



PEVENSEY AND WESTHAM CHURCH OF ENGLAND PRIMARY SCHOOL



RISK ASSESSMENT FORM

Workplace	Pevensey and Westham Church of England Primary School	Likelihood (L)	X	Severity (S)
Department	Schools	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Luke Paramor	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	School opening during the Covid-19 pandemic lockdown January 2021	Likely	4	Major (death or serious injury)
Date	9.1.21	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Education during School Closures	Low = 1-8	Medium = 9-14	High = 15-25

This document builds on the East Sussex model risk assessment - (8/1/21)

Risk assessment developed in-line with Department for Education guidance:

- *Restricting attendance during the notational lockdown: schools - (7/1/21)*
- *Actions for early years and childcare providers during coronavirus (COVID-19) outbreak – (7/1/21)*

This document is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

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

This policy has been shared with all staff (*including union representatives*) as well as parents and carers.
Relevant measures have been discussed and highlighted to pupils.

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
			L	S	R		L	S	R
<p>1. Potential transmission to clinically vulnerable staff and pupils</p> <p>Guidance is available in the Restricting attendance during the national lockdown: schools guidance</p>	All members of school community	<p>1a. Pupils:</p> <p>Parents and carers who are critical workers should keep their children at home if they can. Where a critical worker parent or carer notifies a school that they are unable to do this and their child requires on-site provision, the school should make this available. Simple evidence that the parent in question is a critical worker may be requested.</p> <p>It will remain a priority for the school support vulnerable children (those with a social worker, looked after children, special guardianship order and those with an EHCP) to attend full-time on-site provision where it is appropriate for them to do so. If vulnerable pupils do not attend school, we will work with the LA and the social worker (where applicable) to explore the reason for absence with the parent/carer. A separate risk assessment may be put in place.</p> <p>The school has communicated with parents of clinically vulnerable pupils to inform them: <i>Shielding advice is currently in place across the country, and so all children still deemed clinically extremely vulnerable are advised not to attend school.</i></p> <p>Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> We will request parents discuss their child's care needs with their health professional to ensure appropriate risk controls. Further advice is 	2	4	8	<p>1a. Pupils:</p> <p>1b. Staff:</p>			

available from the Royal College of Pediatrics and Child Health.

- We will ensure these pupils have the support they need to ensure they are able to access remote learning

1b. Staff:

The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.

We will ensure we have explained to all staff the measures we are proposing putting in place and involve all staff in that process.

Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. *Guidance on completing an individual risk assessment and templates are available on the web shop.*

- **Clinically Extremely Vulnerable (CEV)** employees should work from home during the period of national restrictions, and schools should consider what arrangements could be made for the teacher to deliver lessons virtually from home, where possible, with support staff supporting children in the classroom. [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)
- **Clinically vulnerable** staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.
- **Consider staff who may otherwise be at increased risk from COVID-19.** PHE's [COVID-19: review of disparities in risks and outcomes](#)

			<p>report. The Headteachers will consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: https://www.bameednetwork.com/</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace <p>Where it is appropriate to do so, appropriate PPE will be worn</p> <p>Governors and leaders will pay regard to the work-life balance and wellbeing of all staff including the headteacher.</p> <ul style="list-style-type: none"> • We will review systems to support the wellbeing of staff who may be anxious. Information about the extra mental health support for pupils and teachers is available. The government has just launched the Wellbeing for Education Return programme. See School's Mental Health and Emotional Wellbeing Policy and Staff Lockdown Handbook. <p>To minimise the numbers of visitors to site we will whenever possible not employ supply teachers and other temporary or peripatetic teachers</p> <p>Limited volunteers in school agreed on a case by case basis to support the smooth running of the school. Any volunteers to receive Covid-19 induction before starting and will work alongside school staff to ensure clarity of routines in maintaining class bubbles.</p> <p>PaWS will not be hosting ITT trainees.</p>							
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2.	Risk of ongoing contamination from pupils and staff	All members of the school community	<p>Follow the DfE’s guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here. See Staff Lockdown Handbook</p> <p><i>The following control measures have been considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <p>(i) Movement around the School site,</p> <p>(ii) General classroom activities,</p> <p>(iii) Playground activities,</p> <p>(iv) Play equipment</p> <p>(v) Educational Visits. In line with DFE advice, we will not be running any educational visits at this time.</p> <p>vi) Wraparound Provision.</p> <ul style="list-style-type: none"> • PaWS will continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school to help support the children of critical workers. We will refer to the relevant guidance for those who run community activities, holiday clubs, after-school clubs etc as much of this will be useful in planning extra-curricular provision. We have a risk assessment in place outlining the protective measures in place for PaWS Xtra. These measures should be accessible to parent/carers via the school website. • Where possible activities take place outside, where this is not possible inside spaces will be kept ventilated. • Children will be kept in small groups with the same children each time whenever possible. • At PaWS Xtra, where it is not possible, or it is impractical to group children in the same bubbles 	4	2	8	<p>2a – Pupils</p> <p>2b – Staff</p> <ul style="list-style-type: none"> • Review the school’s first aid risk assessment and follow HSE Guidance. <p>2c – Buildings & resources</p> <ul style="list-style-type: none"> • Consider creating 2m teaching zones (where appropriate) at the front of the classroom. 			

as they are in during the school day - for example, if only one or two children are attending wraparound provision from the same school day bubble, we may need to group children with others from outside their school day bubble. Children will be kept in year group bubbles if this is the case.

- We will frequently review these groups to minimise the amount of 'mixing'.

Face Coverings

- See Restricting attendance during the national lockdown: schools and Face coverings in education guidance
- As all pupils attending PaWS are below Year 7, no children are required to wear masks
- Unless exempt, staff are requested to wear face coverings when moving around the school site.
- Any visitors to the site are required to wear a face covering at all times.
- We have a small contingency supply of face coverings available
- Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on. Good practice advises safe storage of them in sealable plastic bags between use.
- Wearing a face masks does not remove the need to maintain 2m distancing

2a – Pupils

Attendance at school is limited to vulnerable pupils and children of key workers who are unable to care for their children at home. **Parents and carers who are critical workers should keep their children at home if they can.**

		<p>Families asked to ensure they continue to follow all current government rules and guidance in relation to Covid-19.</p> <p>At PaWs we have created teaching groups in line with guidance, keeping consistent group sizes small where possible.</p> <p>EY groups will also be small whenever possible however consistent grouping is not required.</p> <p>We have review the NHS guidance on hand cleaning. Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times:</p> <ul style="list-style-type: none"> • arrival to school • returning from breaktime • before & after eating • when they change rooms • younger children supervised when washing hands and supervision also ensured where necessary when hand sanitiser is being used given risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative. <p>Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. <i>(this will not be possible for younger children and those with complex needs)</i>. Contact between groups will be avoided.</p> <p>We will ensure that the school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste.</p> <p>'Catch it, Kill it, Bin it' signage around school</p>							
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			<p>Staff to remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.</p> <p>We will ensure systems are in place to support pupils, parents/carers and staff who feel anxious:</p> <ul style="list-style-type: none"> • Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. • Regular contact with all families learning remotely to offer support. • School's Mental Health and Emotional Wellbeing Policy and Staff Lockdown Handbook. • Links have been updated and shared with parents via our Family Wellbeing page on school website - https://pevenseyschool.org.uk/parents/wellbeing • Ongoing leadership support for any emerging anxiety and/or wellbeing issues <p>We will ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE. Where possible, this will be completed remotely. Restricting attendance during the national lockdown: schools P34 and the EEF guidance on making the best use of teaching assistants</p> <p>Leaders have already produced individual risk assessments for pupils with EHC plans attending school. These will be amended as necessary.</p> <p>PE lessons will continue:</p> <ul style="list-style-type: none"> • Children will remain in the same consistent groups. 							
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		<ul style="list-style-type: none"> • We will ensure that sports equipment is thoroughly cleaned between each use by different individual groups. • Priority will be given to outdoor PE. When this is not possible, we will use our large hall and maximise natural ventilation flows. • There will be no competitions against other schools. • To remove the need for changing clothes during the day, children to wear PE kits on these days throughout the day. <p>Due to increased ventilation, parents and carers have been communicated with regarding children wearing additional layers of clothing alongside school uniform.</p> <p>Toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly. To limit mixing, a limited number of groups will have access to individual toilet blocks.</p> <p>At PaWS daily worship will be in classrooms not in the main hall to minimise contact between groups.</p> <p>Records to be kept of any additional adults entering classrooms.</p> <p>We will maintain a review of timetables to identify activities that can take place outdoors and reduce movement around the school buildings</p> <p>2b – Staff</p> <p>Groups kept to a minimum size whilst also encouraging social distancing in line with the detailed actions within the Restricting attendance during the national lockdown: schools guidance</p>							
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		<p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the smaller groups.</p> <p>Government guidance advises that all teachers and other staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and pupils where possible. At PaWS staff will not operate across different bubbles unless it is unavoidable.</p> <p>We will ensure staff are aware of DFE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone. See Staff Lockdown Handbook.</p> <p>We have limits in place for numbers of staff in staffroom, offices and preparation areas. Signage in place.</p> <p>Staff to maintain social distancing during lunch and break times.</p> <p>Staff at PawS will reinforce learning and practice of good hygiene habits through games, songs and repetition. See the NHS guidance on hand cleaning</p> <p>Assemblies, breaktime and lunchtimes and movement around the school are staggered so groups do not come into contact</p> <p>Our PaWS Remote Learning offer will provide education for the majority of pupils. Teachers will provide appropriate work and support to pupils with the completion:</p> <ul style="list-style-type: none"> • Key Stage 1: 3 hours a day on average across the cohort, with less for younger children • Key Stage 2: 4 hours a day 							
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The systems for remote learning will be under continual review in response to feedback.

See [PaWS Remote Learning Guide](#)

2c – Buildings and resources

Ensure all the usual building checks are undertaken to make the school safe. In the event that buildings have been closed or had reduced occupancy; water system stagnation can occur due to lack of use. Follow advice and actions detailed in [Legionella risks during the coronavirus outbreak](#).

Classrooms and other areas deep cleaned.

Engage children in education resources such as [e-bug](#) and [PHE schools resources](#)

SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term

Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely [and in Annex A Restricting attendance during the national lockdown: schools](#)

Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: [guidance for households with possible coronavirus infection](#))

Stick to school opening times and encourage staff to go home immediately to reduce risk.

Maintain staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g. where someone

		<p>physically signs in with the same pen or using a tablet in Reception areas</p> <p>Classrooms and other learning environments organised to maintain space between seats and desks where possible.</p> <p>Systems are in place to reduce congestion in corridors and access via external doors where possible e.g. one-way systems.</p> <p>Furniture arranged to allow for seating pupils side by side and facing forwards where possible.</p> <p>School hall used for exercise and potentially lunch in line with latest guidance</p> <p>Kitchens comply with the guidance for food businesses on coronavirus (COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' in Part 8 of the Restricting attendance during the national lockdown: schools should be used as appropriate to avoid build-up of viral load. In particular, we will increase the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)</p> <p>We follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic</p> <p>We ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p>							
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			<p>Thorough cleaning of rooms and equipment at the end of each day and between use by different groups.</p> <p>Minimal use of shared equipment. If shared this will either be thoroughly cleaned or left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</p> <p>We have communicated with parents to limit the amount of equipment pupils bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Children have their own stationary resources that are not shared</p> <p>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.</p> <p>There is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. Page 42 of <u>Restricting attendance during the national lockdown: schools</u> outlines that pupils should continue to have access to a quality arts education. As well as careful social distancing, music lesson should take place in small groups outdoors or in large, well ventilated rooms.</p> <p>Staff will keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.</p> <p>PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-</p>							
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			<p>19 pandemic. We will work work through them, adopting measures to the fullest extent possible. Restricting attendance during the national lockdown: schools p8</p> <p>HT, senior leaders and DSLs will keep appropriately up to date with the DfE Restricting attendance during the national lockdown: schools guidance</p> <p>We will provide regular updates for governors. See Restricting attendance during the national lockdown: schools</p> <p>We will continue routine updates to the school’s staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider.</p> <p>Offices are adapted to enable social distancing for teaching, admin and support staff where possible.</p> <p>We have staggered use of staff rooms and provided additional space for staff to eat lunch</p> <p>We have considered any office roles that could be undertaken from home reducing the number of staff in offices</p> <p>A trained DSL or deputy will be available on site. If this were not possible due to operational challenges they would be available to be contacted via phone. In exceptional circumstances, we would work with another local school to provide safeguarding support.</p> <p>We will keep our risk assessments under regular review in line with the latest government guidance and publish updates on school website.</p>							
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3.	Site Safety risks <ul style="list-style-type: none"> ● Fire procedures ● Lockdown ● Movement for lunch / transitions ● Toilets ● Security including risk of theft ● Data breaches 	All members of the school community	<p>We will continue taking the attendance register and following up any absences in line with statutory guidance.</p> <p>We will follow risk assessments for premises and accessing outside equipment and areas.</p> <p>We ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Share updated fire evacuation information with all staff during daily briefing.</p> <p>Share updated fire evacuation information with children</p> <p>We will arrange a fire evacuation drills early in January</p> <p>Lockdown procedures remain the same. Our most recent lockdown drill and policy review was 10/12/20.</p> <p>Follow revised lunch and break rotas to ensure safe movement around school</p> <p>Children to seek permission to use toilets to ensure staff know where children are at all times</p> <p>High expectations of how children move around school upheld by all members of staff</p> <p>Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</p>	2	3	6	Reconsider e-safety policies and procedures in light of lessons learned during home learning			
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4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<p>We have communicated our revised drop off and pick up procedures from January to all parents and carers: https://pevenseschool.org.uk/news/2020/09/07/covid-19-updates/</p> <ul style="list-style-type: none"> • Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule • Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use) • Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). • SLT supervise the drop off and collection of pupils and any issues are addressed. • Communication with parents limited to ParentMail and ClassDojo. • Systems in place to reduce queueing and waiting for collection of siblings • All adults coming onto site required to wear a mask unless exempt. • Gate duty staff to wear a mask at drop off/collection. • Pupils to use hand sanitizer on arrival <p>Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19).</p> <p>Drop off and pick up procedures will be regularly reviewed and parents updated.</p>	3	2	6				
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5.	<p>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The Restricting attendance during the national lockdown: schools guidance details the framework for transporting pupils to and from schools</p>	Pupils	<p>The school does not use any dedicated public transport Arrangements for pupils in taxis have been arranged.</p> <p>Wider public transport</p> <ul style="list-style-type: none"> We have communicated to parents that children can continue to use public transport where necessary but are encouraged to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network and allow social distancing to be practised. Where children, young people and staff need to use public transport, they should follow the safer travel guidance. 	2	2	4	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#transport</p> <p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p>			
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6.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<p>We have clear procedures for any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19.</p> <ul style="list-style-type: none"> • Staff/visitors will be sent home immediately if they display symptoms. • Pupils displaying symptoms will be isolated (separate room off of foyer) and parents/carers requested to collect. <p>All adults coming onto site, unless exempt are required to will wear face coverings. Staff will wear face coverings when moving around the school.</p> <p>We ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements</p> <p>Contractors are aware of any changes to school day – e.g. staggered lunchtimes.</p> <p>We minimise any visitors to the school and clear messages are shared about social distancing procedures for adults. Records are kept of all visitors; names, dates, and contact details.</p> <p>Parents bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely.</p> <p>Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school</p> <p>Our reception layout is compliant with social distancing guidance e.g. screens, barriers etc.</p> <p>A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school.</p> <p>We have reviewed effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc. to ensure appropriate social distancing for any visitors.</p> <p>Existing measures to support social distancing and effective hygiene applicable to visitors.</p> <p>We ensure the DfE guidance for Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is adhered to.</p>	3	2	6				
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7.	<p>Risk that contamination exists within the school environment due to ineffective hygiene measures.</p>	<p>All members of the school community</p>	<p>Site staff follow Restricting attendance during the national lockdown: schools Section 4 – Operations and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed when there is a suspected or confirmed case</p> <p>With some children in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will be cleaned thoroughly each day.</p> <p>All handwashing sinks, soap dispensers, hand gel etc. are checked regularly to ensure stock levels are adequate</p> <p>Staff to contact office/site team if stocks of soap/hand sanitisers are low</p> <p>Inspect daily to ensure good/effective hygiene levels</p> <p>Logs used to record cleaning of toilet blocks</p> <p>Equipment such as books and games, are regularly cleaned along with all touched surfaces.</p> <p>Any books that go between home and school are quarantined for 72 hours</p> <p>Any resource shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics).</p> <p>Outdoor climbing equipment and apparatus not in use.</p>	2	2	4				
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8.	<p>Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)</p>	<p>All members of the school community</p>	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. (see contact details on the first page of this document)</p> <p>Leaders communicated to staff and parents their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: book a test, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance</p> <p>Revise plans and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by:</p> <ul style="list-style-type: none"> the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. staff caring for pupils with routine intimate care needs that involve the use of PPE <p>If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</p> <p>Dynamic risk assessment will be needed in the event of any behavioural issues etc. that may lead to use of restraint.</p> <p>We will isolate the pupil / member of staff immediately to a room behind a closed door (room off of foyer near reception area). If appropriate, there will be adult supervision in line with guidelines. Separate bathroom facilities will be used if necessary, which will then be cleaned and disinfected before use by anyone else.</p> <p>Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteacher has communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'</p>	3	2	6	<p>The updated cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.</p> <p>Revise plans and PPE supplies in the light of experience or any updated guidance.</p> <p>The PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school.</p>			
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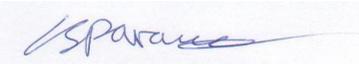
		<p>Further information can be accessed here or through their designated HR Consultant https://www.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return</p> <p>If the school is notified of a positive COVID19 test result for a member of staff or a pupil, we must contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team.</p> <p>PaWS will take swift action if we become aware that someone who has attended has tested positive for Covid-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority and can be reached calling the DFE Helpline on 0800 046 8687 and selecting option 1.</p> <p>PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff.</p> <p>In line with government guidance we MUST not share the names or details of people with COVID-19 unless essential to protect others.</p> <p>If the school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may indicate an outbreak. Leaders MUST continue to work with their local health protection team who will be able to advise if additional action is required. This may include recommending a larger number of pupil's self-isolate as a precautionary measure.</p>							
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9.	Contingency planning	All pupils and staff	<p>Remote learning is available immediately should a pupil need to isolate due to member of their household testing positive for Covid-19</p> <p>Our Remote Learning procedures will support pupils working at home should a current class bubble be forced to close.</p> <p>In the event of a local outbreak the PHE health protection team or local authority may advise that we close temporarily to help control transmission. Remote Learning will be available immediately to all pupils.</p> <p>Staff would continue to be available to contact families offering support pupils struggling to engage.</p> <p>Staff absence (Remote Learning)</p> <ul style="list-style-type: none"> • Where a teacher is unable to deliver remote learning due to illness or other absence, another member of staff will provide remote learning. • In extreme circumstances, parents and carers will be directed to appropriate resources on Oak National Academy website. <p>Staff absence (In school)</p> <ul style="list-style-type: none"> • Where a member of staff is unable to teaching in school due to illness, self-isolating following track and trace alert or other absence, another member of staff will take the class. Most class bubbles have been organised with 2 members of staff allocated to each bubble. • If both members of staff were unable to be in school, it may prove unavoidable other than to require a member of staff already involved with a separate bubble to take the class or the bubble is closed. Government guidance advices that staff are able to work in more than one bubble. 	1	1	1	<p>See LA model Contingency Plan (available via the Message Board). In addition the Restricting attendance during the national lockdown: schools guidance outlines the scope required and provides links to resources to support these plans. Temporary Continuity Direction</p>			
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Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Review the school's first aid risk assessment and follow <u>HSE Guidance</u> .	SW/RS	11/1/21	
Update individual risk assessment for relevant staff/pupils	SLT	15/1/21	
Update Staff Lockdown handbook	SLT	13/1/21	
Organise and run fire drill	LP	15/1/21	

Signature and review

Name of Manager:	Luke Paramor	Signature of Manager:		Date:	9/1/20
1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	