

## WILLINGDON COMMUNITY SCHOOL RISK ASSESSMENT FORM

<b>Workplace</b>	WILLINGDON COMMUNITY SCHOOL	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Department</b>	Education	Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Risk Assessor</b>	Emily Beer/Andy Webb	Unlikely	2	Minor (injury and up to 7 days off)
<b>Room/Area</b>	School environment	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	<b>Preparing for the full reopening of school in September 2020</b>	Likely	4	Major (death or serious injury)
<b>Date</b>	4 <sup>th</sup> November 2020 (v5.0 Update)	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of activity</b>	Reopening of school for all year groups	<b>Low = 1-8</b>	<b>Medium = 9-14</b>	<b>High = 15-25</b>

**This model document was initially updated on 1<sup>st</sup> September 2020 with various updates, up to and including 4th November 2020. It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.**

**This document supports the full reopening in September 2020.**

This document has been compiled in support of the following documents:

- Updated Planning document for full reopening
- School Zone area map
- Useful government referral links detailed throughout risk assessment
- The risk assessment will be reviewed continually in light of school circumstances when the school is reopened and also to take into account any future changes in Government, Local Authority or Public Health advice/updates.

*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 students (HSE would expect all employers with over 50 staff to do so).*

The [DfE latest documents and guidance webpage](#) is being updated regularly

## COVID-19

### Suspected cases:

- If anyone (staff or student) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.

### Confirmed cases:

- Having been notified of a positive COVID-19 test result for a member of staff or a student, the school will contact the dedicated DfE helpline as soon as practicably possible. **Telephone – 0800 046 8687, Option 1.**
- The school will then take actions following the guidance of the DfE and NHS Advice Team.
- The provider should alert the local authority to a confirmed case by e-mailing [COVID19.SchoolsInformation@eastsussex.gov.uk](mailto:COVID19.SchoolsInformation@eastsussex.gov.uk)

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	Potential contamination arising from the staff and students working onsite during the preparation for the full reopening of school	All members of staff and the limited numbers of students currently attending school	<ul style="list-style-type: none"> <li>• Maintain and monitor the school's current Phased Return Risk Assessment Control Measures up until 1 September 2020.</li> <li>• Ensure HT, SLT and DSLs are appropriately up-to-date with the DfE full return to school guidance, including all updates. See <a href="#">Guidance for full opening – schools</a></li> <li>• Provide regular updates for governors. See <a href="#">Guidance for full opening – schools</a></li> <li>• Revisit and update risk assessments for September building on the</li> </ul>	2	3	6				

			<p>COVID-19 learning and practices already developed in school. Share Risk assessments online through the school website as good practice.</p> <ul style="list-style-type: none"> <li>• Reassure parents and pupils by communicating the additional risk assessments and control measures that are currently being taken</li> <li>• Continue routine updates to the school's staffing audit as situations may change. Undertake risk assessments with staff considered to be vulnerable. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders. Staff to inform HR/Head of changes to personal circumstances and evidence if unable to return to school</li> <li>• Clinically Extremely Vulnerable (CEV) employees should work from home during the period of national restrictions, and schools should consider what arrangements could be made for the teacher to deliver lessons virtually from home, where possible, with support staff supporting children in the classroom. <b>Should staff expressly wish to remain in school for wellbeing purposes, risk assessments will be reviewed, agreed in writing with the staff member and updated to reflect this. This arrangement shall be subject to ongoing monitoring by both staff and school whilst current guidance applies.</b></li> </ul>	2	4	8				
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			<ul style="list-style-type: none"> <li>Adapting offices/work spaces where possible, to enable social distancing for returning teaching and support staff. Use of staff rooms and offices staggered with split break/lunchtimes</li> <li>Consider any roles that could be undertaken from home reducing the number of staff in offices, taking into account the operational needs of the school.</li> <li>The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.</li> <li>SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term</li> <li>Updated Health &amp; Safety, and safeguarding policies &amp; practices produced during the lockdown period when school was open to limited numbers.</li> <li>Tell students, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the <u>COVID-19: guidance for households with possible coronavirus infection</u>)</li> <li>Operate and arrange the school into zones, and ensure staff are made aware of arrangements for the full reopening.</li> </ul>	2	3	6				
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			<ul style="list-style-type: none"> <li>• Encourage all staff to be off site by 5pm (excluding site and cleaning staff)</li> <li>• Follow the Government's updated <u>COVID-19 cleaning of non-healthcare settings guidance</u></li> <li>• Any person needing to sign in will need to follow the new signing in arrangements in Reception</li> <li>• Review H&amp;S compliance checks as appropriate - <u>Managing school premises during the coronavirus outbreak</u></li> <li>• The school would work with authorities and parents / carers, the Public Health Team, Local Authorities, and other agencies if a further lockdown was announced but would follow all guidelines and not just take a personal decision to close our school, without implications for other schools/alternative provision</li> </ul>	2	3	6			
2.	<p><b>Potential transmission to clinically vulnerable staff and students returning when school reopens</b></p> <p>Useful planning resources are detailed in the <a href="#">DfE Guidance for full opening – schools Section 2</a></p>	All members of school community	<p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>• Follow the government guidance on <u>face coverings</u> and communicate the school's procedures.</li> <li>• 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</li> </ul>						

	<ul style="list-style-type: none"> <li>● <b>DfE planning guide for Secondary Schools published 14<sup>th</sup> May</b></li> <li>● Education and childcare settings: New National Restrictions from 5 November 2020</li> <li>● <b>Reference from NASUWT checklist and Planning guide for secondary schools (NEU/GMB/Unison/Unite)</b></li> </ul>		<p>social distancing cannot easily be maintained.</p> <ul style="list-style-type: none"> <li>● The School continues to allow appropriate face coverings to be worn in other areas of the school, including the classroom, if students/staff feel more comfortable doing so, and follow the latest government guidance in respect of their use.</li> </ul> <p><b>2a. Students:</b></p> <ul style="list-style-type: none"> <li>● Communicate to parents/carers that now circumstances have changed, it is vital for all children to return to school in September to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.</li> <li>● Directors of Student Progress to lead discussions regarding the return to school for students who have been shielding</li> <li>● Students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See <u>current advice on shielding</u></li> <li>● Reassure parents and students by communicating the additional risk assessments and control measures that are being taken from September</li> <li>● Confirm that if rates of the disease should rise in this local area, clinically vulnerable children (or family</li> </ul>	<p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>3</p> <p>4</p> <p>3</p> <p>3</p>	<p>6</p> <p>8</p> <p>6</p>				
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			<p>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.</p> <ul style="list-style-type: none"> <li>• Arrange provision for any student 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</li> <li>• Review local provision in line with national restrictions in place from 5<sup>th</sup> November</li> </ul> <p><b>2b. Staff:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. Consider how to meet equalities duties through these risk assessments and follow guidance.</li> <li>• <b>Clinically vulnerable and/or pregnant staff</b> should follow this guidance <u>clinically-vulnerable, including pregnant women,</u></li> <li>• <b>Staff who are clinically extremely vulnerable</b> are advised that they can now return to work from 1 August</li> </ul>	2	4	8				
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			<p>provided they can maintain social distancing. Advice can be found in the <u>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>. Leaders should be flexible in how these staff are deployed, enabling them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <ul style="list-style-type: none"> <li>Clinically Extremely Vulnerable (CEV) employees should work from home during the period of national restrictions, and schools should consider what arrangements could be made for the teacher to deliver lessons virtually from home, where possible, with support staff supporting children in the classroom. <b>Should staff expressly wish to remain in school for wellbeing purposes, risk assessments will be reviewed, agreed in writing with the staff member and updated to reflect this. This arrangement shall be subject to ongoing monitoring by both staff and school whilst current guidance applies.</b></li> <li>Review and agree room space with office staff / support staff to ensure social distancing and utilise any space that is currently not being used for relocation of support staff to have adequate, safe working environment</li> <li><b>Consider staff who may otherwise be at increased risk from COVID-19.</b> PHE's <u>COVID-19: review of</u></li> </ul>	2	4	8				
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			<p><u>disparities in risks and outcomes report</u>. Headteachers should arrange for consultation with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. <a href="https://www.bameednetwork.com/resources">https://www.bameednetwork.com/resources</a></p> <ul style="list-style-type: none"> <li>● <b>People who live with those who are clinically extremely vulnerable or clinically vulnerable</b> can attend the workplace</li> <li>● Employer health and safety and equalities duties – consider how to meet equalities duties in the usual way and follow steps in <u>DfE Guidance for full opening – schools Section 2</u></li> <li>● Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process</li> <li>● Review systems to support the well-being of staff who may be anxious about returning. Information about the <u>extra mental health support for students and teachers</u> is available.</li> <li>● Supply teachers and other temporary or peripatetic teachers can move between schools, but leaders should consider how to minimise the</li> </ul>	2	3	6				
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			<p>numbers of visitors to site where possible</p> <ul style="list-style-type: none"> <li>• 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 students and staff where possible</li> <li>• Schools are being strongly encouraged by the DfE to continue to host ITT trainees. See <a href="#">DfE Guidance for full opening–schools Section 2</a> Risk assessments, where required should be conducted as they are for staff</li> </ul>	2	3	6			
3.	<p><b>Increased risk of introducing contamination from students and staff returning to school in greater numbers in September</b></p> <p><b>Useful planning resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">DfE Guidance for full opening of schools – section 1</a></li> <li>• The LA model recovery plan has been updated for full reopening in September shortly and is published via the message board</li> <li>• Education and childcare settings: New National Restrictions from 5 November 2020</li> </ul>	All members of the school community	<p>Follow the DfE’s guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance <a href="#">here</a></p> <p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <p>(i) Movement around the School site,</p> <p>(ii) General classroom activities,</p> <p>(iii) Playground activities, Outdoor Gym eqp</p> <p>v) Educational Visits</p> <p><i>DFE states that schools can resume non-overnight domestic educational visits. As part of the risk assessment consult the <a href="#">health and safety guidance on educational visits</a>.</i></p> <p><b>3a – Students</b></p>						

	<ul style="list-style-type: none"> <li>Reference from <b>NASUWT checklist and Planning guide for secondary schools (NEU/GMB/Unison/Unite)</b></li> </ul>	<ul style="list-style-type: none"> <li>Create and staff your September teaching groups in line with guidance.</li> <li>Ensure parents are aware that all students in all year groups are expected to return and that the usual rules on school attendance will apply from September. Also they appreciate what limited equipment that they are expected to bring in to school.</li> <li>Clear communication with students, parents and wider community about the full return to school procedures and new arrangements. Think about new school rules needed - DfE <u>Guidance for full opening – schools</u></li> <li>Work in partnership with local BAME communities to reinforce individual and household risk reduction strategies relevant to the school community <u>PHE review of the impact of Covid-19 on BAME groups</u></li> <li>Ensure any staff or students wearing face coverings remove them and dispose or store appropriately and that they must hand wash on arrival in line with the guidance on <u>safe working in education, childcare and children’s social care</u></li> <li>Review the NHS <u>guidance on hand cleaning</u> Staff <b>MUST</b> ensure that students engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: <ul style="list-style-type: none"> <li>arrival to school</li> <li>returning from breaktime</li> <li>before &amp; after lunchtime</li> </ul> </li> </ul>	<p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>3</p> <p>4</p> <p>3</p> <p>3</p>	<p>6</p> <p>8</p> <p>6</p> <p>6</p>				
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			<ul style="list-style-type: none"> <li>○ after using toilet facilities</li> <li>○ before &amp; after outdoor activities</li> <li>● Students when undertaking core PE will be allowed to wear their PE kit on that day only.</li> <li>● Maintain a review of timetables to identify activities that can take place outdoors and reduce movement around the school buildings</li> <li>● 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</li> <li>● Toilet arrangements in line with guidance for each group <ul style="list-style-type: none"> <li>○ Year 7 Toilets in Yellow Zone</li> <li>○ Year 8 Toilets in Orange Zone</li> <li>○ Year 9 Toilets in Light Blue Zone</li> <li>○ Year 10 toilets in Dark Blue Zone</li> <li>○ Year 11 toilets in Grey Zone</li> </ul> </li> <li>● Students should bring their own pencil cases and equipment.</li> <li>● Review Behaviour Policy in line with <u>DfE Guidance for full opening – schools</u> All students should be supported to maintain distance and understand not to touch staff and their peers where possible. Contact between Year groups should be avoided.</li> </ul>	2	3	6			
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		<ul style="list-style-type: none"> <li>• Leaders <b>MUST</b> ensure that school has enough tissues and bins available to support students 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.</li> <li>• Remind students regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.</li> <li>• Coordinate pastoral support for students (parents/carers and staff) who feel anxious returning to school after being isolated for some time</li> <li>• Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the <u>extra mental health support for students and teachers</u> is available. Consider additional support for students, parents and staff impacted by latest PHE reports on impact upon different groups</li> <li>• Ensure appropriate support is made available for students with SEND by deploying support staff and accommodating visiting specialists in line with the DfE <u>Guidance for full opening – schools</u> and the EEF guidance on making the best of classroom based staff</li> <li>• Leaders have already produced individual risk assessments for students with EHC plans attending school, these may need amending.</li> </ul> <p><b>3b – Staff (to include ITT trainees)</b></p>	2	3	6				
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			<ul style="list-style-type: none"> <li>• Plan to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – <u>see Section 1 Prevention point 5</u></li> <li>• Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings</li> <li>• Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during staggered lunch and break times</li> <li>• Ongoing leadership support for any emerging anxiety and/or wellbeing issues</li> <li>• Plan to support students with SEND with any specific help and preparation they may need to adapt for the changes to routine from September</li> <li>• 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 students as much as possible (2m from staff)</li> <li>• 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 <u>working safely</u></li> </ul>	2	3	6				
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			<p><u>during coronavirus (COVID-19): performing arts and Department for Culture, Media and Sport (DCMS)</u></p> <ul style="list-style-type: none"> <li>• Ensure staff are aware of DFE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone.</li> <li>• Reinforcing learning and practice of good hygiene habits through repetition</li> <li>• Consider how to offer immediate remote education where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home.</li> <li>• Review the NHS <u>guidance on hand cleaning</u> – see section for students above</li> </ul> <p><b>3c – Buildings and resources</b></p> <ul style="list-style-type: none"> <li>• Ensure all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy water system stagnation can occur due to lack of use. Follow advice and actions detailed in <u>Legionella risks during the coronavirus outbreak</u>.</li> <li>• Classrooms and other areas deep cleaned.</li> <li>• Engage children in education resources such <u>PHE schools resources</u></li> <li>• Organise classrooms and other learning environments maintaining space between seats and desks where possible. Arrange systems to reduce</li> </ul>	2	3	6			
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			<p>congestion in corridors and access via external doors where possible.</p> <ul style="list-style-type: none"> <li>• Students to be placed in year group zones of their own bubbles to include classes, with staff moving to the students classrooms based on time table needs</li> <li>• Arrange furniture to allow for seating students side by side and facing forwards, where possible. Classrooms reviewed with reference to group sizes. Staff remain at the front of the class, and where possible barrier tape placed on floor to indicate teacher designated area</li> <li>• Equipment that has previously been removed from classrooms, such as books, can be used and shared within a group/bubble. Plan with site staff to ensure they are regularly cleaned along with all touched surfaces.</li> <li>• Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise in line with latest guidance</li> <li>• Ensure kitchens are fully open from the start of the autumn term and comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>. They should be able to provide food to all students who want it, including FSM (free school meals).</li> <li>• <b>Ensure good ventilation</b> and where possible arrange for doors to be propped open to reduce door handle contact etc <i>Corridor doors to be held open with fire safety compliant mechanisms.</i></li> </ul>	2	3	6			
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			<ul style="list-style-type: none"> <li>• Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>• Thorough cleaning of rooms and equipment at the end of each day and between use by different groups</li> <li>• Regular check undertaken by site team to ensure consumables are in classrooms as needed, including weekly stock checks</li> </ul>	2	3	6			
4.	<b>Site Safety risks</b> <ul style="list-style-type: none"> <li>• Fire procedures</li> <li>• Lockdown</li> <li>• Movement for lunch / transitions</li> <li>• Toilets</li> <li>• Security including risk of theft</li> <li>• Data breaches</li> </ul>	All members of the school community	<ul style="list-style-type: none"> <li>• SLT lead identified</li> <li>• In autumn term resume taking the attendance register and following up any absences in line with statutory guidance</li> <li>• School to follow newly adapted risk assessments for premises and accessing outside equipment and areas.</li> <li>• Ensure students, 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 students must be encouraged to clean their hands thoroughly after using the toilet.</li> <li>• Share updated fire evacuation information with all staff during daily briefing.</li> </ul>	2	4	8			
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			<ul style="list-style-type: none"> <li>● Share updated fire evacuation information with students</li> <li>● Share lockdown procedures with staff</li> <li>● Arrange revised fire evacuation drills / lockdown drills regularly</li> <li>● Reviews of site safety in the light of windows and doors being open to aid good ventilation. Advice on this can be found in the HSE guidance on air conditioning and ventilation during the coronavirus outbreak.</li> <li>● Follow revised lunch and break rotas to ensure safe movement around school</li> <li>● Students to seek permission to use toilets to ensure staff know where students are at all times</li> <li>● High expectations of how children move around school upheld by all members of staff</li> <li>● Review the use of buildings that have had partial occupancy or have been closed in line with <u>Managing school premises during the coronavirus outbreak</u></li> <li>● Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</li> <li>● Weekly meetings to take place with Site to review staffing levels/workload</li> <li>● Reconsider e-safety policies and procedures in light of lessons learned during home learning</li> </ul>	2	3	6			
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			<ul style="list-style-type: none"> <li>• Consideration of school facilities being used by external agencies and hirers – unavailable during lockdown</li> </ul>	2	3	6			
5.	<p><b>Risk of transmission between parents and students during school drop-off and collection times</b></p>	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress.</i></p> <ul style="list-style-type: none"> <li>• Communicate to parents and carers that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule.</li> <li>• Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</li> <li>• If parent/carers need to collect their child during the day they should ring school Reception to arrange this. It is advised that email or phone call correspondence is the preferred way of communicating with the school during until further notice.</li> <li>• Arrange duty staff supervision of drop off and collection times</li> </ul>	2	3	6			
6.	<p><b>Risks of possible transmission to students who travel to school by dedicated school transport (including statutory provision) or wider public transport</b></p> <p>The <a href="#">DfE Guidance for full opening – Section 2</a> details a</p>	Students	<p><b>Dedicated school transport (including statutory provision)</b></p> <ul style="list-style-type: none"> <li>• Ensure staff, students and parents are aware that social distancing will not apply on dedicated transport from September</li> </ul>						

	<p><a href="#">new framework for transporting students to and from schools</a></p> <p><b>Reference from NASUWT checklist and Planning guide for secondary schools (NEU/GMB/Unison/Unite)</b></p>		<ul style="list-style-type: none"> <li>• Contact the transport hub to confirm new transport requirements from September, re: extended school day. They will liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedures. <a href="mailto:mainstream-transport.cts@eastsussex.gov.uk">mainstream-transport.cts@eastsussex.gov.uk</a></li> <li>• Ensure relevant parents/carers and students are aware of recommendations on transport to and from school, and aware of the opportunity drop their children off outside of peak times (in line with guidance on avoiding peak times if at all possible). See <a href="#">DfE Guidance for full opening – Section 2</a></li> <li>• Distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate.</li> </ul> <p><b>Wider public transport</b></p> <ul style="list-style-type: none"> <li>• Communicate to parents that public transport capacity is likely to continue to be constrained in the autumn term. Its use by students, particularly in peak times, should be kept to an absolute minimum.</li> <li>• Where possible encourage parents, staff and students to walk or cycle to school. Consider working with their local authority to promote safe cycling routes.</li> </ul>	<p>2</p> <p>2</p> <p>2</p>	<p>3</p> <p>3</p> <p>3</p>	<p>6</p> <p>6</p> <p>6</p>				
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			<ul style="list-style-type: none"> <li>Refer any families using public transport to the <u>safer travel guidance for passengers</u>.</li> </ul>						
7.	<p><b>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</b></p> <p>Education and childcare settings: New National Restrictions from 5 November 2020</p> <p>Reference from NASUWT checklist and Planning guide for secondary schools (NEU/GMB/Unison/Unite)</p>	All members of the school community	<p><b>Face coverings:</b></p> <ul style="list-style-type: none"> <li><b>See Section 2 above</b> and this is applied to all adults coming onto the school site</li> <li>Ensure contractors, school meal providers can fulfil all risk assessment requirements</li> <li>A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school</li> <li>Contractors aware of any changes to school day – e.g. staggered lunchtimes</li> <li>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.</li> <li>Parents and carers bringing or collecting students during the day email or phone ahead and arrange to drop/collect safely and not enter the site if at all possible</li> <li>Strict hand sanitising procedures in place as soon as students/staff/visitors and contractors arrive in school</li> <li>Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.</li> </ul>	2	4	8			
				2	3	6			
				2	3	6			

			<ul style="list-style-type: none"> <li>• Ensure Reception layout is compliant with social distancing guidance eg, screen</li> <li>• 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. Ensure all visitors sign the school agreement regarding COVID.</li> <li>• For any staff member or student who feels unwell, check for <u>recognised symptoms of COVID-19</u>.</li> <li>• Isolate and send children and staff home immediately if they display symptoms</li> <li>• Ensure the school engages with local immunisation services and programmes as normal.</li> </ul>	2	4	8			
8.	<p><b>Risk that contamination exists within the school environment due to ineffective hygiene measures.</b></p> <p>Reference from NASUWT checklist and Planning guide for secondary schools (NEU/GMB/Unison/Unite)</p>	All members of the school community	<ul style="list-style-type: none"> <li>• Site staff follow <u>DfE Planning Guidance for full reopening – Section 2 School Operations</u> and are aware of the <u>COVID-19: cleaning of non-healthcare settings guidance</u> which should be followed should be followed following a suspected or confirmed case</li> <li>• With all children back in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day.</li> <li>• Ensure frequent enhanced cleaning of surfaces that students are frequently touching, such as books, desks, chairs, doors, sinks, toilets,</li> </ul>	2	4	8			

			<p>light switches, bannisters each day, using standard cleaning products.</p> <ul style="list-style-type: none"> <li>• Ensure any enhanced cleaning schedules in place complies with the latest guidance.</li> <li>• All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day by site (and confirmed) to ensure stock levels are adequate</li> <li>• Inspect daily to ensure good/effective hygiene levels, implement cleaning schedule in place to ensure effective hygiene standards</li> <li>• Ensure resources shared between classes or bubbles, (eg sports, art and science equipment) are cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics).</li> <li>• Consider how outdoor gym equipment is used ensuring more frequent cleaning. Review any use of shared equipment by external hirers</li> </ul>	2	4	8			
9.	<p><b>Risk of transmission from students and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)</b></p> <p>Reference from NASUWT checklist and Planning guide for</p>	All members of the school community	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public Health England health protection team</u>. (see <i>contact details on the first page of this document</i>)</p> <ul style="list-style-type: none"> <li>• Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <u>book a test</u>, provide details of who they have been in</li> </ul>	2	4	8			

	<p>secondary schools (NEU/GMB/Unison/Unite)</p>		<p>close contact with and to then self-isolate in line with current government guidance</p> <ul style="list-style-type: none"> <li>● Revise plans and source suitable PPE supplies to be used by: <ul style="list-style-type: none"> <li>○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.</li> <li>○ staff caring for students with routine intimate care needs that involve the use of PPE</li> </ul> </li> </ul> <p>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p> <ul style="list-style-type: none"> <li>● If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u></li> <li>● Isolate the student / member of staff immediately to the medical/hygiene room ensuring a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else.</li> <li>● Arrange for deep clean of medical room and other facilities as necessary before they are used again. An 'out of use' sign will be used to make this explicitly clear. The updated <u>cleaning of non-healthcare settings guidance</u> describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and</li> </ul>	<p>2</p> <p>2</p>	<p>4</p> <p>4</p>	<p>8</p> <p>8</p>				
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			<p>hard surfaces, and the personal protective equipment (PPE) that should be worn.</p> <ul style="list-style-type: none"> <li>• 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.'</li> <li>• For schools that purchase the HR Advisory Service, further information can be accessed here or through their designated HR Consultant <a href="https://www.services2schools.co.uk/resources/personnel/wellbeing-benefits/coronavirus-hr-faqs">https://www.services2schools.co.uk/resources/personnel/wellbeing-benefits/coronavirus-hr-faqs</a></li> <li>• If 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'll 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 call to the PHE local health protection team.</li> <li>• 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</li> </ul>	2	4	8				
				2	4	8				

			<p>delivered by the NHS Business Service Authority and can be reached calling the DFE Helpline on 0800046 8687 and selecting option 1.</p> <ul style="list-style-type: none"> <li>• A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</li> <li>• PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff.</li> <li>• In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others</li> <li>• 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 the DfE and 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 students self-isolate as a precautionary measure.</li> <li>• Revise plans and PPE supplies in the light of experience or any updated guidance.</li> </ul>	2	4	8				
10.			<ul style="list-style-type: none"> <li>• For individuals or groups of self-isolating students, remote education plans are in</li> </ul>							

	<p><b>Contingency planning for a potential local outbreak</b></p> <p>Reference from NASUWT checklist and Planning guide for secondary schools (NEU/GMB/Unison/Unite)</p>	<p>All students and staff</p>	<p>place. These should meet the same expectations as those for any students who cannot yet attend school at all due to coronavirus (COVID-19). (see DfE guidance on <u>remote education support</u>.)</p> <ul style="list-style-type: none"> <li>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 <b>LA model Contingency Plan</b> (available via the Message Board) in addition to the <u>DfE full return to school guidance – section 5</u> outlines the scope required and provides links to resources to support these plans.</li> <li>Reference to latest DfE guidance <b>as per 5<sup>th</sup> November 2020 national restrictions</b> and in respect of Contingency Plans for local and national outbreaks (Tiers 1 to 4 apply).</li> </ul>	<p>2</p> <p>2</p>	<p>3</p> <p>4</p>	<p>6</p> <p>8</p>				
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**Action Plan (when will the above additional control measures be implemented and by whom?)**

Action	By Whom?	Signed off by	Deadline	Date Completed
Updated guidance included in Risk Assessment v3.0	AJW	EBE/CHA	02.09.2020	01.09.2020
Updated guidance regarding reporting a positive case – V4.0	AJW	EBE/CHA	18.09.2020	17.09.2020
Updated guidance regarding following new face masks guidance – V5.0	AJW	EBE/CHA	09.11.2020	04.11.2020

**Signature and review**

<b>Name of Manager:</b>	Held in school	<b>Signature of Manager:</b>	Held in school	<b>Date:</b>	See latest date
<b>1<sup>st</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	
<b>2<sup>nd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	
<b>3<sup>rd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	

## **FOR STUDENT SUPPORT/MEDICAL ROOM**

PPE to carry out their work, in the case of a symptomatic student who needs to be supervised before being picked up:

- If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask
- If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron
- If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection

Those wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.

Site and Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:

- Banisters
- Classroom desks and tables
- Bathroom facilities (including taps and flush buttons)
- Door and window handles
- Reception desks and general furniture
- Teaching and learning aids
- Computer equipment (including keyboards and mouse)
- Sports equipment
- Telephones
- Fingerprint scanners

Toilet use will be managed as much as possible, to avoid crowding.

Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.

Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.

Where possible, meetings will be conducted by telephone/using video conferencing. This includes meetings with staff, parents, visitors, governors.

Visitors to Main Reception should be minimised as far as practical, with signing in facilities sanitised on a regular basis.

Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.

End.