



<b>RISK ASSESSMENT FOR:</b> School activities during COVID 19 outbreak. During this evolving situation please monitor and follow government guidance given in the web links provided  <p style="text-align: center;"><b>Revised Risk Assessment to cover the full return to school from September 2020 v.6 (18.9.20)</b></p>		
<b>Establishment:</b> Ashford CE Primary School	<b>Assessment by:</b> SLT	<b>Date:</b> 17 May 2020 updated 20.6.20 for increased pupils returning to school 12.7.20 for full return September 2020 v.2 - 28/8/2020 v.3 – 31.8.2020 v.4 - .3.9.20 v.5 – 16.9.20 – updated for FGB 24.9.20 v.6 18.9.20 (Following Spelthorne – Area of Concern watch List announcement)
<b>Risk assessment number/ref:</b> <b>Sept 2020 v.6 This document remains a dynamic working document which is updated as needed. The most recent version will be presented each month to FGB and then the website updated.</b>	<b>Headteacher Approval:</b>  <b>Chair of Governors Approval:</b>	<b>Date:</b>  Date:
<b>All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Y/N</b>		<b>Yes, circulated to all staff as part of plans</b>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
<b>AWARENESS OF AND ADHERENCE TO POLICIES AND PROCEDURES</b>	Staff (High risk), Pupils(Low risk) / wider contacts(High Risk)  Spread of COVID 19	<ul style="list-style-type: none"> <li>Health and Safety Policy has been updated in light of the COVID-19 advice</li> <li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li><b>Health and Safety Policy</b></li> <li><b>Infection Control Policy</b></li> <li><b>First Aid Policy</b></li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> </ul> </li> </ul>	1.Staff handbook distribution for Sept 20 to include all relevant policies and procedures and the RA. 2.Staff to sign to confirm that they have read and understood all the documents. 3.Briefing for office staff on ensuring continued confidentiality	SLT/WP	1.9.20

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		<ul style="list-style-type: none"> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <a href="#">Stay at Home</a> guidance.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• <a href="#">Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff.</a></li> <li>• Visors to be supplied to staff members who are unable to maintain social distancing due to meeting the needs of individual pupils.</li> <li>• The Staff and Volunteer handbook relating to confidentiality are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>			
<b>CLINICAL RISK TO INDIVIDUALS FROM COVID-19</b>	Staff (High risk), Pupils(Low risk) / wider contacts(High Risk)  Spread of COVID 19	<p><i>During Lockdown: Identify staff who can't return to school at this point and how they can work from home (for example, supporting remote education).            Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your local authority on your plans. From September continue to identify individuals at higher risk and with aim of all returning to school.</i></p> <p><b>Actions for lockdown:</b></p>	1. New Survey sent to all staff to update previous record and ensure latest information. 2. Identify any staff barriers to return not related to health i.e. childcare, travel etc. 3.Survey families to get an indication of possible attendance for these groups	WP  WP VE  SLT	15.5.20  15.5.20 15.5.20  19.5.20

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		<p>Identify (and record that this has been carried out for every individual) all staff and students who are either <a href="#">clinically vulnerable</a>, <a href="#">clinically extremely vulnerable/shielded</a> or have household members who are shielded, with the Head teacher prior to them entering the school.</p> <ul style="list-style-type: none"> <li>• ‘Clinically vulnerable’ children and staff should follow the advice of their doctor.</li> <li>• Those with a ‘clinically vulnerable’ household member can attend.</li> <li>• Those who are ‘clinically extremely vulnerable’/shielded should not attend up to 1.8.2020.</li> <li>• Those who live within someone ‘clinically extremely vulnerable’/shielded should only attend if stringent social distancing can be adhered to, and the individual understands and can comply up to 1.8.2020.</li> </ul> <p>Explore barriers to attendance with parents/ carers where there are concerns. (Fines for non-attendance cannot be issued for summer 2020 From 1.9.2020 all pupils and staff are expected to return to school.)</p> <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. <a href="#">Self-isolation guidance</a></p> <p>Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and headteacher. After 1.8.2020 all Clinically vulnerable staff may return to work</p> <p>Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and discuss the needs of individual pupils with parents/carers. Aim to minimise risk to child to no more risk in the school setting than at home for phased return from 1.6.2020 or to attend as vulnerable from 23.3.2020 (for access to school during the lockdown.) From September 2020 review vulnerable pupils and, where appropriate, assess the needs of the pupil in being able to access school and, in consultation with the parent agree plan for supporting pupils back to school.</p>	<p>4.Re-iterate self-isolation guidance to all – include in guidance letters to parents/staff</p> <p>5.Review advice to parents on attendance if a child feels generally unwell – symptoms not clear in children – “keep a child at home if they say they don’t feel well “</p> <p>6. Contact any staff member who has raised a concern re their health. 7.Ask for medical certificate and undertake an OH referral. Identify lower risk roles or adaptation to support staff and balance with needs of the school</p> <p>8.Identify possible roles for clinically vulnerable staff to reduce risk</p> <p>10. Undertake EHCP Risk Assessments through discussion with parents and review updated advice from SCC</p> <p>9.Admin meeting to discuss registers</p>	<p>SLT</p> <p>SLT/WP</p> <p>WP</p> <p>SLT/WP</p> <p>ZN</p> <p>WP</p>	<p>19.5.20</p> <p>21.5.20</p> <p>21.5.20</p> <p>18.5.20</p> <p>11.5.20</p> <p>20.5.20 9am</p>

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		<p>Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</p> <p>Plan to resume taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school.</p>			
<b>STAFF LEVELS</b>	<p>Staff (High risk), Pupils((Low risk) / wider contacts(High Risk)</p> <p>Spread of COVID 19</p>	<p><i>Consider options if necessary, staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers).</i></p> <p><i>Agree any flexible working arrangements needed to support changes to usual school/work patterns (for example, staggered start/end times).</i></p> <p><i>Agree staff workload expectations (including for leaders).</i></p> <p><b>Actions:</b>            Make decisions on staffing levels dependent on numbers / needs of pupils present in school.            Prior to opening, agree flexible working patterns to support changes to the school day/ class arrangement.            Review staffing levels and workloads daily.            Ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)            Options such as supply staff, splitting and alternating classes, SLT cover, partial closure may be required in event of staff shortages.</p> <p>Where staff are required (as part of their contract of employment) to be presents at more than one site, they should adhere to strict social distancing and hand washing in line with government guidance to eliminate the risk of cross contamination between sites. This requirement also applies to any supply staff needed at school for essential cover who may have been present at other sites not covered by this risk assessment.</p>	<p>1. Consider budgetary implications. For staff nos. to help with lunch and interventions</p> <p>2. Staggered start times agreed in plan</p> <p>Entry direct to classroom where possible to avoid cross over contact</p> <p>See FAQs to parents for staggered times</p> <p>3. Review staff workload – Governors consider SLT workload</p> <p>4. Allocate staff/pupil Bubbles to be maintained wherever possible and avoid viral spread/load across more than one Bubble.</p> <p>5. Check supply agency covid-19 compliance</p>	<p>SLT</p> <p>NM/SLT</p> <p>NM/SLT</p> <p>NM/SLT</p> <p>SLT/CoG</p> <p>SLT-Lead on KS1/EYFS LB</p> <p>WP</p>	<p>19.5.20</p> <p>13.7.20</p> <p>13.7.20</p> <p>13.7.20</p> <p>1.9.20</p> <p>3.7.20</p> <p>Prior to first booking</p>
<b>Minimise contact</b>		<p>The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:</p>	<p>1. Staff Rotas for PPA and cover to include minimum of changes of staff</p> <p>2. Review supply agency needs – avoid supply wherever possible to limit cross</p>	<p>RA/HB/SLT</p> <p>SLT/WP</p>	<p>1.9.20</p> <p>1.9.20</p>

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		<p>-Pupils ability to distance;            -The layout of the school site;            -The feasibility of keeping distinct groups separate while offering a broad curriculum</p> <p>More information on groups can be found <a href="#">in COVID-19: Guidance for full opening</a></p> <p>If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller groups within the class and making best use of outside learning – EYFS/Yr1</p> <p>Staff should only move between bubbles when absolutely necessary. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Adults to avoid close face to face contact and time spent within 1 metre of anyone.</p> <p>Pupils old enough should be supported to maintain distance and not touch staff and their peers.</p> <p>Classrooms and other learning environments are organised to maintain space between seats and desks where possible. Pupils are seated side by side and facing forwards, rather than face to face or side on.</p> <p>Large gatherings such as worship will be avoided and class worship using video and zoom will be considered. Avoided, and groups kept apart.</p> <p>The timetable is revised to implement where possible:            -Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;            -Maximise the number of lessons or classroom activities which could take place outdoors;            -Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time;            -Drop-off and collection times are staggered and communicated to parents;</p>	<p>contamination with other schools – seek consistent supply staff. (On-going)</p> <p>3.review classrooms to ensure that they all support forward facing rows</p> <p>4.Seek quotes for any adjustments needed – new lay organised for Yr4</p> <p>5.FAQs for parents and staff to communicate plans for September 20</p> <p>6.Review music /choir provision</p> <p>7.Revise visitor book to include phone number and email address to ensure any visitor to the site in contactable should there be a confirmed case in school</p> <p>8.Purchase of Perspex screens for TLA intervention – visor options</p> <p>9.Parents to be advised of PE arrangements within school – PE will be outside where possible. Pupils will attend and remain in their PE kit on their designated PE day.</p> <p>10. The choir and singing arrangements will be reviewed with the Director of Music to facilitate safe singing particularly in relation to Christian celebrations</p> <p>11. Review SLT classroom drop-in at weekly SLT meetings – ensure all SLT follow social distancing and do not stay within a classroom for more than 15</p>	<p>SLT/WP</p> <p>WP</p> <p>NM/SLT</p> <p>NM/AW</p> <p>VE/KH</p> <p>WP/Lmac</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>13.7.20</p> <p>13.7.20</p> <p>13.7.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>17.7.20</p> <p>28.7.20</p> <p>7.9.20</p> <p>2.9.20</p>

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		<p>-Parents' drop-off and pick-up protocols are planned and communicated so that they minimised adult to adult contact; Where practicable, Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk; Mixing within education or childcare setting is minimised by: accessing rooms directly from outside where possible; Circulation in corridors should be minimized and reviewed after first week; staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; The number of pupils using the toilet at any one time is limited; The use of shared space such as halls is limited and there is cleaning between use by different groups; The use of staff rooms and offices is staggered to limit occupancy. Staff providing 1 to 1 intervention where needs to be face to face be offered screens/visor protection</p> <p>Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.</p> <p>Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles;</p> <p>Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones for those with a privilege card. Bags are allowed.</p>	<p>minutes or visit without entering the classroom.</p> <p>12.Review staggered start/ending and access to the school site following experience of first day back at school. – this review resulted in additional access to site for Year 3 /4 vis the carpark gates – no access to car park 8.15am – 9.15am to staff or visitors</p>	SLT	3.9.2020

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		<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</p> <p>Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</p> <p>Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be undertaken where possible and large indoor spaces (Hall) used where not to ensure social distance between pupils and high levels of cleaning and hygiene required. <a href="#">COVID-19: Guidance on phased return of sport and recreations.</a></p> <p>Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size or making use of a larger space (Hall) , positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>Staff can work across different groups in order to deliver the school timetable (such as PPA), but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible</p>			

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		<p>from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>Classroom observations and visits by SLT will be limited to short visits of less than 15 minutes and 2m distancing observed by the individual SLT member.</p>			
<p><b>DIRECT TRANSMISSION OF CORONAVIRUS IN THE SCHOOL ENVIRONMENT THROUGH PERSON-TO-PERSON CONTACT/ COUGHING etc</b></p> <p><b>Physical arrangements</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>National Framework requirement: Decide the physical structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, class sizes, lunch queues, use of communal staff areas. Agree how safety measures and messages will be implemented and displayed around school.</p> <p>Agree whether breakfast clubs, lunch clubs and after-school clubs can operate (in line with the implementing protective measures in education and childcare settings guidance), and under what terms.</p> <p>Actions (Social distancing):</p> <p>Primary aged children are not expected to stay 2m apart, but where they can be kept 2m from each other and staff, they should be. Ensure that children, and staff where possible, only mix in the agreed bubble and that bubbles stay away from other people and groups.</p> <p>Set up desks as far apart as possible. Forward facing, in rows pupils side by side or avoid face to face contact.</p> <p>Designate areas for staff breaks that maintain social distancing and hygiene.</p> <p>During Hot weather do not use fans if anyone is showing signs of Covid-19 as it will spread the droplets further than the 2m usual safety net. Fans should be positioned to avoid any spread or just to be used by individuals. If at any point anyone in the bubble is displaying any symptoms the fans should immediately be switched off and the isolation procedure followed.</p>	<p>1.Classes not to be mixed for 2020 2.In some cases teachers will move up with their class 3.Review any individual pupil needs and address where appropriate</p> <p>4. Meet with Oscachs regarding their risk assessment- agree any adaptations</p> <p>5.Review use of air-con with Yr5 &amp; 6 Staff</p>	<p>SLT</p> <p>WP</p> <p>WP</p>	<p>29.6.20</p> <p>2.9.20</p> <p>1.9.20</p>

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		<p>If any staff member feels concerned about the use of air-con or fans in the room then they have the right to decide that they should not be used. If this is the case seek other options for ensuring pupils remain as cool as possible such as additional time outside in the shade (where it is possible to do this). The Yr5 and 6 classrooms have air-con sealed units which do not pull air in from outside, the air is filtered but not to aircraft standards, therefore, they only cool the air within the room. It is essential that these rooms are well ventilated if the air con is being used.</p>			
<p><b>Physical arrangements (continued)</b></p> <p><b>Arranging rooms &amp; limiting proximity</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres. <b>Maximum of normal class size within classroom – maximum of two year group bubbles in the Hall.</b> (DfE advice states primary aged children cannot be expected to remain 2 m apart.)</p> <p>Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Staff are to maintain a safe distance between each other (2 metres) Children must be encouraged to do the same. Consider marking out areas to help pupils visualize and maintain 2m distancing. Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Consider timetable adaption to utilise larger spaces ( hall etc.) to ensure 2m rule is enforced as far as possible. Re-plan lessons / activities to avoid shared resources.</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p>	<p>1.resolve storage issues for any furniture removed from class</p> <p>2. Review class sizes and agreed viability of opening. Taking account of latest guidance</p> <p>3.Agree the procedure for access to the toilet -measures to ensure only one person at a time.</p> <p>4.marking out areas of the playground to designate specifically for each 'Bubble in school.</p> <p>5. Consider timetable for the Hall if weather is bad (not needed yet)-review again</p> <p>6.Advise teachers to plan outdoor learning – making use of the field and segregated areas</p> <p>7.Continue use of zoom meetings where appropriate such as for meetings with professionals</p>	<p>WP</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT/AM</p> <p>SLT</p> <p>SLT Teachers</p>	<p>1.9.20</p> <p>29.6.20</p> <p>15.5.20</p> <p>W/b 1.6.20</p> <p>W/B 1.6.20 22.6.20</p> <p>22.5.20</p> <p>22.5.20 onwards</p>

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		<p><b>Meetings/1-2-1s/training</b> Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams etc.)</p> <p><b>Offices / IT suites etc</b> Workstations acceptable distance apart (2m) / alternate workstations occupied. One side of banks of desks used to avoid face to face contact across desks.</p> <p><b>Stairs / corridors</b> Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p><b>Toilets</b> Restrict the number of people using toilet facilities at any one time</p> <p><b>Break / Playgrounds</b> Avoid any group activities that require pupils to be in close physical contact with each other. Limit numbers zone areas and stagger breaks. Increased supervision to aid enforcement of social distancing as far as is reasonable. Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p> <p><b>Tier 4 Lockdown</b> If the school becomes part of a local lockdown area where tier 4 restrictions apply, we will move to remote learning for all pupils except for vulnerable pupils and children of critical workers, who will be asked to attend school full-time. Tier tiered approach outlined below)</p>	<p><b>8.Office changes</b> – limit access – no access from school side - Add screen to front desk – keep table or add floor marking to ensure 2m from office staff -No staff to use office phones -Signage -Discourage visitors encourage contact through email and phones -Ensure out of hours message is clear Only one visitor at a time in the office – signage and barrier at front of school</p> <p><b>9.Other room changes:</b> -Staff to use phones in other offices – staffroom, PPA room, SLT office to make calls to families. Staff to be advised to clean phone before and after use. -purchase of additional phone wipes(currently out of stock)</p> <p><b>10. Other measures:</b> Doors to be propped open to avoid touching – purchase additional door stops - purchase supplies ie bins with lids <b>11.Fire Drill carried out successfully</b></p>	<p>SLT</p> <p>WP/AM/ Office</p> <p>WP</p> <p>WP</p>	<p>Contin.</p> <p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p>
<b>DIRECT TRANSMISSION OF</b>		<i>National Framework requirement: Decide the organisational structures needed to limit risks and limit movement around the building(s) (for example, staggered starts and</i>	<b>1.Increase number of handwashing posters in class and around building</b>	WP/ZP	29.5.20

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<p><b>CORONAVIRUS IN THE SCHOOL ENVIRONMENT THROUGH PERSON-TO-PERSON CONTACT/ COUGHING etc</b></p> <p><b>Organisational arrangements – timetabling</b></p>		<p><i>break times, lunch queues, use of communal staff areas. Agree how safety measures and messages will be implemented and displayed around school.</i></p> <p><i>Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations, and required adjustments in practical lessons, and any approaches to ‘catch up’ support.</i></p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> <li><i>EYFS should make reasonable endeavours to deliver the learning and development requirements as well as possible in the circumstances.</i></li> <li><i>Schools and colleges can make decisions based on local context and staff capacity.</i></li> </ul> <p><b>Actions:</b></p> <p>Identify curriculum priorities for each age group, taking into account: mental health and wellbeing, any need for extra support to learn, where students are with their learning, adjustments to the curriculum, how best to support education of high needs groups. Liaison will be necessary between primary and secondary schools for year 6/7 transition.</p> <p>Arrange timetables to stagger break times, mealtimes, drop-off and pick-up, and any other pinch points when crowds may gather (brief transitory passing of other children in the corridor is low risk). Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, before and after eating. Hands should also be washed after going to the toilet.</p> <p>Clearly communicate to parents/ carers the arrangements for before and after school, and request them to maintain social distancing of 2m while in public.</p> <p>Do not hold any event or activity where small groups will be required to mix.</p> <p>Determine whether interventions are essential and ensure delivery in line with social distancing guidelines.</p> <p>Suspend hiring and lettings.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school’s / social distancing cannot be maintained.</p> <p>Ensure all arrangements are clearly communicated to and pupils.</p>	<p>2. Water fountains be taken out of action. Switch off water and cover with tape</p> <p>3. All pupils to bring their own water bottle – Purchase water in bottles from Costco – name any given out</p> <p>4.a Review ebug website for lesson plans regarding social distancing and hygiene etc.</p> <p>5.Add 2m markings to front of school</p> <p>6. Transition communication to secondary schools</p> <p>7. Staggered breaks and lunch from 3.6.20</p> <p>8.Contact Osaahs to confirm their plans not to open until September and seek their risk assessment</p> <p>9. No equipment (pens, toys, etc.) to be shared, unless cleaned between each Bubbles usage or stored for 72/48 hours. Pupils</p>	<p>AM</p> <p>WP</p> <p>SLT</p> <p>WP/AM</p> <p>ZN</p> <p>SLT</p> <p>WP</p> <p>SLT/ Teachers for hubs</p>	<p>29.5.20</p> <p>29.5.20</p> <p>1.6.20</p> <p>29.5.20</p> <p>30.6.20</p> <p>1.6.20</p> <p>18.5.20</p> <p>29.5.20</p> <p>5.6.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
			<p>should wash hands or sanitise after using shared resources in class bubble.</p> <p>Equipment available will be limited and disinfected daily.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Limit the amount of resources to what is needed for the group and clean after each use.</p> <p>Where possible reduce the number of items in the classrooms that are not necessary such as furniture.</p> <p>10.Laptops / Whiteboards etc to be cleaned on daily basis after use. Specialist antibac ordered safe for screens. AM to include in daily cleaning regime.</p>	WP/AM	
<b>Organisational arrangements (continued)</b> <b>Access to &amp; egress from site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. Introduce visual aids/floor markings to help parents socially distance and supervise entry and collection.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p>	<p>1. See current plans to be shared with parents 18.5.20 and prior to phased return. Plans for September shared with parents</p> <p>2. review staggered plan at end of week 2 – ensure segregation from existing Key worker provision. For September review staggering to avoid year group bubbles mixing</p> <p>3. Floor marking to be put in place</p>	<p>NM</p> <p>SLT</p> <p>AM</p>	<p>17.5.20 8.7.20</p> <p>11.6.20</p> <p>29.5.20</p> <p>29.5.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<p><b>Visitors</b> Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene.</p> <p><b>Staff</b> On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>	<p>4.hand sanitizer to be installed next to door into main part of the building</p> <p>5.See office section above</p> <p>6.Update staff guidance regarding handwashing on entry</p> <p>7.Add one-way system for drop off collection from hall doors – For September plan staggered start to 13lace13ze numbers on site and review after first day experience. (added additional entrance after day 1 to reduce numbers on site)</p>	<p>AM</p> <p>SLT/WP</p> <p>SLT</p>	<p>22.5.20</p> <p>2.6.20</p> <p>2.9.20</p>
<p><b>INDIRECT TRANSMISSION OF CORONAVIRUS THROUGH SURFACE CONTAMINATION</b></p> <p><b>Personal hygiene</b></p>		<p><i>National framework requirement: Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, books, toys, practical equipment).</i></p> <p>Actions (hygiene) Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up. Ensure soap and hand towels are regularly topped up at all washing stations. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. Site staff to regularly clean the hand washing facilities. Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. Tissues will be provided for classrooms. Staff to replenish as needed. Ensure bins are provided for tissues in every classroom. Ensure catch it, bin it, kill it message is displayed, discussed, and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>	<p>1.Additional orders to be placed for PPE products</p> <p>2. Add posters</p>	<p>WP/AM</p> <p>ZN</p>	<p>22.5.20</p> <p>20.5.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
<b>Cleaning</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><i>National Framework requirement: Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.</i></p> <p><b>Actions (cleaning)</b></p> <p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p><b>When cleaning a contaminated area</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Fluid resistant surgical mask if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.</li> </ul>	<p>1.Work with Nviro to bring cleaning hours back up to the full allocation</p> <p>2.Agree cleaning regime for continued deep clean with DE and AM</p> <p>3.Midpoint cleaning of door handles etc – staff in classes Cleaning products in class</p> <p>4.PPE needs for Caretaking team to be discussed and agreed with AM and DE</p> <p>5.WP Liaise with Nviro to ensure that they comply with enhanced measures</p> <p>6. Toilet checks during the day</p> <p>7.Research new products being used 28 day Antibac Santiser products to be added to furniture and touch points to enhance daily cleaning regimes</p>	<p>WP</p> <p>WP/AM DE</p> <p>All in school</p> <p>WP</p> <p>WP</p> <p>WP</p> <p>WP</p> <p>WP/AM/DE</p>	<p>22.5.20</p> <p>22.5.20</p> <p>18.5.20</p> <p>22.5.20</p> <p>22.5.20</p> <p>From 1.6.20</p> <p>1.9.20</p> <p>1.9.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks, and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p> <p>Different groups/ "Bubbles" do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet.</p> <p>The COVID-19: cleaning of non-healthcare settings guidance is followed. Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.</p> <p>The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p>	<p>8.WP to keep a record of monitoring of cleaning standards and discuss with Nviro</p>		
<p><b>Contact points</b> <b>Equipment use</b> <b>printers,</b> <b>workstations,</b> <b>apparatus,</b> <b>machinery etc.</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Actions (cleaning – continued)</b></p> <p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p><b>Activities and resources</b> Re-plan lessons / activities to avoid shared resources.</p>	<p>1.Purchase of specialist cleaning products</p> <p>2.daily cleaning of technology used in school.</p>	<p>WP</p> <p>AM</p>	<p>15.6.20</p> <p>2.6.20</p>

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		<p>Limit practical work in DT, science. Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	<p>3. Each bubble to have their own resources – no sharing of resources across bubbles. EYFS use items easy to clean. Stock of Milton sterilizing fluid available for soaking plastic items</p> <p>4. Pupils given own books etc and trays limit sharing of equipment. Equipment can be shared in the bubble as long as handwashing is taking place after use – regular cleaning regime for equipment</p>	<p>Teachers WP</p> <p>WP/Teachers</p>	<p>1.6.20</p> <p>1.6.20</p>
<b>ADHERENCE TO RULES WITHIN SCHOOL</b>		<p><i>National framework requirements: Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents and review uniform expectations.</i></p> <p><b>Actions:</b> Update behaviour policies Communicate the new rules to staff, students and parents Reinforce the new rules through daily teacher reminders Display the new rules prominently through the school and at the gate</p>	<p>1. Rules to be included in plan – new posters around school advice to parents New home school agreement amendment for covid-19</p>	NM	18.5.20
<b>Lunchtimes and Use of Hall</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirements: Work with your catering supplier to ensure meals are available for all children in school. Also, consider your arrangements for those year groups still out of school and eligible for benefits related free school meals.</i></p> <p><i>Guidance: Schools need to provide meals including Free School Meals, to reopen their kitchens and ensure food preparation and serving meets protective measures standards. Continue to offer meals/ food parcels for benefits-related FSM pupils who are not in school.</i></p> <p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p>	<p>All Meals in hall on staggered 2 bubble rota. -packed lunch for first 5 days to ensure any issues are ironed out before hot meals commence -Hand washing/16lace16zer16 before and after meals -no sharing -easy to eat meal avoid staff intervention</p>	<p>SLT</p> <p>SLT</p>	<p>1.6.20</p> <p>1.6.20</p>

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		<p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Reinforce handwashing prior to eating food and after food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All persons should be kept as far apart as possible whilst eating</p> <p>Pupils to eat in their allocated groups. Introduce controlled queuing to aid social distancing (markers on the ground) – provide Perspex screen to the hatch area to enable catering staff to be distanced – part funded by 12 15 if necessary</p> <p>Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each session</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up except staff with PPE.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles etc.</p> <p>Review hall procedures following full use (Reception classes starting lunch) 18.9.2020 – experience of first two full days.</p>	<p>1. Staff to be told that they should avoid leaving site – school lunch can be purchased by staff member)</p> <p>2. Pupils to bring water bottles – caterer won't be providing water bottles – school to buy a supply</p> <p>3. see Lunch break – see rota and staff allocated to each class</p> <p>4. Bins with lids to be added to each room – double bagging before disposal. Order of 20 extra bins due 6.6.20</p> <p>5. Clearing stations to be reviewed with catering staff and flight trays to be provided for all meals to reduce movement – cutlery to be put on the flight tray to avoid cross contamination. WP to work with Twelve-15 to agree changes to working practice. Length of lunch time might need to increase by 30 minutes – implication for funding of additional cost.</p> <p>7. Purchase of Perspex screen – to be part funded by twelve-15 if necessary</p> <p>8. Review staffing for Hall to limit cross over between bubbles</p>	<p>WP</p> <p>SLT</p> <p>AM/DE</p> <p>WP</p> <p>WP</p> <p>WP</p> <p>SLT</p>	<p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>7.9.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
			9.Hall staff working in the Hall to wear visor and gloves except reception staff who are working directly with their bubbles/classes)	SLT	18.9.2020
<b>Travel off site</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Travel is only required for essential purposes. No offsite visits run.  Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).  All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals may consider wearing a non-medical face covering, if it can be done safely.  Parents and pupils are discouraged from using public transport, where possible particularly during peak times.	1.No travel off site except to Laleham 2.If there is a confirmed case at either the Ashford or Laleham School staff should consider whether they have had any close contact and the appropriate measures in line with government guidance followed.  3.Any staff working on both sites should take necessary precautions to maintain the required 2m social distancing indoors and good hand washing.  4. Discuss travel to and from work with staff 5.Advice to parents on their travel to school in FAQs	SLT  NM  SLT/ Contracted staff  WP	1.6.20  4.9.20  4.9.20  30.6.20
<b>Contractors</b>	Contractors, Staff, Students / pupils / wider contacts,	Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.	1.Discussion with Quatrefoils re current works  2.AM to be aware for buyback works	WP  WP	22.5.20  18.5.20

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
	Spread of COVID 19	<p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</p> <p>Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment.</p>			
<p><b>Lack of awareness of PHE / school controls Including Good Hand Hygiene</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Ensure good, clear communications with parents/carers and wider school community  <i>The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</i>  <i>Supervision of hand sanitizer use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly.</i>  <i>The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.</i>  <i>Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.</i>  <i>Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments.</i></p>	<p>1. Poster – ZP to do</p> <p>2. Advice to parents FAQs to be sent out before end of term to include current advice.</p> <p>3. Update advice to parents on face coverings</p>	<p>ZP</p> <p>NM/SLT/WP</p> <p>NM</p>	<p>20.5.20</p> <p>28.8.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
Provision of first aid	Staff, Students / pupils / wider contacts	It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.	1.First Aid to be provided in class unless more intensive support needed then Business Office is to be used. (Medical Room is to be used for isolation only )	WP	22.5.20
	Spread of COVID 19	Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b>	2.Stock of medical supplies to be checked	ZP	22.5.20
		First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.	3.Waiting area for first aid issues for collection – soft chair outside zebra class – then cleaned with spray disinfectant	WP	18.5.20
		If daily medication is administered from 1 <sup>st</sup> aid rooms then consider if this needs relocating to reduce demand on space.	4.Medical red bags to be checked to ensure first aid supplies are adequate and any medication included	WP/ Teacher	22.5.20

<b>Provision of personal care</b>	Staff, Students / pupils / wider contacts	<p><i>National Framework requirement:</i>  <i>Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</i></p>	1. Poster of PPE protocols for Isolation room	WP	22.5.20
	Spread of COVID 19	<p>Establish procurement route, stock monitoring and ordering system. Ensure staff know the whereabouts of PPE, and are trained to use it safely.</p> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> <li>children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</li> <li>More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</li> <li>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> </ul> <p>PPE is required if a child or staff falls ill and requires direct personal care on site:</p> <ul style="list-style-type: none"> <li>Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li> <li>Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> <li>Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> </ul> <p>Review PPE protocols for routine provision of intimate care and ensure adequate supply.</p>	2. Contact SCC re. masks for medical room – provided	WP	22.5.20
			3. Protocol pupil with symptoms or saying they feel unwell.	WP	22.5.20
			4. Procurement of PPE on going	WP/AM	Ongoing
			5. DFE issued supply of Covid19 home tests for anyone unable to access their own test arrangements	WP/VE	28.8.20
			6. Additional supplies of face masks and Visor ordered to be prepared in case of changes to current DFE recommendations	WP	28.8.20

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).  Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants  Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.	5. New Fire Procedures to be reviewed for addition – currently no PEEPs needed in school - successful fire drill completed for Autumn term 9.9.2020 – social distancing of bubbles in place.	WP	18.5.20
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place.  Hands are to be thoroughly washed after handling all deliveries or waste materials.  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	1.Sept deliveries arriving – only one member of staff to deal with each delivery. “Center of operations” for Sept stock sorting. Delivery only to door. Increased hygiene to include sanitiser whilst sorting new stock. Leave for 48 hours before sorting where possible.	WP	ongoing
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all ‘normal’ tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets through in areas of the school which have been closed for period of time.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	1.Review of all compliance arrangements – review of compliance checking for summer – schedule for PAT testing updated.	WP/AM	1.6.20 1.7.20
<b>SUSPECTED CASE ON-SITE</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	National Framework requirement:  Plan the school level response should someone fall ill on site (in line with relevant government guidance).  Main symptoms of COVID-19 are a temperature (37.8°C+ )and/ or new, continuous cough, or a change or loss of taste or smell.  Actions: Establish protocol and train all staff on swift and safe response to suspected cases on site.	1.Protocol to be displayed in isolation room  2.Single use tempdots in place – individual to use not staff – checker must wear gloves. Additional forehead temp scanner purchased  3.Ensure adequate staff who have been trained in clearing / cleaning	WP  WP  WP	1.6.20  22.6.20  22.6.20

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<p>Communicate protocol clearly to parents and carers. Designate waiting room/s for symptomatic child/children waiting to be collected. Acquire PPE<sup>1</sup> for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system. Consider information leaflet for parents on isolation, testing and notification procedure Set up log of symptomatic individuals, tests taken, test results.</p> <p>E.g. Considerations for protocol: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</a></p> <ul style="list-style-type: none"> <li>• Ensure all children are reminded daily to inform their teacher if they feel poorly</li> <li>• Establish clear communication protocol in school, for quickly notifying key staff and parent/carer</li> <li>• Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training</li> <li>• Child/ staff member with symptoms should go home as soon as possible.</li> <li>• While waiting for collection, the child should wait in a well-ventilated room, or if they cannot be isolated then move them to an area which is at least 2m away from others</li> <li>• PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: <ul style="list-style-type: none"> <li>○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li> <li>○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> <li>○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> </ul> </li> <li>• Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help</li> </ul>	<p>following incidents are on site when no caretakers available.</p> <p>4.Order new PPE for caretakers including face shields, and medical grade masks – expected by 30.6.20</p> <p>5.New bubbles or children added to bubbles(Children new to the school) – staff to reiterate hygiene and social distancing rules.</p> <p>6.Revised Home School Agreement to be given to parents on arrival.</p> <p>7.Ensure families have advice on covid-19 requirements and advise of links to government information</p>	<p>WP</p> <p>ALL</p> <p>WP</p> <p>WP</p> <p>NM</p>	<p>30.6.20</p> <p>6/7/20</p> <p>6/7/20</p> <p>1/9/20</p> <p>1.7.20</p>

<sup>1</sup> Obtain through local PPE chains, or if difficult to obtain, approach local resilience forum.

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<ul style="list-style-type: none"> <li>• Advise that testing is available for symptomatic staff <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> and children (aged 5 or over, via <a href="#">111 online service</a>; aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly</li> <li>• Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Clean the affected area with normal household disinfectant</li> <li>• Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive.</li> <li>• Headteacher follow up if test result is not received.</li> <li>• If one student or teacher tests positive for coronavirus, the whole class / group may need to be sent home and advised to self-isolate for 14 days (the other household members of the wider class or group do not need to self-isolate unless the child or staff member they with in that group subsequently develops symptoms). Seek <a href="#">Advice from PHE immediately and the Area School Team advised</a>. <a href="#">New guidance 16.9.20 new DFE Helpline for reporting positive cases</a>.</li> <li>• Log completed</li> <li>• If there is a confirmed case in the partnership school other site and the staff member who has not been in close contact with the individual with covid-19 they should however, avoid contact with pupils and bubbles on the other site for a period of 5 days as a precaution in case symptoms should develop. In cases where close contact has been identifies the staff member should self-isolate in line with government guidance.</li> </ul> <p>Always call 999 in an emergency.</p> <p>Isolation rules <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>:</p> <ul style="list-style-type: none"> <li>• Symptomatic individuals should self-isolate for 10 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist).</li> </ul>			

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<ul style="list-style-type: none"> <li>Household members should self-isolate for 14 days.</li> <li>If household members develop symptoms, they should isolate for 10 days (or longer if still unwell) from the start of their symptoms.</li> <li>There is no need for households to start their isolation again if a second member falls ill.</li> <li>On receipt of a negative test result, a pupil or staff member may return.</li> </ul> <p>Testing is available for all staff, pupils and their households.</p>			
<p><b>Response to infection</b> <b>Test and trace</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> <li>NHS Test and Trace process to be followed and understand how to contact their local <a href="#">Public Health England health protection team</a>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li><a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li><a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> <li>A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.</li> <li>The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> <li>If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> </ul> </li> </ul>	<p><b>1.Update medical protocol</b></p> <p><b>2.Home tests received – review and order more when necessary – on-going new order placed 17.9.20</b></p> <p><b>3. Reminder of advice on self-isolating to be sent to parents</b></p>	<p>WP</p> <p>WP</p> <p>NM</p>	<p>1.9.20</p> <p>27.8.20</p> <p>27.8.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		If someone test positive they should follow the ' <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> ' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days			
<b>Response to infection</b>  Contain any outbreaks		<ul style="list-style-type: none"> <li>If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.</li> <li>Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> <li>In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.</li> <li>Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> <li><b>New guidance published 16.9.20 – Positive Confirmed Case reporting to DFE helpline 080046 8687 lines open M-F 8 -6pm and 10-4pm on weekends. FOR POSITIVE CASES ONLY</b></li> </ul>	<p>1.SLT to plan for immediate response to remote learning should this be needed</p> <p>2.Ensure SLT are aware of new guidance on reporting positive cases and have access to appropriate phone numbers</p>	SLT/Teachers  WP	1.9.20  16.9.20
<b>Emergencies</b>		<ul style="list-style-type: none"> <li>All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	<p>1.Office to send out details to parents of parentlite to ensure that details are up to date.</p> <p>2.review of contacts to take place and parents contacted who have failed to provide additional contacts</p> <p>3.Article for Highlights</p>	WP/VE	30.9.20

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
<b>Increasing numbers of pupils within school</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>Organise bubbles/class staff to ensure that they are consistent</li> <li>Ensure staff reiterate rules and hygiene on day1</li> <li>Timetabling review for use of outside spaces</li> <li>Pupils will be kept in the same small bubbles each day.</li> <li>Pupil groups will have staggered timetables, including for break and lunch times, drop off and pick up times, to avoid too many pupils being in one place at the same time.</li> <li>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</li> <li>Rooms will be accessed directly from outside where possible, and any corridors will have limited circulation (one-way system to be reviewed but unlikely to be practical)</li> <li>All shared rooms will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. Toilet use will be managed to avoid crowding.</li> <li>Note: Rule of six does not apply to schools</li> <li>Publicise Hands Face, Space campaign and messages</li> </ul>	<p>1.FAQ to staff reminding to go over the school rules and classroom arrangements on day 1 and reiterate again later in week</p> <p>2.Ensure adequate break-out spaces to support grouping within bubbles to help with delivery of curriculum</p> <p>3.email to staff regarding revised timetable for outside spaces</p>	<p>NM/SLT</p> <p>HB/RA Rotas</p> <p>HB(First few days email)</p>	<p>13.7.20</p> <p>1.9.20</p> <p>13.7.20</p>
<b>Staff returning to full hours</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>Increased numbers in school need constant reminders of social distancing</li> <li>Limit numbers in staffroom at any one time</li> <li>Poster and advice review across the school</li> <li>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</li> <li>Additional work areas to be allocated – 2 only in PPA room, 1 person in SLT office, work areas in Buffalo class and Llama class. Dolphins computer access. New workstation set up in hall room. Reallocate laptops as required.</li> <li>Mobile webcam purchased for zoom meetings</li> <li>Support staff offered condensed hours where appropriate for the role</li> </ul>	<p>1.Email to TLASs explaining options for condensed hours</p> <p>2.Signage regarding use of rooms</p> <p>3.Try out webcam</p> <p>4.Gloves and sanitizer added by Riso</p> <p>5.Sanitizer added to tea and coffee area in staffroom</p> <p>6.Continue to limit numbers in staffroom</p> <p>7.Vulnerable staff supported to have breaks in other areas if they don't want to access staffroom</p> <p>8.OH referrals completed for staff with health vulnerabilities and risk assessment in place where needed</p>	WP/SLT	23.6.20

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
<p><b>Movement of pupils between bubbles</b></p> <p><b>Families being split between bubbles</b></p> <p><b>Staff and family members being split over different bubbles</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> <li>Pupils will be kept in the same Bubbles at all times each day unless the mental health or wellbeing of a pupil might be compromised ie relationship issue in the bubble, imbalance or staff recognise it is in best of interest of child to move. Pupils in a year group may attend an intervention within the year group bubble. This increases risk to closure for families and staff but with the reduction in risk level to 1:1700 it is a balanced risk as the lockdown requirements eased. From September all pupils return to their class grouping. Families will be split over bubbles.</li> <li>Family members who are in different year groups but require a family intervention should continue to access this resource for their health and wellbeing.</li> <li>Staffing needs to maintain consistency particularly in KS1 necessitate a split for staff member pupils to different year groups</li> </ul>	<p>1.Ensure that the staff lead of bubble to which the child is proposed to move is happy with the change and understand the reasons</p> <p>2.Discuss with staff affected by contact with multiple bubbles due to being a staff members and a parent. Provide a support and risk assess if required.</p>	<p>WP/SLT</p> <p>WP</p>	<p>6/7/20</p> <p>6/7/20</p>
<p><b>Keyworker provision continuing into summer holidays – Government guidance states not requirement to provide</b></p>	<p>Keyworker families if unable to obtain childcare in holiday period</p>	<ul style="list-style-type: none"> <li>Impact of school works and caretaker leave</li> <li>Need for staff to have a break from school</li> <li>Unable to fund provision from within the school budget</li> <li>School has never previously providing holiday provision and therefore families have found alternative provision</li> </ul>	<p>1.Liaise with Sport Focus and SST to check whether any open schemes are available and notify parents to ensure they are aware of local provision</p>	<p>WP</p>	<p>6.7.20</p>
<p><b>Dealing with Anxiety Mental Health and Wellbeing</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> <li>Guidance provides for Clinical highly vulnerable and vulnerable staff to return to work. Once school is fully operational there is little opportunity to work from home.</li> <li>OH referrals for staff in groups – additional referral if staff members identifies any new concern.</li> <li>PPE requirement in line with advice from OH. Social Distancing to be strictly observed – individual to also take responsibility for ensuring the social distancing.</li> <li>Individual risk assessment or plan for staff or pupils where appropriate and where this has been requested by the parent or staff member</li> <li>Review any needs for staff in relation to pregnancy</li> </ul>	<p>1.Ensure all staff complete the anxiety and covid-19 training</p> <p>2.review mental health &amp; wellbeing Policy</p>	<p>WP</p> <p>WP/NM/AF/Wellbeing team</p>	<p>13.7.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<ul style="list-style-type: none"> <li>• Training for staff</li> <li>• HB written first 3 days guidance for staff on delivering mental health and wellbeing- building resilience sessions</li> <li>• New guidance 15.9.20 Inclusion Leader to review services for vulnerable pupils and recommend Barnardo's "See, Hear Respond" service – on line hub for support and information</li> </ul>	3.ZN to review access to Barnardos "See Hear, Respond Service"	ZN 30.9.20	30.9.20
<b>Increase cases within the local area – Added Spelthorne to Government watch list (Spelthorne is an area of concern)</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>• Significant increases in cases in local area increases risk to a confirmed case in school. Ensure staff are aware of the notice of Spelthorne being added to watch list.</li> <li>• Review staggered entrances and start and finish times to ensure opportunities for social distancing - possibility of using different doors to be considered.</li> <li>• Encourage parents/carers to follow social distancing rules</li> <li>• Consider encouraging parent/carers to wear face masks whilst dropping off and picking up</li> <li>• Discuss any implications with supply agency</li> <li>• Review staff numbers in hall to reduce contacts</li> <li>• SLT to review observation/classroom visits protocol – all observations to be less than 15 minutes – SLT to wear masks and visors- sanitiser to be carried and used on entry and exit</li> <li>• Review communication with parents to reassure that school is taking measures to minimise risks within school</li> </ul>	<p>1.Staff briefing 18.9.20 to include notice of increased cases and reminders of social distancing and "Hands, Face, Space"</p> <p>2.All staff on gate/door duty to wear visor – additional visors purchased</p> <p>3.Contact with supply agency 19.9.20</p> <p>4.Staff requested to complete a new individual risk assessment if they fall into an "at risk" category</p> <p>5.More guidance to parents</p>	<p>RA 18.9.20</p> <p>WP</p> <p>WP</p> <p>RA text</p>	<p>18.9.20</p> <p>18.9.20</p> <p>19.9.20</p> <p>19.9.20</p>
<b>Parents Evening – opportunities for parents to meet face to face with the teacher</b>	Staff and parents	<ul style="list-style-type: none"> <li>• Survey parents to ascertain numbers who want the reassurance of a face to face meeting or would prefer a phone call.</li> <li>• 1 year group per night set up in hall . table for teacher, large Perspex screen and further table. Sanitser on entrance and exit.</li> <li>• Parents to wait outside until their appointment time</li> <li>• One door in and separate door out for each class. – making use of all 4 fire doors.</li> </ul>	1.Parents advised of opportunity to meet with teacher or have a phone call– The decision to offer face to face meetings even with full access to screens etc will be reviewed as advice continues to change over the next week	VE	25.9.20

## Relevant links

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Updated guidance on who should wear masks : <https://www.who.int/news-room/q-a-detail/q-a-children-and-masks-related-to-covid-19>

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

## Government Coronavirus Guidance

The suite of guidance for schools: [Coronavirus: education and childcare](#)

New since the August Bulletin:

- [Containing and managing local coronavirus outbreaks](#) including government's 4 tier approach, and [how schools can plan for tier 2 local restrictions](#)
- [Summary guidance on appeals, malpractice and maladministration complaints for GCSE, As and A level grades](#)
- [Coronavirus: home test kits for schools](#); there will be an initial supply to each school
- [Face coverings in education](#)

Updated sections include:

- [Actions for schools during the coronavirus outbreak/guidance for full opening of schools](#)
- [What parents and carers need to know about early years providers, schools and colleges during the autumn term](#), updates on admissions, travel, EHCPs, wellbeing/online safety, exams/assessment and face coverings.
- [Behaviour and discipline in schools](#), new checklist to support reopening added.
- [School attendance guidance](#) and [Recording attendance during the coronavirus outbreak](#) with new form and guidance for use from 1 September.
- [Providing school meals during the coronavirus outbreak](#)
- [School exclusion](#)
- [School and college responsibility for autumn exams](#)
- [Taking exams during the coronavirus outbreak](#) to reflect changes over the summer.
- [Education, health and care needs assessments and plans: guidance on temporary legislative changes during coronavirus](#) to confirm the changes will end on 25 September.
- [Coronavirus catch up premium](#)
- [Reducing burdens on educational and care settings](#): school workforce census will now continue.

Other relevant government guidance:

- [Education action cards](#) from Public Health England

- [NHS/government test and trace guidance for employers](#)
- [Cleaning in non-healthcare settings outside the home](#)
- [Safer travel guidance](#) and the latest from [Transport for London](#)
- [Working safely during coronavirus](#), may be useful for school offices

Government guidance must be your first point of reference, alongside any information from your local authority.

Please keep your link adviser up to date with arrangements and plans at your school.

## Annex 1:

### School Response to Government Guidance Coronavirus - Containing and managing local coronavirus (COVID-19) outbreaks

[https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers?utm\\_campaign=1974581\\_Plan%20B%3A%20the%20government%27s%20new%20lockdown%20plans&utm\\_medium=email&utm\\_source=National%20Association%20of%20Head%20Teachers&dm\\_i=3OT7,16BLH,1GAVAZ,46FFU,1#annex-3-tiers-of-national-restriction](https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers?utm_campaign=1974581_Plan%20B%3A%20the%20government%27s%20new%20lockdown%20plans&utm_medium=email&utm_source=National%20Association%20of%20Head%20Teachers&dm_i=3OT7,16BLH,1GAVAZ,46FFU,1#annex-3-tiers-of-national-restriction)

The above guidance provides the framework for the response to tiers of restriction. The guidance states that “ In local areas where restrictions have been implemented for certain sectors (from national direction), we anticipate that education and childcare will usually remain fully open to all”

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
<p><b>Tier 1 local restriction in response to national government intervention – School to remain open unless advised otherwise</b></p>	<p>Staff, pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> <li>• <b>Communication to parents/staff about safety measures in school and any enhanced arrangements</b></li> <li>• <b>Review staffing levels</b></li> <li>• <b>Identify staff who live outside area of lockdown and discuss with them how they travel to school and personal measures to avoid spread of infection</b></li> <li>• <b>Review current staggering of start and end of day and lunchtimes</b></li> <li>• <b>Discuss with agencies any staffing needs and aim to achieve consistent supply staff</b></li> <li>• <b>Work with staff to encourage limited contacts outside of home/school</b></li> <li>• <b>Provide guidance to families on reducing contacts</b></li> <li>• <b>Review Risk Assessments for vulnerable staff and pupils</b></li>   <li>• <b>Consider the response should a local area of restriction be imposed on an adjoining area. i.e. Staff who live in an area of local restriction who attend school in an area which is not under local restriction. Ensure staff understand their key worker role. Discuss the need to comply with the restrictions outside of work and review current role within school to reduce risk.</b></li> <li>• <b>Review out of school hours provision – clubs and Osaahs. Work with Osaahs to facilitate keyworker childcare.</b></li> <li>• <b>Continue to monitor and review cleaning standards and consider adaptations or further limit movements within school i.e.(lunches in class)– review bubbles consider implications for moving to class bubbles rather than yr gp bubbles.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Review current guidance on face coverings – ensure adequate supplies are available in school if needed</b></li> <li>• <b>Review social distancing for pupils – further education</b></li> <li>• <b>Review Health and Wellbeing for whole school community - needs of staff, pupils and parents –i.e. how to build confidence to ensure attendance</b></li> </ul>	<p><b>SLT</b></p>	<p><b>On notification of move to Tier 1</b></p>

<b>Tier 2 local restriction in response to national government intervention – School to remain open unless advised otherwise</b>	Staff, pupils / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>• <b>As above for Tier 1</b></li> <li>• <b>Review staffing in relation to childcare needs related to staff with children at Secondary School who will be moving to a rota position. Reiterate options for full-time attendance at secondary School for children of staff children due to requirement for full time attendance related to being critical staff.</b></li> <li>• <b>Review staggered starts in relation to support to parents to enable older children to be taken to school if no public transport option.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ensure Good communication and reassurances to parents about school attendance.</b></li> </ul>	SLT	<b>Throughout local restriction</b>
<b>Tier 3 local restriction in response to national government intervention – School to remain open unless advised otherwise</b>	Staff, pupils / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>• <b>As above for Tier 1 &amp; 2</b></li> <li>• <b>Risk assess staffing levels in relation to childcare issues/remote learning implications for staff with children at Secondary School who will be at home.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Work with supply agencies to fill any staffing needs – aiming for consistent supply staff</b></li> <li>• <b>Work with Inclusion team regarding any pupil attendance concerns or barriers to accessing education</b></li> </ul>	SLT	<b>Throughout local restriction</b>
<b>Tier 4 local restriction in response to national government intervention – School to remain open for priority groups only</b>	Staff, pupils / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>• <b>As above for Tiers 1,2 &amp;3</b></li> <li>• <b>School only open to priority groups - ensure critical worker lists up to date</b></li> <li>• <b>Review staffing levels – rota for attendance ensuring bubbles are small</b></li> <li>• <b>Ensure remote learning in place and ready to be rolled out with start of Tier 4 implementation</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Remote Learning available – including use of Microsoft teams for some degree of teacher input</b></li> </ul>	SLT	<b>Throughout local restriction</b>