



Current Draft: 26th February – V:27

RISK ASSESSMENT – RBA SITE OPENING: MARCH 8TH ONWARDS

VERSION 25 REMAINS ON THE WEBSITE AND VALID UNTIL 00:01AM 8TH MARCH 2021

How did we arrive at this proposal?

- This is a full return based on a site survey, with a close analysis on what is physically possible given the site conditions
- We have undertaken a full analysis of staff availability, working out a rota basis on those who are able and fit to work and those who are in a critical or vulnerability category
- This plan follows the principles set out by the DfE, CBC, CST and BEST
- Multiple risk assessments and planning documents were created and reviewed by RBA SLT, RBA Staff, BEST
- Fundamental principles of this plan:
 - Is it driven by safety
 - Does it consider the emotional well-being of the students and staff
 - Is the approach measured and supporting an end goal of returning to a state of normality
 - Is this evidence-based and therefore defensible

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

Welcome Back Video for Students <https://youtu.be/dGISUtuu2eQ>

Due to HEAVY reproductions in the RA from the DfE we are keeping the RA separate from the Overall Advice.

Wider Logistics will remain in place on the website, but this document will be the specific RA and will be routinely updated.

Risk Assessments and Logistics Specific to RBA

Independently assessed by the Trust Executive and our
external H+S Consultants

RISK ASSESSMENT		School Opening 2020	
Assessment completed by:		Date Completed:	<p>1st July Drafted, 2nd July Redrafted, 8th July 2020 Submitted to BEST, 12th July Updated, 14th July Updated, 11th August Updated, 14th August Updated, 18th August Updated, 22nd August Updated, 25th August Updated, 4th September Updated, 5th September Updated, 7th September Updated 12th September Reviewed, 14th September Updated, 22nd September Updated, 1st October updated, 2nd November 2020, 6TH November 27th November, 30th November, 4th January 2021 9am; 4th January 2021 3pm; January 7th 2021; 24th February – V:26</p> <p style="background-color: yellow; text-align: center;">Current Draft: 26th February – V:27</p>
S Farmer		Next Review Date Due:	WEEKLY or as circumstances change if sooner
Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures
Lack of or inadequate management on controlling risk of Coronavirus	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education).illness or spread of infection in wider community, death of member of staff or pupil	<ul style="list-style-type: none"> • All staff and pupils when not in setting to follow government <u>guidelines</u> and Stay alert (NB School has no control over this). <input checked="" type="checkbox"/> • Settings to follow DFE <u>Guidance full opening for Schools in September</u> on Coronavirus. <input checked="" type="checkbox"/> • Schools to check this guidance as it is regularly updated with new practices. <input checked="" type="checkbox"/> • SLT to discuss daily situation at school and what is happening nationally. <input checked="" type="checkbox"/> • Review all activities to consider and manage risk of Coronavirus. <input checked="" type="checkbox"/> • Develop or update your school <u>Flu Plan</u> for dealing with second wave or loss of critical staff for example Headteacher, Senco, site agent and high numbers of staff absences. <input checked="" type="checkbox"/> • Display free <u>poster</u> on “catch it, bin it kill it poster” in toilets and staff notice boards. <input checked="" type="checkbox"/> • Provide tissues for all classrooms and wipes suitable for viruses. <input checked="" type="checkbox"/> • Ensure robust cleaning of high contact surfaces throughout the day. <input checked="" type="checkbox"/> • Obtain advice where required from H&S consultant, NHS 119, Local Authority Public Health and DFE Helpline 0800 046 8687 or email <u>DfE.coronavirushelpline@education.gov.uk</u> <input checked="" type="checkbox"/> • COVID 19 is RIDDOR <u>reportable</u> and should be reviewed if member of staff dies <input checked="" type="checkbox"/>

- Time built into the day additional time for teachers and support staff to monitor and manage pupils to maintain social distancing between bubbles, handwashing.

September 3rd Update:

- Contingency planning in place for out breaks, remote education plans for individuals and groups self isolating. - VHS leading on this – On website and pack completed
- Contingency plan for local lock down in place. Guidance in place for all Tiers

September 5th Update

- Contingency planning in place for out breaks, remote education plans for individuals and groups self isolating.
- Contingency plan for local lock down in place.

January 2021 Update

- Schools open and remain open on ability to control levels of infection. Staffing matrix used to ascertain critical mass safety levels
- Review staffing availability with changes in shielding and use “bubbles or groups” following DFE guidance this could be year classes, half’s and year groups.
- Restrict all visits to those that are absolutely necessary. This means suspending parent and carer visits for new admissions, settling in children new and attending organised performances.
- Review staffing/pupils returning from abroad holidays and if 10-day isolation on return will impact on their attendance and school delivery (travel corridor guidance).
- Share expectations for online learning and provide training.
- School open and remain open on the ability to maintain COVID-19 prevention and control measures within the school's setting for Critical and Vulnerable students.

			<p>March 8</p> <ul style="list-style-type: none"> • Schools Reopen to all students – staggered in KS3 ✓ • No organised performances with audiences. ✓ •
<p>Lack of or inadequate management on controlling risk of Coronavirus (cont)</p>	<p>Staff, pupils, families of staff and pupils attending school</p>	<p>Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil</p>	<ul style="list-style-type: none"> • Consultation with Unions and communication with non-union staff on risk assessment and its control measures. ✓ 13.07.20 emailed to Reps and supportive. Weekly Rep meeting • School has in place a local lockdown plan – remote learning for individuals isolating, bubbles and the whole school. ✓ • School open and remain open on the ability to maintain COVID-19 prevention and control measures within the school's setting. ✓ • Review staffing availability with changes in <u>shielding</u> from the 1st August and create “bubbles or groups” following DFE <u>guidance</u> this could be year classes, half’s and year groups. ✓ • Adequate class spaces to teach groups – there is no social distancing between students in bubbles. Create 2m between student and teacher (secondary schools). ✓ • Children, parents, carers and visitors such as contractors are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19). ✓ • Visitors limited to school – try to hold meeting remotely where possible. ✓ • Visitors/contractors into school must be recorded (with contact details) and informed of school arrangements for COVID19. ✓ • Daily classroom checklists and monitoring of controls from risk assessment are in place (Cousins Safety templates). ✓ • System in place for reporting near misses to identify where controls cannot be followed or people are not doing what they should. ✓ • Review staffing holidays planned and if 10-day isolation on return will impact on their attendance and school delivery. ✓ Parent and staff handbooks/guides/agreements in place and good communication with staff and parents prior to opening. ✓ <p>September 5th Update</p>

- During national lockdown restrict all visits to those that are absolutely necessary. This means suspending parent and carer visits for new admissions, settling in children new and attending organised performances.
- Display QR code in Reception to assist with NHS Track and Trace.
- All visitors to wear face coverings (secondary). Primary schools and Early Years discretion. - all to wear in RBA
- Track and trace system in place
- Access to Public Health advice for school and local outbreaks
- Access to testing for staff and pupils
- Secondary schools – implementation of lateral flow testing (see separate risk assessment)
- All schools with secondary-age pupils (including special schools and alternative provision) should offer tests for their pupils, with time to prepare from week commencing 4 January and reaching as many pupils as possible from the week of the 11 January.
- Contingency planning in place for delivering remote education and face to face lessons for children of key workers and vulnerable children.
- If staff refuse to come into work then mixing of bubbles must not take place and contingency plans implemented.

March 8th

- Secondary schools – implementation of lateral flow testing in school for staff and pupils from 8th March (see separate LFT risk assessment)
- All schools with secondary-age pupils (including special schools and alternative provision) should offer 3 LFT tests for their pupils in School from week commencing 8 March 3 to 5 days apart).
- Thereafter Secondary age pupils to be tested 2 times a week using home testing kits
- Primary and Secondary schools staff to be offered LFT home tests 2 times a week.
- Secondary school aged pupils to wear face coverings in all indoor areas including classrooms, corridors. TO BE REVIEWED AT EASTER.

			<ul style="list-style-type: none"> • Middle schools only – Years 5 and 6 to wear face covering in classrooms. <input checked="" type="checkbox"/> Phase 1 Only • Middle schools Years 5 and 6 to wear face covering in communal areas such as corridors. <input checked="" type="checkbox"/> • Secondary school staff must maintain 2m social distancing and have the option to wear a face covering. <input checked="" type="checkbox"/> • Primary school staff and visitors to wear face coverings in communal areas such as offices and corridors. <input checked="" type="checkbox"/>
<p>NEW SECTION ADDED 4.1.21</p> <p>New variant of COVID19 that can increase transmission by 50-70%</p>	<p>Staff, pupils, families of staff and pupils attending school</p>	<p>Increasing spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil or extended family of those attending school.</p>	<ul style="list-style-type: none"> • Access to current accurate data on local rates of transmission <input checked="" type="checkbox"/> - CBC Weekly updates • Daily review of COVID19 cases in school <input checked="" type="checkbox"/> CBC Reporting Portal and BEST Exec Reporting • Existing control measures in place and are closely monitored and control measures adapted or new measures introduced following scientific advice. <input checked="" type="checkbox"/> • School has the ability to be flexible in its approach to learning. <input checked="" type="checkbox"/> - Contingency planning in place and Staff rota planning ready to go for alternative week provision • Consider reducing bubble sizes (secondary schools) this may require rota's. <input checked="" type="checkbox"/> • Implementation of lateral flow testing (Secondary schools) to enable school staff to be tested weekly, as well as daily testing of both staff and pupils who are close contacts of a positive case, to avoid the need for self-isolation. <input checked="" type="checkbox"/> Adequate staff and volunteers available and trained to compete lateral flow testing as per guidance. <input checked="" type="checkbox"/> • Separate risk assessment completed for lateral flow testing and control measures in place before pupils return. <input checked="" type="checkbox"/>

- For students and pupils as well as the school and college workforce to conduct daily testing for those identified as close contacts of workforce colleagues, students or pupils that have tested positive. ✓
- For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges. ✓
- Staff onsite limited. Many teachers can deliver lessons remotely from home. - . ✓
- Essential worker and vulnerable pupils to be in small “bubble groups” with limited movement in school. Staggered or separated break areas to keep groups separate. ✓
- staff to wear visors and pupils to wear face coverings all the time by request in lesson/ mandatory in all other areas of the school

March 8th

- Secondary school aged pupils to wear face coverings in all indoor areas including classrooms, corridors. TO BE REVIEWED AT EASTER. ✓
- Middle schools only – Years 5 and 6 to wear face covering in classrooms. ✓ Phase 1 only
- Middle schools Years 5 and 6 to wear face covering in communal areas such as corridors ✓
- Secondary school staff must maintain 2m social distancing and have the option to wear a face covering. ✓
- Primary school staff and visitors to wear face coverings in communal areas such as offices and corridors. ✓
- Existing control measures in in place and are closely monitored and control measures adapted or new measures introduced following scientific advice. ✓
- Implementation of lateral flow testing (Secondary schools and Primary Schools) to enable school staff to be tested 2 times a week. ✓
- Implementation of offer of 3 Lateral flow tests for Secondary age pupils in school from the 8th March then continuation of 2 x home testing a week. ✓
- Adequate staff and volunteers available and trained to oversee and manage lateral flow testing as per guidance. ✓

			<ul style="list-style-type: none"> • Separate risk assessment completed for lateral flow testing and control measures in place before pupils return. ✓ • For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges. ✓ • Parents to wear face coverings within school grounds when dropping off or picking up pupils. ✓ • Implementation of lateral flow testing (Secondary schools and Primary Schools) to enable school staff to be tested 2 times a week. ✓ • Implementation of offer of 3 Lateral flow tests for Secondary age pupils in school from the 8th March then continuation of 2 x home testing a week. ✓ • Signpost staff and pupils over the age of 16 to use NHS Covid1 app ✓
<p>NEW SECTION ADDED 4.1.21</p> <p>Asymptomatic person (staff or pupil) in school</p>	<p>Staff, pupils, families of staff and pupils attending school</p>	<p>Increasing spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil or extended family of those attending school.</p>	<p>January 2021</p> <ul style="list-style-type: none"> • Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid test will be required to self-isolate until the result from a lab-based polymerise chain reaction (PCR) test is known. ✓ • Everyone continues to follow good hygiene practices and observe social distancing measures whether or not they have been tested. ✓ • Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid test will be required to self-isolate until the result from a lab-based polymerise chain reaction (PCR) test is known. ✓ • Adequate staff and volunteers available and trained to compete lateral flow testing as per guidance. ✓ • Separate risk assessment completed for lateral flow testing and control measures in place before pupils return ✓
<p>Vulnerable staff (including pregnant workers).</p>	<p>Vulnerable staff</p>	<p>Contracting Coronavirus resulting in serious illness or</p>	<ul style="list-style-type: none"> • Review workforce to identify staff in extremely clinically vulnerable category as per <u>guidance</u> Shielding for this group will be paused from the 1st August 2020 and they should be able to return to work if COVID secure– but can carry on working from home if they can. ✓

		<p>death of member of staff or pupil</p>	<ul style="list-style-type: none"> • Complete individual risk assessment for staff extremely clinically vulnerable. <input checked="" type="checkbox"/> • Review workforce to identify staff in clinically vulnerable category (70 or older, pregnant or usually need a flu jab for underlying medical conditions that might be in the ‘clinically vulnerable’ category) should work from home where they can and should continue to do so. Employers should decide, in consultation with their employees, whether it is viable for them to continue working from home. Carry out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this <u>guidance</u>. <input checked="" type="checkbox"/> • Pregnant staff review working arrangements and update pregnancy risk assessment. <input checked="" type="checkbox"/> <p>September 3rd Update:</p> <ul style="list-style-type: none"> • Shielding for this group will be paused from the 1st August 2020 and they should be able to return to work if COVID secure. It is recommended that the school carries out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this <u>guidance</u>. <input checked="" type="checkbox"/> RA in place. School Manager leading on this • Pregnant staff review working arrangements and carry out or update pregnancy risk assessment following the Royal College of Obstetrics and Gynaecology (RCOG) occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Employers and pregnant women should follow this advice and to continue to monitor for future updates to it. <input checked="" type="checkbox"/> <p>September 5th Update</p> <ul style="list-style-type: none"> • Review workforce to identify staff in clinically vulnerable category Shielding for this group paused from the 1st August 2020 and they were able to return to work if COVID secure. It is recommended that the school carries out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this <u>guidance or upon request</u>. <input checked="" type="checkbox"/> • During national lockdown 4th November staff who are clinically vulnerable may continue to attend school inline with current guidance. <input checked="" type="checkbox"/> • Social distancing measures must be in place – In early Years and primary this may result in them working from home. <input checked="" type="checkbox"/> <p>5.12.20</p> <ul style="list-style-type: none"> • From the 2nd December national lockdown ends and staff can return to school regardless of what tier schools are in. It is recommended that the school carries out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this <u>guidance or upon request</u>.
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			<p>Update</p> <p><u>Clinically Vulnerable</u></p> <ul style="list-style-type: none"> • Complete individual risk assessment for staff who are clinically vulnerable and have requested a RA. <input checked="" type="checkbox"/> • It is recommended that the school carries out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this <u>guidance or upon request</u>. <input checked="" type="checkbox"/> • Staff who are clinically vulnerable may continue to attend school in line with current guidance. <input checked="" type="checkbox"/> • Review workforce to identify staff in clinically vulnerable category as this has changed as per <u>guidance</u> <input checked="" type="checkbox"/> • In some cases pregnant where women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply <input checked="" type="checkbox"/>
<p>Living with a shielded or clinically vulnerable person</p> <p>Staff or pupil</p>	<p>Staff, pupils and families of those attending school</p>	<p>Contracting Coronavirus resulting in serious illness or death of member of staff or pupil</p>	<ul style="list-style-type: none"> • If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. <input checked="" type="checkbox"/> • If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u>, from the 1st August they can attend the school setting. <input checked="" type="checkbox"/> and during the national lockdown period commencing 5th November 2020 and after end of lockdown regardless of tier.

<p>Pupils who are clinically extremely vulnerable or self isolating</p>	<p>Pupils and</p>		<ul style="list-style-type: none"> • From 1st August shielding will be paused and pupils in this category can return to school. ✓ • Identify pupils still unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) ✓ • Pupils no longer required to shield but who generally remain under the care of a specialist health professional – review and update their care plans before returning to school (usually at their next planned clinical appointment). Following guidance from the <u>Royal College of Paediatrics and Child Health at COVID-19 - ‘shielding’ for children and young people</u> ✓ <p>November 5th Update</p> <ul style="list-style-type: none"> • From 1st August to 4th November shielding will be paused and pupils in this category returned to school. ✓ • From 5th November 2020 during national lockdown children whose doctors have confirmed they are still clinically extremely vulnerable are advised NOT to attend school. ✓ • Children who live with someone who is clinically extremely vulnerable, but who is not clinically extremely vulnerable themselves, should still attend education or childcare. ✓ <p>December 5th</p> <ul style="list-style-type: none"> • The advice for pupils who remain in the clinically extremely vulnerable group is that they should return to school from 2 December, at all local restriction tiers, unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting <p>Update</p> <ul style="list-style-type: none"> • The advice for pupils who remain in the clinically extremely vulnerable group is that they should return to school, at all local restriction tiers, unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting ✓ • The advice for pupils who remain in the clinically extremely vulnerable group is that they should not attend school while shielding applies nationally. ✓
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			<ul style="list-style-type: none"> School can request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place. <input checked="" type="checkbox"/>
<p>Lack of social distancing in school</p>	<p>Staff, pupils and family members</p>	<p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> <p>It can cause illness and recover and death</p>	<ul style="list-style-type: none"> School to follow latest Government <u>advice</u> to minimise contact between individuals and maintain social distancing. Older children between pupils and staff and between bubbles. <input checked="" type="checkbox"/> Display signage to remind people to socially distance. <input checked="" type="checkbox"/> <p>Travel to and from school</p> <ul style="list-style-type: none"> Parents and pupils informed and encouraged to not use public transport. <input checked="" type="checkbox"/> (is staggered, where possible, outside peak times. Where pupils have to use public transport as it is totally necessary this should not be during peak times (stagger start and end times). <input checked="" type="checkbox"/> Families using public transport should be referred to the <u>safer travel guidance for passengers</u>. <input checked="" type="checkbox"/> Liaison with LA school transport to determine how pupils will be travelling in bubbles <input checked="" type="checkbox"/> - From 7th Sep, all buses running as expected. CBC guidance communicated to families. Sport Checks in place each week Parents/pupils encouraged to walk/cycle to school <input checked="" type="checkbox"/> Planned staggered arrival and leaving times for different groups of children. <input checked="" type="checkbox"/> Each group of pupils is allocated a time of arrival and collection and this is communicated to parents and they can line up in their specified area of playground <input checked="" type="checkbox"/> Groups access classrooms straight from outside rather than coming through an entrance and corridor where possible <input checked="" type="checkbox"/> Clearly marked areas where pupils and parents in their groups can line up maintaining social distancing when coming into school. <input checked="" type="checkbox"/> No parents allowed on site unless by pre booked appointment. Full H+S review and track and trace paperwork in place (Use a map of the school site to mark out areas where parents and pupils to stand) Only one parent/carer per child to arrive and collect children (Primary). <input checked="" type="checkbox"/> - exclusion zone No parent/carer standing at the gate (creating a bottle neck) <input checked="" type="checkbox"/> No parent to come into classroom. <input checked="" type="checkbox"/>

			<ul style="list-style-type: none"> • Bikes and scooters stored safely apart not thrown on floor (pupils only use their own scooter/bike) <input checked="" type="checkbox"/> <p>Classroom</p> <ul style="list-style-type: none"> • Classrooms to be set up so all children face the front in lines. No face to face working. <input checked="" type="checkbox"/> • Secondary school only – mark out 2m separation from teacher and pupils in classrooms. <input checked="" type="checkbox"/> • Pupils <u>will remain in their class groups where possible</u> in classrooms . Movement around the school will be managed through a clear one way system. Teachers to move classrooms <input checked="" type="checkbox"/> • Science labs have been altered into rows – this will limit practical abilities • DT area – closed at this time • Art rooms – closed at this time • All classrooms have safety zone added <input checked="" type="checkbox"/> • Supply packs being created at the moment to include, gloves, wipes, tissues and ati bac gel containers. To be left on teacher desks so refills can be made by onsite cleaning team – as needed. • The groups will not cross over and there will be have as little as possible with the groups in school. (separate areas in playground etc) <input checked="" type="checkbox"/> Separate areas in place – strict staff supervision in place and spot checks from SLT • Pupils to use their own stationary and not share pens/pencils or other equipment with each other in the group without being cleaned. <input checked="" type="checkbox"/> • Stationery supplies for staff to be purchased and boxed into individual pouches with staff names on them <p>November 5th Update:</p> <ul style="list-style-type: none"> • In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. <input checked="" type="checkbox"/> • Mandatory face coverings to be worn by in corridors and communal spaces by staff or pupils. <input checked="" type="checkbox"/> • Restrict all visits to those that are necessary. Parents encouraged to phone or email rather than come to the Reception office. <input checked="" type="checkbox"/>
<p>Lack of social distancing in school (Continued)</p>			<ul style="list-style-type: none"> • No sharing of resources between “groups” unless thoroughly cleaned using a diluted bleach solution. For example, maths resources or left for 72 hours between use. <input checked="" type="checkbox"/> • Removing and storing unnecessary furniture to create more space in classrooms. <input checked="" type="checkbox"/>

- Class sizes can be back to normal where excess furniture is removed allowing for 2m between teacher and pupils. ✓
- Consider removing excess furniture off site so all classrooms can be utilised. ✓
- Where possible hold lessons outside within the school grounds in their “groups” maintaining social distancing. ✓
- Provide talks to children on “social distancing” from teacher and other bubbles. ✓
- Where possible keep a window open for ventilation. ✓
- Where possible keep door open to corridor to avoid touching handles (when leaving room door should be closed for fire safety) ✓
- Pupils to remain within their bubbles as much as possible ✓

Secondary schools

- Consider staff moving first then pupils (for lessons such as maths into learning groups). ✓
- Staff to monitor corridors for change over to ensure social distancing is observed between groups ✓.
- Pupils informed not to touch or get close to a member of staff. ✓

September 3rd Update:

- Headteacher to make a decision on wearing of face coverings in corridors by staff or pupils. ✓ No movement across the school is required due to Form Based lockdown initially. Will be reviewed in October when we begin KS3 Movement. Masks will be asked of all student moving in corridors from 5th October

Face Coverings/ Masks

- Effective from Thursday 5th November, Face coverings/masks **must be worn**
 - on all school or public transport
 - in the school buildings/corridors when traveling between lessons or returning from break times. ✓
- Masks **may** be worn in the classroom, but the DfE and PHE still do not recommend this. We however will not ask any child to remove their masks, we will simply insist they are worn correctly. Again, please refer to our previous Parent Mails and handbooks on the website.

- If your child has a medical exemption and should not be wearing a mask, please can you contact us and we will ensure they are not challenged
- Masks **do not** need to be worn when eating or when students are outside the building at break time and lunch times. Again, if students want to wear them they can, but following PHE guidelines as they stand today, this is not required.

December 5th Update

- Tier 1) Schools have discretion of staff and pupils wearing face coverings in corridors and communal areas where social distancing cannot be maintained. **Tier 2, Tier 3 and Tier 4).**

January 2021

- Face coverings used in classrooms unless exempt.

UPDATE Face Coverings in lessons during Phase 1 March 8th

The national guidance states this is a secondary school policy not necessarily due to age limitations, but due in part to increased movement by staff (and students) in the secondary sector overall. We are a middle school officially deemed secondary and our staff in Years 5+6 move around more than they would in a primary school and teach across all years and bubbles, exactly as our secondary school colleagues do. For the safety of everyone and to avoid a confusing, split economy, **all students will follow the guidance on wearing a covering in a lesson during Phase 1.** This will be reviewed ahead of Phase 2. Students who are exempt should wear the sunflower lanyard or the more discrete RBA red silicone wristband which we can supply from the Main Office free of charge. Middle schools are not catered for in the National Guidance so this policy is fundamentally in place to ensure the staff and students are offered the same levels of protection that our secondary school colleagues are given when we operate in an identical environment. We thank you for your support in this matter, but if you have any concerns, please raise them via your child's From Tutor.

We do not need to see proof of exemption status and will leave this for families to communicate with Form Tutors directly. Please note, students not wearing a mask or an identifiable exemption lanyard / wristband will be challenged to produce a mask. This procedure will be reviewed ahead of moving into Phase 2.

It is the responsibility of the **family and student combined** to ensure they arrive at school each day with a fresh/ clean mask and backup. Please be aware - we will have a small supply of masks on site for emergencies, but parents may be contacted to bring in a mask if their child repeatedly forgets theirs.

Lack of social distancing in school
(Continued)

Social and breaktimes

- Stagger breaks lunches and breaks to keep groups separate. ✓
- Pupils to wash hands thoroughly before going out for break/lunch. ✓
- Zone playground (provide markers to keep groups away from each other) ✓
- Balls and equipment can be used if kept within “bubble” or cleaned thoroughly between bubbles. ✓

In the Dining hall

- Groups are brought to dining hall at staggered times and areas are cleaned down thoroughly between groups. ✓
- Pupils to sit with their own “group” and not mix with other groups or ✓
- Group to sit and eat back in their classroom. ✓
- Pupils to clear away own plates and cutlery. ✓
- Staff working in dining hall to wash hands frequently and maintain social distancing from pupils ✓
- Staff supervising to stand 2 metres away from pupils and other staff. ✓
- Consider using additional serving spaces for food to prevent pinch points for example food carts. **Carts to be used for MUGA and Delivery of lunches for PP/ FSM is needed (ie reduced service)** - see logistics plan updated

General

			<ul style="list-style-type: none"> Where supply staff are used this is kept as consistent as possible and full contact details and details on lessons they taught recorded. <input checked="" type="checkbox"/> Not intending to use Supply Teachers where possible E/SLT to support any cover issues – managed currently by internal cover supervision team Induction provided to supply staff on arrangements for managing the risk of Covid19. <input checked="" type="checkbox"/> School behaviour policy reviewed to include pupil expectations on following arrangements for managing the risk and sanctions for example social distancing, handwashing etc. <input checked="" type="checkbox"/>
<p>Lack of social distancing in school (Continued)</p>	<p>Staff, pupils and family members</p>	<p>Illness Death</p>	<p>General</p> <ul style="list-style-type: none"> Staff to model social distancing and remind pupils attending the setting of social distancing so they learn good practice. <input checked="" type="checkbox"/> Close supervision by Teachers/support staff on pupils so social distancing measures are maintained keeping groups separate. This includes monitoring corridors and toilets at breaktimes and lunch. <input checked="" type="checkbox"/> Consider keeping any marking floors in corridors showing 2 m gaps (brief transitional contact such as passing in corridor is low risk as per government guidance between groups) <input checked="" type="checkbox"/> Display laminated social distancing posters around the school (classrooms and corridors) <input checked="" type="checkbox"/> Review corridors and staircases and consider one way systems – where implemented look to maintain these. <input checked="" type="checkbox"/> Display signage for any one way system implemented. <input checked="" type="checkbox"/> In corridors fitted with automatic fire door release keep doors pinned back. <input checked="" type="checkbox"/> <p>Staffroom maintain social distancing (chairs and tables should be 2m apart) <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> Provide other spaces for staff to have lunch social distancing (this may be an office or in their classroom, library) <input checked="" type="checkbox"/> non-designated rooms are limited, but we will support staff with additional spaces. HoY Base to be a dual use initially. Staff to wear face covering in these areas when not eating. <input checked="" type="checkbox"/> <p>Offices and meeting rooms –</p> <ul style="list-style-type: none"> Accommodating staff in offices and maintaining social distancing (marking desks where staff can sit) <input checked="" type="checkbox"/> Some may have to still work from home if social distancing cannot be managed or on a rota. <input checked="" type="checkbox"/> Consider installing Perspex barriers between staff that are closer than 2m. <input checked="" type="checkbox"/>

			<ul style="list-style-type: none"> • Maximum occupancy numbers on meeting rooms/offices. <input checked="" type="checkbox"/> <p>School Reception</p> <ul style="list-style-type: none"> • All visitors to wear a face covering inc delivery drivers <input checked="" type="checkbox"/> • Reception area (Perspex/glass barrier between receptionist and any visitor or pupil. Marking on floor where pupil or visitor should stand. <input checked="" type="checkbox"/> • Parents encouraged to phone or email rather than come to the Reception office. <input checked="" type="checkbox"/> Not policy. Current Policy will work though re lockers • Parents encouraged to pay electronically rather than cash which should be placed in an envelope. <input checked="" type="checkbox"/> • Implementing “drop zones” for passing materials between people including deliveries. <input checked="" type="checkbox"/> • Drivers must also have access to handwashing facilities or sanitiser. <input checked="" type="checkbox"/> • Movement around school and sharing of classrooms by different bubbles is minimised. <input checked="" type="checkbox"/> • No assemblies in person (all remote) <input checked="" type="checkbox"/>
<p>Access to curriculum such as PE/Science/DT etc</p>	<p>pupils</p>	<p>Illness Death</p>	<ul style="list-style-type: none"> • The timetable adapted to take into account additional time for handwashing. <input checked="" type="checkbox"/> - Clear “wave effect” to be put in place for corridors – follow the leader approach to leaving and returning to an area. • Practicals Not in use currently due to lockdown of Form Room timetable. • Pupils will be asked to wash their hands after physical activity. <input checked="" type="checkbox"/> • Review curriculum risk assessments and include COVID19 as a hazard. <input checked="" type="checkbox"/> • Refer to specialist guidance from CLEAPSS, Association of PE. <input checked="" type="checkbox"/> • ICT suites should be cleaned using wipes after use (between groups) <input checked="" type="checkbox"/> • Secondary only use science labs for the same class all day and teachers rotate between classes unless there can be a thorough clean between groups. <input checked="" type="checkbox"/> - practicals not planned • Laptops/ipads – these should be cleaned before use and between each “group use” using disinfectant wipes. <input checked="" type="checkbox"/> - not currently in use <p>PE and sports</p> <ul style="list-style-type: none"> • Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. <input checked="" type="checkbox"/>

			<ul style="list-style-type: none"> • Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying attention to cleaning and hygiene. ✓ • If accessing external facilities government guidance for the use of, and travel to and from, those facilities will be followed. ✓ • Resources that are shared between classes or bubbles, such as sports, art and science equipment 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. ✓ • Outdoor playground equipment will be cleaned more frequently. ✓ • Pupils bring into school each day essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. ✓ • Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. ✓ <p>November 5th Update</p> <ul style="list-style-type: none"> • No fixtures between other schools during national lockdown restrictions ✓ • Schools are able to work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so. ✓ <p>December 5th</p> <ul style="list-style-type: none"> • No fixtures between other schools during national lockdown restrictions <p>Update March 2021</p> <ul style="list-style-type: none"> • No fixtures between other schools in Phase 1 ✓ • Consider team sports that have been approved by the government list available at grassroots sports guidance. ✓ • No face coverings to be worn in PE. ✓
Access to curriculum such as Music	Staff, pupils and family members	Illness Death	WHOLE SECTION ADDED SEPTEMBER 3RD

			<ul style="list-style-type: none"> • Social distancing between pupils required for music, dance and drama <input checked="" type="checkbox"/> - limited to year and also form bubbles Refer to DCMS guidance • Using back-to-back or side-to-side positioning (rather than face-to-face) whenever possible. <input checked="" type="checkbox"/> • Playing outdoors wherever possible. <input checked="" type="checkbox"/> • If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. <input checked="" type="checkbox"/> • Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained. <input checked="" type="checkbox"/> • In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. <input checked="" type="checkbox"/> • Seating positions -Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player <input checked="" type="checkbox"/> • Microphones - Use microphones where possible or encourage singing quietly. Handling equipment and instruments <input checked="" type="checkbox"/> equipment not in use at the moment • Regular handwashing. <input checked="" type="checkbox"/> • Avoid sharing equipment unless disinfected (includes packing cases, handles, props , chairs, microphones, headphones and music stands) <input checked="" type="checkbox"/> • Students should clean the instruments they are playing on. <input checked="" type="checkbox"/> • Equipment such as keyboards etc should be cleaned between use. <input checked="" type="checkbox"/> not being used at the moment • Curriculum risk assessment should be in place for all lessons. <input checked="" type="checkbox"/> • 1:1 music lesson to continue remotely or held in a large space where teacher can be socially distanced. <input checked="" type="checkbox"/> - Peris not on site. Remote tuition currently. •
<p>Staff or pupils comes into</p>	<p>Staff, pupils, visitors, contractors</p>	<p>Spread of virus to the rest of the school population</p>	<ul style="list-style-type: none"> • Communication sent to all staff informing them they should remain at home if they are displaying any symptoms this is included in parents guide /agreement. <input checked="" type="checkbox"/>

<p>school when they feel unwell</p> <p>Updated: or have had symptoms or tested positive in the last 10 days</p>			<ul style="list-style-type: none"> • School to refer staff and pupil for COVID19 Testing <input checked="" type="checkbox"/> • https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested <input checked="" type="checkbox"/> • Communication with parents/carers for example in parental guide/agreement informing them of the measures that if their child displays the following symptoms, they should self isolate for 7 days (10 Days for a household): <ul style="list-style-type: none"> - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - Loss or change of sense of smell or taste - Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. <input checked="" type="checkbox"/> • This information is displayed on school website and in letter to parents. <input checked="" type="checkbox"/> • School to provide home testing kit (if available) <input checked="" type="checkbox"/> • The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. <input checked="" type="checkbox"/> <p>September 3rd Update</p> <ul style="list-style-type: none"> • If a Pupil or member of staff tests positive whilst not experiencing symptoms but develop the symptoms during the isolation period they should restart the 10 day isolation period from the day they develop symptoms. <input checked="" type="checkbox"/>
<p>Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity.</p>	<p>Staff, pupils, visitors, contractors</p>	<p>Illness resulting in time off work or away from school (loss of education). Death</p>	<ul style="list-style-type: none"> • Refer to Public Health and DFE <u>Guidance</u> for Schools on Coronavirus. <input checked="" type="checkbox"/> • School knows contact details of Local <u>Public Health Protection Team</u> <input checked="" type="checkbox"/> • If a Pupil displays the following symptoms, they should self isolate for 7 days if they have either: <ul style="list-style-type: none"> - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - Loss of sense of smell or taste - Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. <input checked="" type="checkbox"/>

			<ul style="list-style-type: none"> • All members of their households (including siblings) should self isolate for 10 days and this is to will help to protect others in the community while they are infectious. <input checked="" type="checkbox"/> <p>Following https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <ul style="list-style-type: none"> • Member of staff dealing with ill pupil or staff should wear PPE (mask, gloves and apron) If temperature is taken follow protocol. <input checked="" type="checkbox"/> • Provide a dedicated room or an area 2m from others for them to wait to be collected which is at least 2 metres away from other people. <input checked="" type="checkbox"/> • If possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room. <input checked="" type="checkbox"/> • If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave. <input checked="" type="checkbox"/> • If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom where possible or clean area with bleach. <input checked="" type="checkbox"/> • Make sure that children and young people know to tell a member of staff if they feel unwell. <input checked="" type="checkbox"/> • Call 999 if they are seriously ill or their life is at risk. <input checked="" type="checkbox"/> • Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and put in the normal waste <input checked="" type="checkbox"/>
			<ul style="list-style-type: none"> • Clean down area where pupil has been (including the bathroom if used) following cleaning in Non healthcare settings guidance <input checked="" type="checkbox"/> <p><u>Wash hands for 20 seconds thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone unwell</u></p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • The school or setting to remain open and close if there has been 2 confirmed cases in 10 Days and advised to close by Local <u>Public Health Protection Team</u> <input checked="" type="checkbox"/>

<p>Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity. (Continued)</p>	<p>Staff, pupils, visitors, contractors</p>	<p>Illness resulting in time off work or away from school (loss of education). Death</p>	<ul style="list-style-type: none"> • If a staff member displays the following symptoms, they should be sent home and advised to self-isolate for 10 days if they live alone and have either: ✓ • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ✓ • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ✓ • Loss of sense of smell or taste or self isolate for 7 days if they live within a household. The other member of the household should self isolate for 10 Days from when the symptomatic person first had symptoms. ✓ • Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. ✓ • School to refer staff for COVID19 Testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested ✓ • School to provide home testing kit (if available) ✓ • Schools should ask parents and staff to inform them immediately of the results of a test and follow government guidance following result. ✓ • The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. ✓
<p>Parents/staff refusing to get tested or provide result of the test</p> <p>Parents not providing consent for lateral flow test before returning to school</p>	<p>Staff pupils</p>	<p>Unknown prevalence of virus</p> <p>Spread of the virus leading to illness or death.</p>	<ul style="list-style-type: none"> • Staff only – Obtain advice from HR. ✓ • In parents and staff guide there is clear information that they must inform the school immediately of the results test. ✓ • If test negative then member of staff and pupil can stop isolating and return to school. ✓ • % of uptake in lateral flow testing is recorded. ✓ • Record kept of those pupils who do not take part in lateral flow tests and if later test negative due to experiencing symptoms. ✓ • See separate risk assessment for LFT for Secondary and Primary schools ✓

			<ul style="list-style-type: none"> • % of uptake in lateral flow testing is recorded and tracked for staff and pupils. ✓ • Record kept of those pupils who do not take part in lateral flow tests and if later test negative due to experiencing symptoms. ✓ • Secondary school to retain a small on site ATS to offer testing to pupils who are unable or unwilling to test themselves at home. ✓
<p>Positive identified case or cases of Coronavirus of a member of staff or pupil at your school setting</p>	<p>Staff, pupils, visitors, contractors</p>	<p>Illness resulting in time off work or away from school (loss of education). Death</p>	<ul style="list-style-type: none"> - Refer to Public Health and DFE <u>Guidance for Schools</u> on Coronavirus. ✓ - Clear school protocol and system in place for tracking and tracing pupils being unwell, who has gone for a test and result. ✓ - If positive school to contact Local Health Protection Team ✓ - Follow all advice from Public Health England and from the local <u>Health Protection Team</u> ✓ - The rest of the group and those in close contact may be sent home and advised to self-isolate for 14 days. ✓ - direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ✓ - proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ✓ - travelling in a small vehicle, like a car, with an infected person ✓ - Any positive test LFT or PCR member of staff or pupil must go home or remain at home and self isolate following <u>guidance</u> for households with possible or confirmed coronavirus (COVID-19) infection. ✓ - Members of the household (including siblings or childcare bubble) should also self-isolate. - IF LFT positive then the member of staff or pupil must arrange for a PCR test and remain at home for result. ✓ - Staff are eligible for testing and should remain at home until results are obtained from testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested ✓ - Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. School to provide home testing kit (if available) ✓

			<ul style="list-style-type: none"> - The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. <input checked="" type="checkbox"/> - Household members of those contacts that are sent home do not need to self-isolate themselves unless the child, young person or staff member that is self-isolating develops symptoms themselves. <input checked="" type="checkbox"/> - Where 2 or more conformed cases within 10 Days, or an overall rise in sickness absence where COVID19 is suspected – contact local public health team for advice. <input checked="" type="checkbox"/>
<p>Lack of handwashing leading to spread of Coronavirus</p>	<p>Staff, pupils, visitors, contractors</p>	<p>Spread of virus to the rest of the school population or families at home resulting in illness or death.</p>	<ul style="list-style-type: none"> • Print off laminate and display <u>Coronavirus handwashing poster</u> in entrance to school and on classrooms entrances, meeting rooms as a minimum. <input checked="" type="checkbox"/> • Request visitors wash their hands <input checked="" type="checkbox"/> • Educate pupils and staff on the importance of destination handwashing <input checked="" type="checkbox"/> <ul style="list-style-type: none"> ➤ before leaving home ➤ on arrival at school ➤ after using the toilet ➤ after breaks and sporting activities ➤ when they change rooms ➤ before food preparation ➤ before eating any food, including snacks ➤ before leaving school <p>Display handwashing <u>poster</u> in all toilets <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> • Changes to timetabling to provide extra time in the school day every day for handwashing. This will need to be staggered in line with group breaks and lunches to avoid bottle necks in toilets. • Provide additional knee operated handwashing stations (external or internal) if required. Or set up sanitising stations. <input checked="" type="checkbox"/> • Set time aside for regular training and reminders on handwashing – Use free training and information resources such as <u>ebug</u> for pupils and short how to wash your hands videos https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be • Supervision by staff of toilets at breaks etc to ensure pupils are washing their hands thoroughly (smaller children). <input checked="" type="checkbox"/> • Sufficient supplies and maintained supplies of liquid soap and disposable handtowels/operational hand dryers. <input checked="" type="checkbox"/>

			<ul style="list-style-type: none"> • Foot operated bins for paper towel disposal provided. • Bins emptied daily <input checked="" type="checkbox"/> • Regular checks of toilets throughout the day to ensure they are clean, stocked with liquid soap and handtowels and blow dryers are operational. <input checked="" type="checkbox"/>
Lack of handwashing leading to spread of Coronavirus (cont)			<ul style="list-style-type: none"> • Where possible pupils must use liquid soap and water for washing hands <input checked="" type="checkbox"/> • Provide hand sanitisers (at least 60% alcohol content) for the following <u>areas for example as a minimum</u>:- <input checked="" type="checkbox"/> <ul style="list-style-type: none"> ➤ School entrance where visitors and staff sign in ➤ Classrooms (where the use can be supervised by the class teacher). ➤ ICT room ➤ Meeting rooms ➤ Dining hall (supervised by kitchen or midday staff)
Poor handwashing or inadequate facilities for handwashing and maintaining social distancing	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> • Ensure pupil and staff toilets are fully stocked with liquid hand soap and sinks are all operational. <input checked="" type="checkbox"/> • Review numbers of operational toilets and urinal facilities to ensure this is sufficient capacity with social distancing measures. Consider additional hand washing stations. <input checked="" type="checkbox"/> • Consider same sex members of staff going into toilets regularly to ensure sinks are operational and not used as bag storage areas and social distancing is maintained. <input checked="" type="checkbox"/> • Remove any fabric towels (multi use) and use hand dryers or single paper towels • Display handwashing posters in toilets. <input checked="" type="checkbox"/> • School behaviour policy includes expectations on handwashing, social distancing etc. <input checked="" type="checkbox"/> • Provide regular training to staff and pupils on handwashing (at least 20 seconds with soap). https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be • Staff and pupils are checking their skin for dryness and cracking and using a emolument to retain moisture if required. <input checked="" type="checkbox"/>
Ineffective use of face coverings	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<p>WHOLE NEW SECTION</p> <ul style="list-style-type: none"> • Schools that teach year 7 and above and which are not under specific local restriction measures will have the discretions to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot be easily maintained such as corridors and communal areas. <input checked="" type="checkbox"/>

- Face coverings to be put on and removed carefully ✓
- Information and posters provided to staff and pupils on how to don and doff face coverings. ✓
- Pupils/staff instructed not to touch the front of their face covering during use or when removing it. ✓
- Disposable face masks must be disposed of in normal waste. ✓
- Monitoring of students and staff wearing face coverings correctly and reminders on how to wear. ✓
- Face covering when not worn are removed and placed in an individual sealable plastic bag between use. ✓
- School will have a small contingency supply of face coverings if they have been forgotten, soiled or unsafe. ✓
- Clear procedures in place and communicated to staff and pupils on when they can wear face coverings. ✓

November 5th Update

- In all secondary schools it is mandatory that all pupils, staff and visitors in areas outside the classroom where social distancing cannot be easily maintained such as corridors and communal areas wear face coverings. ✓
- In all secondary schools that teach year 7 and above it is mandatory that all pupils, staff and visitors in areas outside the classroom where social distancing cannot be easily maintained such as corridors and communal areas wear face coverings. ✓ - all students in RBA comply with this, not just Y7+8.

Face Coverings in lessons during Phase 1

The national guidance states this is a secondary school policy not necessarily due to age limitations, but due in part to increased movement by staff (and students) in the secondary sector overall. We are a middle school officially deemed secondary and our staff in Years 5+6 move around more than they would in a primary school and teach across all years and bubbles, exactly as our secondary school colleagues do. For the safety of everyone and to avoid a confusing, split economy, all students will follow the guidance on wearing a covering in a lesson during Phase 1. This will be reviewed ahead of Phase 2. Students who are exempt should wear the sunflower lanyard or the more discrete RBA red silicone wristband which we can supply from the Main Office free of charge. Middle schools are not catered for in the National Guidance so this policy is fundamentally in place to ensure the staff and students are offered the same levels of

			<p>protection that our secondary school colleagues are given when we operate in an identical environment. We thank you for your support in this matter, but if you have any concerns, please raise them via your child's From Tutor.</p> <p><u>We do not need to see proof</u> of exemption status and will leave this for families to communicate with Form Tutors directly. Please note, students not wearing a mask or an identifiable exemption lanyard / wristband will be challenged to produce a mask. This procedure will be reviewed ahead of moving into Phase 2.</p> <p>It is the responsibility of the family and student combined to ensure they arrive at school each day with a fresh/ clean mask and backup. Please be aware - we will have a small supply of masks on site for emergencies, but parents may be contacted to bring in a mask if their child repeatedly forgets theirs.</p> <ul style="list-style-type: none"> • School to be aware of staff and pupils who are exempt from wearing face coverings. This applies to those who: <input checked="" type="checkbox"/> <ul style="list-style-type: none"> - cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties <input checked="" type="checkbox"/> - speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate <input checked="" type="checkbox"/> • No blanket exemptions for conditions such as asthma but on individual basis <input checked="" type="checkbox"/> • Face coverings to be put on and removed carefully <input checked="" type="checkbox"/> • School process in place for when face coverings are worn and how they should be removed. <input checked="" type="checkbox"/> • Information and posters provided to staff and pupils visitors on the arrangements for face masks including areas to be worn and on how to don and doff face coverings. <input checked="" type="checkbox"/>
<p>Events and Lettings at school and meetings</p>	<p>Staff, pupils, visitors.</p>	<p>Spread of virus to the rest of the school/visitor population resulting in illness.</p>	<ul style="list-style-type: none"> • No assemblies instead use platforms such as Teams/Zoom etc <input checked="" type="checkbox"/> • Review lettings in view of government guidance – review letting risk assessments for Covid19. <input checked="" type="checkbox"/> • Limit meetings with parents for serious issues and maintain social distancing <input checked="" type="checkbox"/> • Use Microsoft Teams/Zoom for meetings/parents evenings to prevent face to face contact. <input checked="" type="checkbox"/> <p>November 5th Update</p> <ul style="list-style-type: none"> • During National lockdown commencing 5th November cease all lettings including grassroots sports <input checked="" type="checkbox"/>

			<ul style="list-style-type: none"> • Cease after school clubs that are not there for wrap around care. <input checked="" type="checkbox"/> • Suspend all visits and tours of the school. <input checked="" type="checkbox"/> <p>December 5th</p> <ul style="list-style-type: none"> • Review recommencing lettings including grassroots sports based on <u>tier restrictions</u> <input checked="" type="checkbox"/> • Restart after school clubs that are not there for wrap around care. <input checked="" type="checkbox"/> • Review all visits and tours of the school based on tier. <input checked="" type="checkbox"/> <p>January 2021</p> <ul style="list-style-type: none"> • Review recommencing lettings including grassroots sports based on <u>tier restrictions</u> <input checked="" type="checkbox"/> • Restart after school clubs that are not there for wrap around care depending on Tier restrictions. <input checked="" type="checkbox"/> - not occurring this term • Review all visits and tours of the school based on tier. <input checked="" type="checkbox"/> - virtual only at this point • Cease after school clubs that are not there for wrap around care. <input checked="" type="checkbox"/> • Cease all visits and tours of the school. <input checked="" type="checkbox"/> • Only recommence lettings including grassroots sports based on national restriction. <input checked="" type="checkbox"/>
Pupils ingesting the alcohol gel	Pupils	Sickness	<ul style="list-style-type: none"> • All alcohol-based gels are in an area which are supervised or monitored by staff. <input checked="" type="checkbox"/> • Primary school – pupils to be supervised when using alcohol gels • Older pupils (secondary school age) permitted to carry and use their own supply of alcohol hand gel. <input checked="" type="checkbox"/>
Location of wall mounted gels at a height that could get into a pupil's eye	Pupils	Irritation and damage to eyes	<ul style="list-style-type: none"> • Any wall mounted pumps are at a position that is not in line with pupils head. <input checked="" type="checkbox"/> • Site team to check daily supplies in all toilets and refill sanitiser stations. Consider using daily toilet check sheet. <input checked="" type="checkbox"/>

<p>Lack or ineffective cleaning of high contact surfaces or between groups or resources</p>	<p>Staff, pupils, families of staff and pupils visitors.</p>	<p>Spread of virus to the rest of the school/visitor population resulting in illness or death.</p>	<ul style="list-style-type: none"> • Review carried out of activities and locations where high contact and likelihood of transmission of the virus is high and cleaning schedule in place. For example: <ul style="list-style-type: none"> ➤ Door keypads <input checked="" type="checkbox"/> ➤ Door Handles (could classroom doors be kept open) <input checked="" type="checkbox"/> ➤ Payment systems –pupils just bring in lunches and sit at their desks? <input checked="" type="checkbox"/> ➤ Keypads entries (on release during the day) except main entrance not without compromising safeguarding <input checked="" type="checkbox"/> ➤ Signing in electronic pads (book and visitors use own pen or wipe after each use) ➤ ICT equipment wiped between each use <input checked="" type="checkbox"/> ➤ Resources (rulers etc) pupils to have their own stationary packs. <input checked="" type="checkbox"/> ➤ Staffroom kettle/fridge/dishwasher handle/cup cupboard, sink taps <input checked="" type="checkbox"/> • Identify how to manage these areas effectively (for example through elimination for example no fingerprint recognition for lunch payments) <input checked="" type="checkbox"/> • Sufficient resources dedicated for cleaning high contact surfaces (an additional cleaner in the day for cleaning throughout the day.) Either provided by contract cleaners and if they cannot provide this then school should dedicate someone for cleaning high contact surfaces. <input checked="" type="checkbox"/> • Throughout the day the cleaners or site team should be cleaning high contact surfaces <ul style="list-style-type: none"> ➤ door handles into classrooms ➤ key pad entry systems ➤ corridor doors hand plates ➤ toilet doors, hand plates ➤ classroom desks • Cleaning schedule in place for <input checked="" type="checkbox"/> <ul style="list-style-type: none"> ➤ More frequent cleaning of rooms/shared areas that are used by different groups (shared rooms identified) ➤ Toilets ➤ Resources used between bubbles ➤ Play equipment
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<p>Lack or ineffective cleaning of high contact surfaces (continued)</p>	<p>Staff, pupils, families of staff and pupils visitors.</p>	<p>Spread of virus to the rest of the school/visitor population resulting in illness or death.</p>	<p>with a hypochlorite solution such as Milton or Chlorine tablet solution or diluted bleach –Following guidance on cleaning in Non healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • For bleach – as a general rule make up (10 teaspoons bleach) added to 450ml of cold water (1 spray bottle) – Check manufacturers dilution rates. <input checked="" type="checkbox"/> • Refresh solution every 24hrs for continued effectiveness. <input checked="" type="checkbox"/> • Spray onto a cloth onto high contact surfaces (see safe use of bleach guidance and COSHH Bleach template risk assessment – available to all staff) <input checked="" type="checkbox"/> • Do not spray tables when pupils are seated at them. <input checked="" type="checkbox"/> • Cleaning solution clearly labelled and also available for staff to use in their classrooms or dining hall. <input checked="" type="checkbox"/> • Spray bottles must be kept out of reach of children and used with disposable gloves. <input checked="" type="checkbox"/> • Appropriate PPE (Personal Protective Equipment) must be available disposable apron, gloves (Refer to Safety Data Sheet). <input checked="" type="checkbox"/> • Also clean with this solution classroom sinks and taps (high volume contact surfaces). <input checked="" type="checkbox"/> • Review high contact surfaces and equipment in your school setting as this may include for example Nursery toys <input checked="" type="checkbox"/> • Ensure Safety Data sheet is available for cleaning solution and Template Bleach COSHH assessment completed. <input checked="" type="checkbox"/> • The has an adequate and maintained supply of personal and domestic cleaning products available for school. <input checked="" type="checkbox"/> • Cordon off any external play equipment (unless it can be cleaned between each group using it) <input checked="" type="checkbox"/> • Remove soft furnishings. Soft toys and toys that are hard to clean (such as those with intricate parts). <input checked="" type="checkbox"/> • Limit resources taken home to school and school to home. <input checked="" type="checkbox"/> • Staff should wash their hands after handling any text books used by students <input checked="" type="checkbox"/>
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			<ul style="list-style-type: none"> Do not share common resources between groups unless cleaned with a diluted bleach solution (for example maths counting blocks). <input checked="" type="checkbox"/> Signage displayed to remind staff and pupils to wash their hands and not touch their faces <input checked="" type="checkbox"/>
Poor respiratory hygiene	Staff Pupils	Inhalation of virus or transfer of virus onto a surface that is picked up.	<ul style="list-style-type: none"> Tissues and bins in every classroom including canteen and staffroom to support “catch it, bin it, kill it” <input checked="" type="checkbox"/> Display around school “catch it bin it kill it” posters around school and remind staff and pupils. <input checked="" type="checkbox"/> School to support pupils (could be those with complex needs or younger children) to get this right <input checked="" type="checkbox"/>. Individual pupil risk assessment completed for pupils that spit or use saliva as a sensory stimulant. <input checked="" type="checkbox"/>
Poor workplace ventilation leading to risk of coronavirus spreading	Staff Pupils	Spread of the virus leading to illness or death	<ul style="list-style-type: none"> Follow HSE guidance on Heating ventilation and air conditioning. <input checked="" type="checkbox"/> Where possible ventilate the workplace using fresh air by keeping doors and windows open. <input checked="" type="checkbox"/> On hot days additional mechanical ventilation could be used for example desk fans and these should be positioned to face the teacher and away from the pupils. <input checked="" type="checkbox"/> Turn off recirculating air system that circulates between different rooms. <input checked="" type="checkbox"/> Single air conditioning units that draw in fresh air from outside can be used <input checked="" type="checkbox"/> <p>November 5th Update</p> <ul style="list-style-type: none"> In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. <input checked="" type="checkbox"/> Provide flexibility to allow additional suitable indoor clothing <input checked="" type="checkbox"/> Rearrange furniture where possible to avoid direct drafts. <input checked="" type="checkbox"/>
Inadequate monitoring of illness and prevalence of	Staff Pupils	Outbreak unidentified leading to spread of the virus	<ul style="list-style-type: none"> All staff informed in staff guide and in training that they must provide reason for illness when reporting absence <input checked="" type="checkbox"/> All pupils informed in parents guide and in form time that they must provide reason for illness <input checked="" type="checkbox"/>

COVID19 symptoms.			<ul style="list-style-type: none"> • Symptoms to report as potentially covid19 as per Public health guidance are clear. ✓ • Protocol in place for recording pupil and staff absence and signposting them or providing them with home testing kit. Protocol also checks on result of test. ✓ • When a positive test is identified the school will contact local public protection team and provide necessary information as part of track and trace. ✓ • School will retain copy of all timetables, registers, and staff in close contact for each term. ✓
Staff and pupils concerned about risk of Coronavirus and self-isolating (without any symptoms)	Staff, pupils.	Loss of education	<ul style="list-style-type: none"> • Pupils self isolating will not be penalised for non-attendance. ✓ • Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE <u>Guidance for Schools</u>. ✓ • Staff individual risk assessment completed for staff concerned about risk to support them into work. ✓
Staff refusing to participate with Testing or track and trace	Staff pupil	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> • In staff guide the school as the employer sets out the expectation that the employee should participate in testing and participate in the track and trace system. ✓ • School to seek advice from HR if they refuse to participate. ✓
Parents refusing to keep pupils off school when requested to self-isolate and test.	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> • Before starting back in September “parental agreement” in place that sets out the requirement for self-isolation and participation in testing and track and trace. ✓ • Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE <u>Guidance for Schools</u>. ✓ • Call DFE Helpline 0800 046 8687 or email Dfe.coronavirushelpline@education.gov.uk. ✓
School Trips	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> • School to follow current government advice – No foreign or overnight trips in the UK. ✓ National lockdown no trips to take place. ✓
School uniform	Staff Pupils	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> • Pupils can wear school uniform and they do not need to be cleaned any more often than usual using usual detergents. ✓ • Pupils can wear PE kit to school (including tracksuit bottoms) for days that they are participating in PE to prevent use of the changing room.

<p>Pupils with EHCP and Vulnerable pupils</p>	<p>Pupils</p>	<p>Unable to attend school and parents then away from critical job</p>	<ul style="list-style-type: none"> • Following Government advice on EHCP pupils review and update pupil risk assessment https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people Those with an EHC plan should be risk-assessed https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance • Share risk assessment with staff working with pupil with EHCP. <input checked="" type="checkbox"/> • Some pupils with SEND (whether with EHC plans or on SEN support) will be identified for specific help and support when returning to school with the changes <input checked="" type="checkbox"/>. • Where appropriate pupil risk assessment to be updated and shared with staff working with pupil. <input checked="" type="checkbox"/>
<p>Wrap around care</p>	<p>Pupils Staff</p>	<p>Spread of virus to the rest of the school population resulting in illness/death</p>	<ul style="list-style-type: none"> • Review wrap around care and reopening this provision – risk assessments reviewed for any third part provider. <input checked="" type="checkbox"/> • Try and keep the “bubbles” the same as the day bubbles but if not limit size and try and maintain consistency. <input checked="" type="checkbox"/> • Parents informed to limit the use of different wrap around care providers. <input checked="" type="checkbox"/> • Wrap around care only to be provided to essential worker and vulnerable pupils and not pupils remote learning. <input checked="" type="checkbox"/>
<p>Transport</p>	<p>Pupils</p>	<p>Spread of virus to the rest of the school population resulting in illness/death</p>	<ul style="list-style-type: none"> • Liaise with LA and private transport companies to establish new arrangements for “bubbles” to travel together where possible or keep this consistent. <input checked="" type="checkbox"/> • Establish arrangements for <input checked="" type="checkbox"/> <ul style="list-style-type: none"> ➢ Use of sanitiser upon boarding and/or disembarking ➢ Queuing and boarding ➢ Distancing vehicles where possible ➢ Use of face covering ➢ Seating arrangements sit in their bubble or the same constant group of children each day • Public transport – work with partners to stagger start time so travel is out of peak hours <input checked="" type="checkbox"/>


			<p>September Update</p> <ul style="list-style-type: none"> Pupils should be informed that they must not board home to school transport if they or a member of their household has symptoms of Coronavirus. <input checked="" type="checkbox"/>
<p>Ineffective Site Management leading to the spread of the virus</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Building not maintained or checked.</p> <p>Insufficient fire safety and legionella management.</p> <p>Causing injury</p>	<ul style="list-style-type: none"> Kitchen follows guidance for <u>food businesses on coronavirus</u> <input checked="" type="checkbox"/> Make sure statutory checks are up to date for example boiler servicing and any mothballed equipment such as kilns or PE equipment is not used until serviced or inspected. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm <input checked="" type="checkbox"/> Check security of supply chain and contractor service for example catering, cleaning contracts checked and ready to start or upscale again (agree dates). Cleaning products suitable for use on viruses. <input checked="" type="checkbox"/> Catering provider to follow government guidance on reopening a food business and provide copies of Covid 19 risk assessment. <input checked="" type="checkbox"/> In house catering put complete Covid19 risk assessment <input checked="" type="checkbox"/> Review screening requirements for staff at til point etc. <input checked="" type="checkbox"/> Review Planned Preventive Maintenance schedule – what services are due between now and September. <input checked="" type="checkbox"/> Make sure statutory checks are up to date for example boiler servicing. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm Follow DFE guidance on managing buildings <input checked="" type="checkbox"/> https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak Managing contractors - requirements expected from them to follow school social distancing measures – try to organise so outside main school hours. <input checked="" type="checkbox"/> Information on schools’ arrangements for managing risk from COVID19 shared with contractors. <input checked="" type="checkbox"/> Legionella – if school building has been fully closed then it will need flushing through. <input checked="" type="checkbox"/> If building has been closed reinstate all site agent checks including weekly fire alarm check. <input checked="" type="checkbox"/> Review building projects planned for summer and beyond. Contractors to provide risk assessments and method statements for their works that include COVID19 <input checked="" type="checkbox"/>

			<ul style="list-style-type: none"> • Schedule an evacuation – fire assembly point reviewed for social distancing. <input checked="" type="checkbox"/> • Review fire wardens to ensure you have enough trained staff. <input checked="" type="checkbox"/> • Grounds maintenance contract – arrange for grass cuttings. <input checked="" type="checkbox"/> • Review building projects planned for the summer holidays. <input checked="" type="checkbox"/> • If your classes are going to be split into different classrooms to reduce numbers are they age appropriate for example fitted with fingerguards. <input checked="" type="checkbox"/> • Bins are emptied in classrooms and offices daily. <input checked="" type="checkbox"/> • Sufficient and consistent supplies of cleaning materials suitable for COVID19 and PPE. <input checked="" type="checkbox"/> • Legionella – flush through little used outlets in classrooms not used. <input checked="" type="checkbox"/> • Catering provider to follow government guidance and provide copies of Covid 19 risk assessment. <input checked="" type="checkbox"/>
Lack of training on new working arrangements for school	Staff, pupils, families of staff and pupils	Unfamiliar with new working procedures leading lack of social distancing and increasing risk of infection that could lead to injury/illness or death.	<p>Training</p> <p>Staff “virtual” Induction back to school <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> • Inform them of ALL the control measures identified by risk assessment • What they need to do to keep themselves safe and their group of pupils safe at school • Spotting signs/symptoms for Covid19 for themselves and students • Local COVID19 testing station and access to home testing kits as Essential workers • First aid arrangements • Fire evacuation procedure • All staff training to be delivered virtually. <p>Training for pupils <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> • Provide lessons on handwashing for example ebug and this video https://youtu.be/x3v521MTjio Promoting good respiratory hygiene “catch it bin it kill it” • Update information to parents on symptoms and not sending pupils in with them and new arrangements for the school day. Also include track and trace and agreement to have testing.
First aid and medication and	Staff, pupils, families of	Insufficient first aider coverage	<ul style="list-style-type: none"> • Provide appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) • Inform first aiders what control measures are in place. <input checked="" type="checkbox"/> <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>

<p>delivering personal care</p>	<p>staff and pupils</p>		<ul style="list-style-type: none"> • Sufficient first aiders on site (to be reviewed each day and considered as part of staff rota). • Early years only –at least one person on site with paediatric first aid. • Ensure those pupils in school have up to date medication onsite and their allergen information is also up to date. <input checked="" type="checkbox"/> • Systems in place for checking any menu/ingredient changes (due to food shortages/changes) against pupils with allergens. <input checked="" type="checkbox"/> • First aider and those administering medication to maintain social distancing where possible. <input checked="" type="checkbox"/> <p>Personal care</p> <ul style="list-style-type: none"> • Staff providing personal care including nappy changing should wear appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) <input checked="" type="checkbox"/> Changing mat should be cleaned with Milton solution between each nappy change. Disposable gloves changed between each nappy change. <input checked="" type="checkbox"/> <p>November 5th Update</p> <ul style="list-style-type: none"> • Primary only – try to administer first aid within “bubble” where there is central first aid provision separate treatment into bubbles (siting 2 m apart when awaiting treatment) <input checked="" type="checkbox"/> • No sharing of ice pack covers between pupils (use disposable paper towels). <input checked="" type="checkbox"/> • First Training certificates FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021. <input checked="" type="checkbox"/>
<p>Pupils and staff working from home (Parents may choose not to send their pupils to school)</p> <p>Social isolation leading to mental health problems</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Incorrect/poor workstation set up leading to Musculoskeletal conditions</p> <p>Mental health</p>	<p>Pupils</p> <ul style="list-style-type: none"> • There is no legal requirement to provide DSE workstation assessments for pupils but parents should be encouraged to follow good practice. <input checked="" type="checkbox"/> • Ensure any pupils not attending can access home learning via Google Classroom <input checked="" type="checkbox"/> <p>Staff</p> <ul style="list-style-type: none"> • Staff who working from home – guidance provided on working from home and secure information complying with GDPR. <input checked="" type="checkbox"/> • Staff provided with laptop and separate mouse- DSE assessment not required for working at home. <input checked="" type="checkbox"/> • Share HSE <u>guidance</u> on working from home. Staff should follow good practice and work from a table. <input checked="" type="checkbox"/>

			<ul style="list-style-type: none"> • Share Cousins Safety guidance of working at home and ask staff working from home to complete working at home checklist <input checked="" type="checkbox"/> Email to all staff 13.07.20 • Check staff complete the checklist and highlight any issues to you <input checked="" type="checkbox"/> • School to consider staff mental health and review communication arrangements with staff. Rather than emails consider a meeting via a platform like Zoom. <input checked="" type="checkbox"/> • Pregnant staff– update their pregnancy risk assessment if returning into the office after the 1st August. <input checked="" type="checkbox"/> • Think about ways to improve mental health from working at home as it can be difficult to separate work from home life. <input checked="" type="checkbox"/> • Consider virtual coffee mornings using technology so staff can still feel part of a team • Encourage staff to speak to colleagues daily <input checked="" type="checkbox"/> • Identify staff that live on their own and ring them daily to make sure they are okay <input checked="" type="checkbox"/>
<p>Stress and mental health</p> <p>Parents and pupils anxious about returning to school</p> <p>Staff working long hours delivering face to face as well as setting work for those pupils at home</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Stress and anxiety leading to loss of sleep and changes in behaviour.</p> <p>Resulting in time of work/school</p> <p>Increase in absenteeism and Presentism</p>	<ul style="list-style-type: none"> • Clear communication to parents on returning to school and how this will be managed. <input checked="" type="checkbox"/> • Recognise that parents and pupils that may have been shielding or those concerned about the comparatively increased risk from COVID 19 including those from Black, Asian, Minority Ethnic or who have certain conditions such as obesity and diabetes and support mechanisms in place to reassure parents and staff. <input checked="" type="checkbox"/> • Additional pastoral support provided to pupils. <input checked="" type="checkbox"/> • Use of professional resources to share experiences of lockdown with children for example https://www.weforum.org/agenda/2020/05/11-may-who-briefing/ <input checked="" type="checkbox"/> • Monitor staff workload between classroom delivery and setting work for pupils at home (those isolating or working from home due to lockdown). <input checked="" type="checkbox"/> • Regular updates to parents on safety measures in place <input checked="" type="checkbox"/> • Schools to link into Government resources including The Wellbeing for Education Return programme and https://www.gov.uk/guidance/teaching-about-mental-wellbeing <input checked="" type="checkbox"/>

<p>Ineffective use of PPE</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>PPE facemasks become contaminated and source of infection causing illness to wearer</p>	<ul style="list-style-type: none"> • School to follow DFE and WHO guidance that currently does not require schools to provide PPE for staff in general apart from those administering first aid, dealing with a suspected case of COVID19 and personal care. <input checked="" type="checkbox"/> • School to provide and maintain a supply of suitable PPE for staff that are required to use it (Disposable gloves, aprons and face masks, visors). <input checked="" type="checkbox"/> • Where Staff and pupils chose to wear their own face covering in school – make this clear that this is a personal choice but not identified by the Government and Public Health England. This could be included as part of an individual risk assessment. <input checked="" type="checkbox"/> • Pupils/staff travelling in by public transport or private transport (over the age of 11 is compulsory) - lidded bin available to dispose of masks on arrival. Plastic bags provided to pupils and staff with face covering. <input checked="" type="checkbox"/> • Face covering used for transport to be placed into a plastic bag and stored in pupils/staff own bag. Face coverings are not left handing around anyone’s neck. <input checked="" type="checkbox"/>
<p>Supply staff, peripatetic teachers, contractors and visitors, volunteers moving between schools spreading the virus between different schools and bubbles</p>	<p>Staff and pupils</p>	<p>Spreading of the virus leading to illness and death</p>	<p>WHOLE NEW SECTION</p> <ul style="list-style-type: none"> • Visitor and contractor procedures in place to ensure they follow schools arrangements <input checked="" type="checkbox"/> • Obtain COVID19 risk assessments from key contractors such as catering providers and how they manage deliveries. <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> • Record of all visitors, including contractors to the site for Track and Trace. <input checked="" type="checkbox"/> - NEW FORM IN RECEPTION • All visitors, supply staff and contractors to follow social distancing measures and maintain 2m from staff. <input checked="" type="checkbox"/> <p>Test and Trace app in use as well.</p>
<p>Prayer rooms</p>	<p>Pupils and staff</p>	<p>Spreading of the virus leading to illness and death</p>	<p>WHOLE NEW SECTION</p> <p>THIS IS NOT A FACILITY WE USE AT RBA <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> • Individuals should be prevented from touching or kissing objects that are handled communally. Barriers and/or clear signage should be put in place where necessary to avoid this taking place. • Individuals should also avoid touching property belonging to others such as shoes which, if removed, should be placed and collected by their owner while adhering to social distancing principles.

			<ul style="list-style-type: none"> • Reusable and communal resources such as prayer mats, service sheets, religious texts or devotional material should be removed from use. Single use alternatives should be provided as long as they are removed and disposed of by the worshipper. • Items owned by the individual to aid worship such as a prayer mat or religious text, can be brought in but should be removed again by the worshipper.  • In circumstances where worshippers cannot bring their own books, places of worship should keep a selection of clean books for individuals to use. Clean books should be quarantined for 48 hours since their previous use and should be quarantined for 48 hours again after use. Items which cannot be easily cleaned should also be subject to the 48 hours quarantine after use. • This could mean that students/staff are asked to bring in their own prayer mat to use and separate prayer rooms provided to each year group and for staff to be able to socially distance.
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Guidance

Coronavirus what you need to know <https://www.gov.uk/coronavirus>

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

Safer travel guidance for passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Getting Tested <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Information for the public: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Blog and frequently asked questions: <https://publichealthmatters.blog.gov.uk/category/coronavirus-covid-19/>

Catch it Bin it Kill it poster <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

NHS 111 online <https://111.nhs.uk/covid-19/>

New guidance staying alert and safe social distancing : <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Coronavirus (COVID-19): guidance on vulnerable children and young people

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Self isolation <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Guidance on Shielding <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august>

Clinically vulnerable people <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Local Public Health Protection Team <https://www.gov.uk/health-protection-team>

Other resources: <http://schoolwell.co.uk/coronavirus-resources-for-wellbeing-and-mental-health/>

Covid-19 Individual Risk Assessment – post 8th March 2021

To be used in circumstances where an employee has greater risk factors as defined by the government

Name of Employee	
Job Title	
School	
Name of Assessor	
Date of Assessment	

This risk assessment should be completed with the employee.

Does the employee fall into any of the risk groups listed?				
<ul style="list-style-type: none">• High risk (clinically extremely vulnerable)• Moderate risk (clinically vulnerable)				
See link for current list of conditions covered in each category: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/				
High Risk		Moderate Risk		Shared household

If an employee doesn't fall into any of these categories, they do not require an individual risk assessment.

High risk group (clinically extremely vulnerable)

Employees in the **high-risk** group should work from home if possible. If they cannot work from home (role does not support this) then speak to HR but they should not be in School.

People with the following conditions are automatically deemed clinically extremely vulnerable:

- you've had an organ transplant
- you're having chemotherapy or antibody treatment for cancer, including immunotherapy
- you're having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- you're having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- you have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- you've had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- you've been told by a doctor you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- you have a condition that means you have a very high risk of getting infections (such as SCID or sickle cell)
- you're taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- you have a serious heart condition and are pregnant
- you have a problem with your spleen or your spleen has been removed (splenectomy)
- you're an adult with Down's syndrome
- you're an adult who is having dialysis or has severe (stage 5) long-term kidney disease other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions

If the person is at high risk from coronavirus, they should have received a letter from the NHS.

Moderate risk

People at moderate risk from coronavirus include people who:

- are 70 or older
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)
- are pregnant – see [advice about pregnancy and coronavirus](#)

If pregnant complete a pregnancy risk assessment and review it every 3 months when working.

Other staff that are clinically vulnerable do not require an individual risk assessment unless requested by the employee or social distancing measures cannot be maintained.

Shared Household

Employees who are living with someone in the high-risk category should continue to work and no individual risk assessment is required.

Section completed for High risk only

Is the school currently able to support this employee in working from home?					
Yes		No		N/A	

If you are able to accommodate working from home the employee should be supported to do so. It is advisable to set a date to review this.

If unable to support working from home, document the reasons for this for example role is midday supervisor: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

If the school is unable to support working from home speak to HR advisor.

Individual risk assessment

Only to be completed for clinically vulnerable staff that request an individual risk assessment otherwise they follow the controls in the school COVID risk assessment.

(Hazards detailed below are suggested areas of consideration. Each school should consider this in the context of their own setting and the individual employee. The school should amend and/or add additional hazards as identified locally)

Hazard	Possible actions to minimise risk (add to this as required)	How will this be implemented
Travel to school	Employee must be able to commute to school using methods that enable social distancing (for example no public transport or lift share with member outside of their household)	
Maintenance of social distancing	2m social distancing followed in offices and classrooms. Consider alternate locations of working within the school Are there specific duties that need to be reallocated for example first aid? Could shared offices be allocated to single use? Staff rota for home working. Provision of home LFD testing.	
Effective hygiene protocols	School hygiene protocols to be followed. Additional cleaning of areas relevant to this employee. Available hand sanitiser Access to hand washing facilities	
Suspected case whilst working on site	Employee must not be allocated to support pupil whilst awaiting collection Arrangements to be in place so that in the event of a pupil becoming unwell in the employee’s class the pupil can be removed immediately by another adult.	
Provision of first aid	Employee must not be allocated to deal with first aid situations (save where absolutely necessary in an emergency whilst waiting for another adult to attend – see PPE section) Arrangements to be in place for contacting another adult in an emergency situation	
Provision of personal care	Employee must not be involved in the provision of personal care	
PPE	Employee should have access to PPE should they need to attend to a pupil in an emergency situation and cannot contact another adult in time to deal with the situation.	

Hazard	Possible actions to minimise risk (add to this as required)	How will this be implemented
Awareness of others	In discussion with the employee to notify other staff on site of employee situation so identified controls can be followed	
Mental health	Employee counselling service Mentor	
Lack of awareness of new procedures in school	Staff training “remotely” Staff guide with new procedures	

Action plan

	Action	By who and when
1		
2		
3		
4		

All other controls as identified in the school COVID Health and Safety risk assessment should also be adhered to.

With identified controls in place can the risks be reduced to a manageable level to enable the employee to attend the school?			
Yes		No	

If risks cannot be reduced to a manageable level the employee cannot attend school and alternative arrangements should be made.

If risks can be managed all actions agreed **MUST** be put into place.

Review date: <i>(Applicable in all situations)</i>	
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Once complete the employee should receive a copy and a copy kept on file in school. It is the responsibility of the Assessor to ensure agreed actions are put into place and reviewed at regular intervals.

Guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/>

Covid-19 Individual Risk Assessment – Tier 4 version

To be used in circumstances where an employee has greater risk factors as defined by the government

Name of Employee	
Job Title	
School	
Name of Assessor	
Date of Assessment	

This risk assessment should be completed with the employee.

Does the employee fall into any of the risk groups listed? <ul style="list-style-type: none"> • High risk (clinically extremely vulnerable) • Moderate risk (clinically vulnerable) See link for current list of conditions covered in each category: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/					
High Risk		Moderate Risk		Shared household	

If an employee doesn't fall into any of these categories, they do not require an individual risk assessment.

High risk group (clinically extremely vulnerable)

Employees in the **high-risk** group should work from home if possible. If they cannot work from home (role does not support this) then speak to HR but they should not be in School.

People with the following conditions are automatically deemed clinically extremely vulnerable:

- solid organ transplant recipients
- people with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
- people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- people on immunosuppression therapies sufficient to significantly increase risk of infection
- problems with your spleen, for example splenectomy (having your spleen removed)
- adults with Down's syndrome
- adults on dialysis or with chronic kidney disease (stage 5)

- women who are pregnant with significant heart disease, congenital or acquired
- other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions

Moderate risk

People at moderate risk from coronavirus include people who:

- are 70 or older
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)
- are pregnant – see [advice about pregnancy and coronavirus](#)

If pregnant complete a pregnancy risk assessment and review it every 3 months when working.

Other staff that are clinically vulnerable do not require an individual risk assessment unless requested by the employee or social distancing measures cannot be maintained.

Shared Household

Employees who are living with someone in the high-risk category should continue to work and no individual risk assessment is required.

Section completed for High risk only

Is the school currently able to support this employee in working from home?					
Yes		No		N/A	

If you are able to accommodate working from home the employee should be supported to do so. It is advisable to set a date to review this.

If unable to support working from home, document the reasons for this for example role is midday supervisor:

If the school is unable to support working from home speak to HR advisor.

Individual risk assessment

Only to be completed for clinically vulnerable staff that request an individual risk assessment otherwise they follow the controls in the school COVID risk assessment.

(Hazards detailed below are suggested areas of consideration. Each school should consider this in the context of their own setting and the individual employee. The school should amend and/or add additional hazards as identified locally)

Hazard	Possible actions to minimise risk (add to this as required)	How will this be implemented
Travel to school	Employee must be able to commute to school using methods that enable social distancing (for example no public transport or lift share with member outside of their household)	
Maintenance of social distancing	2m social distancing followed in offices and classrooms. Consider alternate locations of working within the school Are there specific duties that need to be reallocated for example first aid? Could shared offices be allocated to single use? Staff rota for home working.	
Effective hygiene protocols	School hygiene protocols to be followed. Additional cleaning of areas relevant to this employee. Available hand sanitiser Access to hand washing facilities	

Hazard	Possible actions to minimise risk (add to this as required)	How will this be implemented
Suspected case whilst working on site	Employee must not be allocated to support pupil whilst awaiting collection Arrangements to be in place so that in the event of a pupil becoming unwell in the employee's class the pupil can be removed immediately by another adult.	
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Awareness of others	In discussion with the employee to notify other staff on site of employee situation so identified controls can be followed	
Mental health	Employee counselling service Mentor	
Lack of awareness of new procedures in school	Staff training “remotely” Staff guide with new procedures	

Action plan

	Action	By who and when
1		
2		
3		
4		

All other controls as identified in the school COVID Health and Safety risk assessment should also be adhered to.

With identified controls in place can the risks be reduced to a manageable level to enable the employee to attend the school?

Yes		No		
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If risks cannot be reduced to a manageable level the employee cannot attend school and alternative arrangements should be made.

If risks can be managed all actions agreed **MUST** be put into place.

Review date: <i>(Applicable in all situations)</i>	
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Once complete the employee should receive a copy and a copy kept on file in school. It is the responsibility of the Assessor to ensure agreed actions are put into place and reviewed at regular intervals.

Guidance

<https://www.gov.uk/guidance/tier-4-stay-at-home>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/>

Covid-19 Individual Risk Assessment – 5th November 2020

To be used in circumstances where an employee has greater risk factors as defined by the government

Name of Employee	
Job Title	
School	
Name of Assessor	
Date of Assessment	

This risk assessment should be completed with the employee.

Does the employee fall into any of the risk groups listed? <ul style="list-style-type: none"> High risk (clinically extremely vulnerable) Moderate risk (clinically vulnerable) See link for current list of conditions covered in each category: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/				
High Risk		Moderate Risk		Shared household

If an employee doesn't fall into any of these categories, they do not require this individual risk assessment.

High risk group (clinically extremely vulnerable)

Employees in the high-risk group should work from home if possible. If they cannot work from home (role does not support) this then speak to HR but they should not be in School.

Only staff that receive a letter from their GP or NHS do not need to go to work.

Moderate risk

Over 60 or clinically vulnerable:

- should be especially careful to follow the rules and minimise contact with others
- should continue to wash their hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in the workspace

Clinically vulnerable people are those who are:

- aged 70 or over (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
 - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
 - chronic heart disease, such as heart failure
 - chronic kidney disease
 - chronic liver disease, such as hepatitis
 - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy

- diabetes
- a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant

If pregnant complete a pregnancy risk assessment and review it every 3 months when working.

Other staff that are clinically vulnerable do not require an individual risk assessment unless requested by the employee or social distancing measures cannot be maintained.

Shared Household

Employees who are living with someone in the high-risk category should continue to work and no individual risk assessment is required.

Section completed for High risk only

Is the school currently able to support this employee in working from home?					
Yes		No		N/A	

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If unable to support working from home, document the reasons for this for example role is midday supervisor:

If the school is unable to support working from home speak to HR advisor.

Individual risk assessment

Only to be completed for clinically vulnerable staff that request an individual risk assessment otherwise they follow the controls in the school COVID risk assessment.

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Provision of personal care	Employee must not be involved in the provision of personal care	

Hazard	Possible actions to minimise risk (add to this as required)	How will this be implemented
PPE	Employee should have access to PPE should they need to attend to a pupil in an emergency situation and cannot contact another adult in time to deal with the situation.	
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Lack of awareness of new procedures in school	Staff training “remotely” Staff guide with new procedures	

Action plan

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All other controls as identified in the school COVID Health and Safety risk assessment should also be adhered to.

With identified controls in place can the risks be reduced to a manageable level to enable the employee to attend the school?			
Yes		No	

If risks cannot be reduced to a manageable level the employee cannot attend school and alternative arrangements should be made.

If risks can be managed all actions agreed **MUST** be put into place.

Review date: <i>(Applicable in all situations)</i>	
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Once complete the employee should receive a copy and a copy kept on file in school. It is the responsibility of the Assessor to ensure agreed actions are put into place and reviewed at regular intervals.

Guidance

<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/>

NHS UPDATE: COVID-19: early outbreak management

Primary, secondary and special schools, and alternative provision for schools

Who should use this information?

Leadership and management of primary, secondary and special schools, and alternative provision for schools. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. If you are concerned about other possible health issues then you should follow your existing processes.

For England only.

What you should do to manage a possible outbreak

Identify

When you are informed of a possible or confirmed case of COVID-19 by NHS Test & Trace, staff or a parent or carer of a pupil within the last 10 Days, go to **step 2**.

Report

Immediately contact your local Public Health England Health Protection Team (PHE HPT) for help and advice. Refer to www.gov.uk/health-protection-team for contact details.

Every one of us plays a vital role in stopping the spread of COVID-19. Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process

If the advice from the local PHE HPT is to partially or fully close the building, resulting in the setting not being fully open to all pupils/students, then you should notify the Department for Education via the Education Setting Status form. Refer to '[School attendance: guidance for schools](#)' or search the title on GOV.UK for details.

Respond

Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.

Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation.

General guidelines to protect the spread of COVID-19:

There are important actions that everyone should take at all times to help protect the spread of COVID-19. Refer to [guidance for full opening: schools](#) or search the title on GOV.UK for more advice. This explains how you must carry out a COVID-19 risk assessment for your school and sets out the system of controls to reduce risk in your setting.

The information contained on this card is specifically in relation to an outbreak, and should not replace discussions with Department of Education, health and safety and infection steps you already take, or have implemented as a result of consulting the ‘guidance for full opening: schools’.

Information your local PHE HPT may request from you:

Details of your organisation

name of school/provider

location (including postcode and Local Authority)

key contact details: name, phone number, email

number of staff, pupils, capacity

Details of the cases

contact details of the people affected

record of pupils and staff in each group

when the individual(s) became unwell or a test was undertaken

when they were last present in the setting

nature of the roles/job undertaken by any staff affected

known links between the individual(s) with COVID-19 (in or out of the setting)

number of people with which the individual(s) had close contact
nature of the environment (for example layout and nature of the building)

details of control measures

has there been any contact with other agencies? for example Local Authority, Health and Safety Executive (HSE), Health and Therapeutic Services

Types of actions you may need to put in place include:

Enhanced hygiene, hand washing and cleaning regimes, and use of personal protective equipment (PPE).

Increased staff/pupils/ parents/carers’ awareness of and adherence to the system of controls.

Temporary partial closure to a setting or building.

To access more information refer to the guidance below or search the titles on GOV.UK:

[guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)

[COVID-19: cleaning in non-healthcare settings](#)

[coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[supporting children and young people with SEND as schools and colleges prepare for wider opening](#)

[safe working in education, childcare and children’s social care](#)

[coronavirus: travel guidance for educational settings](#)

[guidance for full opening: special schools and other specialist settings](#)

Last updated: 25/8/2020

