use of face masks in all schools. Schools that teach children in year 7 and above and which are not under specific lockdown restriction measures have discretion to require pupils, staff and visitors in areas outside the classroom where social distancing cannot be easily maintained. * 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 records 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. | **2** | **4** | **8** | * For any staff member or pupil who feels unwell, check for [recognised symptoms of COVID-19.](https://www.nhs.uk/conditions/coronavirus-covid-19/) Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19). * Isolate and send children and staff home immediately if they display symptoms *(See section 7 below)* * Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors. * A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school * Revise visitor arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas.   QR code displayed for all visitors to scan if they have the test and trace app. Visitors without the app complete a test and trace form which we hold on file for 21 days  Screen up and desk in front of reception desk to ensure distancing. Signs up to say only one person/family group at a time. Ping message sent to parents to remind them of this | **2** | **4** | **8** |
| **8.** | **Risk that contamination exists within the school environment due to ineffective hygiene measures.** | All members of the school community | * Site staff follow [DfE Planning Guidance for full reopening – Section 2 School Operations](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations) and are aware of the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) 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, door handles, and toilets used during the day will need to be cleaned thoroughly each day. * 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 | **2** | **4** | **8** | * Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. * equipment and frequently touched surfaces are regularly cleaned * We have a book rotation system to ensure that books that go home are ‘quarantined’ for 72 hours before being returned to the shelf * 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). * Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers. We are still not using outdoor play equipment * Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance | **2** | **4** | **8** |
| **9.** | **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 [Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams). *(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: [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested), 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 to be used by:   + the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.   + staff caring for pupils with routine intimate care needs that involve the use of PPE   The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply   * If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) * Isolate the pupil / member of staff immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else. * Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteachers should communicate to staff that if they are displaying symptoms they should be tested ‘as soon as practicably possible.’ * For schools that purchase the HR Advisory Service, further information can be accessed here or through their designated HR Consultant <https://www.services2schools.co.uk/resources/personnel/wellbeing-benefits/coronavirus-hr-faqs> * **If 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. * 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. | **5** | **4** | **20** | * Child is isolated in the meeting room or head teachers office (whichever is free). * Room is thoroughly cleaned once child leaves * Room/area in which child/adult has been is thoroughly cleaned immediately and all children in the class are to wash their hands. * Arrange for deep clean of medical room and other facilities as necessary before they are used again. The updated [cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn. * Revise plans and PPE supplies in the light of experience or any updated guidance. * Staff with symptoms at work to be given a test by the school (while stocks last) to take home with them. Staff isolating from home could arrange for someone to pick one up from the school (not someone from their own household) | **3** | **4** | **12** |
| **10.** | **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](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res). | **2** | **4** | **8** | 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 [DfE full return to school guidance – section 5](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks) outlines the scope required and provides links to resources to support these plans. | **2** | **4** | **8** |

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

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| **Action** | **By Whom?** | **Deadline** | **Date Completed** |
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**Signature and review**

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| **Name of Manager:** | Andy McKechnie | **Signature of Manager:** | Andy McKechnie | **Date:** | 27.08.20 |
| **1st review undertaken on:** | Helen Pentecost | **Signature of Manager:** | Helen Pentecost | **Date:** | 30.09.20 |
| **2nd review undertaken on:** | Helen Pentecost | **Signature of Manager:** | Helen Pentecost | **Date:** | 09.11.20 |
| **3rd review undertaken on:** |  | **Signature of Manager:** |  | **Date:** |  |