

17/08/2020

RISK ASSESSMENT

Subject of Assessment	Primary school return in September on a full time basis	Assessment Date	28/08/2020
Location	Meon Infant School		
Assessor	James Fenlon	Review Date	04/11/2020 (4)

Information: This risk assessment is to be read through completely. Note that this must be a dynamic risk assessment and changes may be made through an ad-hoc basis due to changes in Government advice; any possible cases of CV-19 etc

Link to Government advice:

Overall Collection: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening: <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>

Safe working in education: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

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

Implementing Protective Measures in Education and Childcare Settings: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

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

17/08/2020

System of controls (Taken from the above advice)

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a system of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

Prevention	
Minimise contact with individuals who are unwell	All schools all of the time
Cleaning hands more thoroughly and more often than usual	
Good respiratory hygiene (catch it - bin it - kill it")	
Enhanced cleaning, including cleaning of frequently touched surfaces	
Minimise contact between individuals and maintain social distancing. How contacts are reduced will depend on the school's circumstances and will (as much as possible) include: grouping children together avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible	Must be properly considered and schools must put in place measures that suit their circumstances. These measures should also not be seen as 'all or nothing' options as partial implementation will bring benefits
Where necessary, wear appropriate PPE. The majority of staff in education settings will not require PPE beyond what they would normally need for their work.	Specific circumstances as required by the risk assessment

Response to infection	
Engage with NHS Test and Trace	Must be followed in every case where they are relevant
Manage confirmed cases of corona virus	
Contain any outbreak by following local health protection team advice	

17/08/2020

Updates

18/07/2020

Removed hot from “hot water” for handwashing
Added disinfectant wipes to staff toilet
Revised first aid section to add guidance on CPR etc
Adjusted Ref. numbers

25/08/2020

Added in notes on testing kits
Clarified that it’s a school based decision on whether barriers, marker paint is used/needed in external areas to indicate limit to space for each bubble.
Added in line that we will always follow Government guidance on suitable PPE for students, staff and visitors.
Clarified that music practice lessons should not take place in term 1
Clarified that supply teachers should ideally be used for a single bubble group or single year group.
Added in reminder to get contact details of individuals where there are meetings with external bodies.
Clarified that Hall spaces used for dining should attempt to keep primary school bubbles apart
Made it clear that Headteachers should consider BAME staff when completing the risk assessment (individual risk assessments are available from HR for this purpose)
Added in guidance to put 2 metre squares on dance/drama studio flooring
Added in that Facilities team including RFM should coordinate fire plan / fire RA work with SLT
Only essential trips to run in Term 1 – to be reviewed by JFN at a later date.
Added loss of taste/smell to list of symptoms

Ref	The column below highlights key areas of risk	Control Measures	Risk Level	Additional school specific control measures to reduce risk	Residual Risk Level
1	General Social Distancing Principle for pupil groups in Primary school	<p>Overall Principle: Reduce the number of contacts between pupils and staff by keeping groups separate and maintaining distance between individuals. This will be a compromise based on the age and needs of the children in each school and each group.</p> <p>Each class in Primary school to be regarded as one “bubble” – a consistent group that maintains distance from other “bubbles”. Within the bubble, best endeavours approach to maintaining some social distancing but awareness that this isn’t practical for many young children within primary school- especially at the younger year groups.</p>	High	<p>Islands with 30 children’s spaces and 2 adults who stay with that group related to that Island e.g. Class Teacher and Teaching Assistant</p> <p>Islands will mix in year group bubbles at Playtimes and Lunchtimes</p> <p>Children in groups and if groups change office must be notified</p>	Medium
2	Pupil / Adult with symptoms before start of school	<p>Pupils/staff who show symptoms should not attend site but should follow Government guidance to isolate at home.</p> <p>Should phone into school to inform this.</p> <p>Should follow Trust position on testing</p>	High	<p>Ensure frequent communication to parents and staff reminding them of this.</p> <p>Signage on entrances to remind pupils, staff and visitors of this.</p> <p>Text HT before school if can and use usual sick procedure</p> <p>Test to be taken</p> <p>Deep clean advised if contamination confirmed</p>	Medium

17/08/2020

				Cleaning materials on Island and in all other areas	
3	Basic classroom set up	<p>Limit family group to one classroom where possible</p> <p>Use of “bubble” group to minimise all contact with those outside the “bubble” group</p> <p>Child to use same space through the school day</p> <p>Change classroom layout where possible to ensure pupils sit side-by-side and facing forward.</p> <p>Soft furnishing can remain in classrooms / spaces where they will only be used by one consistent group (e.g. reception mat/rug)</p> <p>Remove unnecessary items from classrooms and store where possible.</p> <p>Where possible (temperature dependent) open windows and ensure good ventilation</p> <p>Very basic first aid kit in each room (sick bowls, plasters where appropriate)</p> <p>Cleaning kit (spray and blue paper towel) available for staff to quickly clean areas.</p> <p>Where possible prop open doors to enable better ventilation and avoid frequent use of door handles. Following the wider opening of schools to more pupils and staff, fire doors must be closed and not wedged open – Facilities staff will remove wedges where this is found to be occurring.</p>	High	<p>Year Group Bubbles with class Islands. They only mix in year group at lunchtime and playtime</p> <p>Individual bags of equipment where appropriate for best endeavours</p> <p>Provide individual wallets with equipment for each pupil</p> <p>Ensure good ventilation by opening windows. To be opened and closed by the adults in the room</p> <p>Non-essential equipment stored and not used (Music Room? Facing wall in the classroom)</p> <p>May require specific medical items for pupils</p>	Medium

17/08/2020

		<p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Alternatively, they could be ‘quarantined’ for 72 hours to prevent spread of infection.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be 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 72 hours between use by different bubbles. It is the TSAT preference that the quarantine period of 72 hours is the best method to use for such shared equipment as it is difficult to ensure that equipment can be meticulously cleaned. (see CLEAPSS guidance for more information – link in appendix 2).</p> <p>Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)</p>	<p>with specific Medical risk assessments (e.g. epi-pens)</p> <p>HG bag in the classroom MC mediation in classroom MC to use Year 1 toilet</p> <p>Medical equipment for children medical with needs will be on the island stored at a safe height First aid Kit on each Island</p> <p>Registers place in container by Island entrance to be picked up. Please code registers normal pre covid</p> <p>Laminator and slicer in the locked Music Room accessed with Key above door by Caretaker room Timetable Staggered as much as possible</p> <p>Tape on the floor</p> <p>Taped off rooms</p> <p>Registration marks as normal and registers collected at the classroom door</p> <p>Medical Issues to be dealt with in the classroom.</p>
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17/08/2020

				<p>Teachers that cover across Year Groups must Teach from a safe space e.g.MT and AP and can have visors after discussion with HT</p> <p>TR covers two children 1-1 temporarily have wash and change in between children</p> <p>Year R children continue to be in small group bubbles and this will be reviewed.</p> <p>Homework to be put on SEESAW Remote Learning via Seesaw and Microsoft Teams.</p> <p>No Shared areas must be used unless they are the Hall where used for Lunche.g. Library Year 2 have classrooms and Library for interventions</p> <p>Year 1 have classrooms and either end of the hall and Tables must be cleaned if used for lunch purposes</p>	
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17/08/2020

				<p>Any extra activities need to be discussed with HT:</p> <p>Does it need to happen? Does it need to happen now? Does it need to happen in this way?</p> <p>If essential then RA needs to be produced and discussed with the HT</p>	
4	Handwashing	<p>Wash hands thoroughly with water and soap for 20 seconds at regular intervals – and at key moments in the school day (on arrival, before lunchtime etc)</p> <p>If necessary, use a high-alcohol content sanitiser</p> <p>Signage to reinforce this message throughout site</p> <p>Adequate supplies of soap in toilets.</p>	High	<p>Build into school culture with communication to parents and staff as well as pupils</p> <p>If alcohol based sanitiser is used, ensure that staff are supervising the younger children</p> <p>Hand washing powerpoint and poster around the school</p>	Medium

17/08/2020

		<p>Alcohol based sanitiser in reception and other key areas.</p> <p>Wash hands at appropriate and regular times (arrival, before and after lunch etc)</p> <p>Provide assistance for young pupils who might not be able to clean hands independently</p>		<p>Staff to maintain frequent handwashing</p> <p>Staff that move around to other classes wash hands in between</p> <p>PPE for MT, TR and cleaning staff</p> <p>Visors on request.</p> <p>Signage around the school</p> <p>Training of children essential</p> <p>Sanitizers to be used as well as handwashing</p>	
5	Good respiratory hygiene	<p>Tissues available in classrooms</p> <p>Pupils reminded of good hygiene</p> <p>Lidded bins emptied regularly-additional lidded bins to be placed in key locations</p> <p>Signage in all classrooms (Catch it, Bin It, Kill It)</p>	High	<p>Yellow bags for medical waste</p> <p>Each Island has tissues</p> <p>Signage</p> <p>Lidded bins</p> <p>Train the children to cough into their elbow</p>	Medium
6	Cleaning	<p>Disinfectant spray bottle and blue paper towel available in each room</p> <p>Frequently touched surfaces to be cleaned often (door handles, items used by multiple children between each use)</p> <p>For some items (e.g. photocopiers and printers), additional items may be provided but note that wipes should not be used on photocopier touch screens.</p>	High	<p>LB will do large scale cleaning in between breaks and end of and beginning of day cleaning as normal</p> <p>Cleaning staff to wear PPE in School</p>	Medium

17/08/2020

		<p>Where possible, reduce the use of shared items (e.g. laptops)</p> <p>Where possible, reduce difficult to clean items (e.g. soft furnishings) in classrooms and throughout school areas.</p> <p>Additional cleaning staff will be rota'd for daytime cleaning where this has been asked for by the Headteacher.</p> <p>TFac staff will be explicitly asked to support the cleaning through the school sites – in particular, frequently touched items.</p> <p>Regional Facilities Manager to monitor stock levels of cleaning supplies for each site. To inform Head of Estates if it becomes difficult to source stock (Government assistance available)</p> <p>See Government link on cleaning listed in introduction on Page 1 of this document.</p>		<p>Facilities Staff wear masks</p>	
7	Corridors and stairwells	<p>Stagger timetable to minimise clashing of movement with breaks/lunch/toilets</p> <p>People passing in corridors is considered a low risk activity</p> <p>One way system where possible-emphasise stairwells in old buildings can be narrow and this might be the best way to minimise social contact</p> <p>Limit all use of stairlifts and lifts where possible.</p> <p>Signage on floors (hazard tape) to indicate social distancing convention</p>	<p>Medium</p>	<p>Taped where necessary Routes around the school Indicating 2 way movement</p> <p>Minimal movement around the school</p> <p>Staff wear masks in communal areas</p>	<p>Medium</p>
8	Reception and Visitors	<p>Two key messages:</p> <ol style="list-style-type: none"> 1) Ask all visitors to consider if they need to come into reception or can the matter be dealt with remotely? 2) Signage to make clear that if you have symptoms, you should be at home and must not enter the school. <p>Limit number of people entering reception - marks on floor</p> <p>Clear message to parents-phone / email best method of contact</p>	<p>High</p>	<p>Clear signage outside and within reception to reinforce key messages Tape on floor and limit number of people in reception</p> <p>Must wear mask</p>	<p>Medium</p>

17/08/2020

		<p>Check physical distance in reception as to how many visitors allowed in: could use a one-in, one-out system.</p> <p>Hand sanitiser dispensers available on entry</p> <p>Communication to regular delivery as to procedure in place (no signature required for many companies now)</p> <p>Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors or necessary for security)</p> <p>Ensure that a log of all visitors to schools is kept with dates, times and contact details to assist in "Test & Trace" if required.</p>		<p>Taped area 2metres</p> <p>Screen in Reception (Physical plastic shield)</p> <p>Track and Trace form for visitors. To protect Office Staff please speak to them through screen , wear mask or visor when laminating</p>	
9	Toilets - Pupils	<p>Staff to monitor usage</p> <p>TFac staff to monitor stock levels of soap etc</p> <p>Clear signage on washing of hands</p> <p>Electric hand dryers to be disconnected and paper towels with lidded bins provided</p> <p>Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)</p>	High	<p>Year Group toilet blocks (labelled) with pathways from the door marked across the playground where necessary</p> <p>Signage</p> <p>Team Blue and Team Yellow to use Toilets via Playground</p>	Medium
10	Toilets – Staff	<p>TFac staff to monitor stock levels of soap etc</p> <p>Clear signage on washing of hands</p> <p>Disinfectant spray, paper towels and disinfectant wipes available for staff to clean their own toilet area</p> <p>Electric hand dryers to be disconnected and paper towels with lidded bins provided</p>	High	<p>4 Toilets shared between staff</p> <p>Cleaned after use</p>	Low

17/08/2020

		Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)			
11	Behaviour	<p>Clear behaviour policy in place (visible signage on doors/classrooms and reception)</p> <p>Behaviour policy to be communicated to staff, parents and pupils before return to school</p> <p>Behaviour policy to include clear consequences-again with full communication to all relevant parties.</p>	Medium	<p>Behaviour policy adhered to</p> <p>Children that find it difficult to keep social distancing rule (flexible) HT speak to parent</p>	Low
12	Outdoor spaces	<p>Bubble groups to play together at breaktimes / lunchtimes – where possible, use staggered timetables to ensure bubbles do not mix, or different area of the outer grounds (e.g. this is the Year 1 playground, this is the Year 4 playground etc)</p> <p>Bubble groups to remain 2m from other bubble groups where possible</p> <p>Outdoor play equipment not to be used unless provision for cleaning between each group of users is available</p> <p>Can use external spray paint or barriers to emphasise areas in use-school based decision.</p>	Low	<p>Playground to be sectioned to Year Group bubbles and playtimes taken when needed.</p> <p>These can be staggered between Islands</p>	
13	Hall Spaces	<p>Hall spaces should only be used by one year group at a time where possible but a best endeavours approach should be used to keep bubbles separate.</p> <p>Schools should avoid large gatherings such as assemblies / collective worship with more than one group.</p> <p>Use effective timetabling to ensure bubble groups do not mix</p> <p>Hall spaces to be cleaned between each bubble group use.</p>	Medium	<p>Hall cleaned in between PE sessions</p> <p>Cleaned between Lunches</p>	Low

17/08/2020

		Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)			
14	Other Spaces (e.g. libraries)	Shared Shared spaces should only be used by one bubble group at a time where possible. Schools should avoid large gatherings such as assemblies / collective worship with more than one group. Use effective timetabling to ensure bubble groups do not mix Shared spaces to be cleaned between each bubble group use. Soft furnishings should not be used if spaces are shared between bubble groups. Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)	Medium	Books stored for 72 hours after use	Low
15	Offices	Do not hold meetings in small, enclosed offices – they should be held in large open spaces to enable a 2 metre distance to be kept to, or outside if possible. Where possible, reduce the use of "hot desks" and assign members of staff an individual workstation / office so that keyboards / tables are not being shared. Where printers and photocopiers are shared, ensure there is hand sanitiser available. Avoid the use of face to face arrangements-try to rearrange desks to enable staff to be side on. Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)	Medium	Meetings held only when necessary see HT Re 2 metre rule followed Parents phone office with questions Must Hand sanitize after using equipment in shared areas Open windows where appropriate Masks worn in communal areas	Low

17/08/2020

16	<p>Staffroom – please note that staff-staff contact is believed to be a major chance of spreading infection, in particular at staff meetings / breaktimes etc</p>	<p>Lunchtimes staggered for staff (in line with timetabling) where feasible</p> <p>Remove soft furnishings where possible – if not then staff should be assigned their own seat, or eat in their classroom. (soft furnishings would potentially need steam cleaning between different users)</p> <p>Remove extraneous furniture to enable better social distancing between staff. Reminder that social distancing should be 2 metres where possible.</p> <p>Additional signage reminding staff to wash their hands</p> <p>TFac to ensure there is washing up liquid available and cleaning materials at start and end of day</p> <p>Staff reminded to clean their own cups/plates etc</p> <p>Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)</p>	<p>Medium</p>	<p>Soft furnishings such as chairs labelled “do not use”, if unable to be cleaned / stored</p> <p>Stagger use</p> <p>Masks worn in communal areas</p>	<p>Low</p>
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17/08/2020

17	<p>Transport : Please note that the wider Government guidance has a large section on transport and you are encouraged to read it in full. It will be different for each school in the Trust</p>	<p>Public Transport</p> <p>Pupils should be encouraged to follow the Governments advice on transport: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Encourage parents, children, young people and staff to walk or cycle to their education setting where possible.</p> <p>Dedicated School Transport</p> <p>Where this is used, it should be used following the same system of controls as stated on Page 2 of this document, with:</p> <ul style="list-style-type: none"> • pupils in ‘bubble’ groups where possible, hand sanitiser used before / after boarding • use of hand sanitiser on boarding/disembarking • additional vehicle cleaning • organised queuing and boarding • spacing out within the vehicle 	Medium	<p>There should be a separate risk assessment drawn up if a school minibus is to be used to transport pupils or staff members</p>	
18	<p>Parental drop off and pick up</p>	<p>Stagger start of the day by bubble group or year group (ensure this is communicated to parents)</p> <p>Ensure that there is a bin near entrances so that old face coverings worn by pupils can be discarded into it.</p> <p>Limit parents accompanying children into school</p> <p>Arrange additional staff to do gate / playground duty</p> <p>Staff to collect bubble group from agreed collection point and take into class</p> <p>Use multiple entrances to prevent parents / pupils “bunching up”</p> <p>Frequent communication to parents on appropriate social distancing</p> <p>Pupils to be gathered by staff in playground and led to toilets</p> <p>Pupils to wash hands on entering / leaving the school</p>	Medium	<p>Queueing will be encouraged at 1/2 meters for pick up and drop off 8.40 – drop off one side of the main gate 8.50 drop off other side of the gate to reduce congestion Parents are asked to wear face masks unless exempt</p> <p>HT monthly newsletter or website and FB always reminding the parents to wear masks</p> <p>If a child is upset they can be led by the hand but hands must be washed in the classroom, however if</p>	Low

17/08/2020

				<p>child is really distressed they will be asked to move to one side of playground and parent calm child down. If still distressed will be advised to take child home</p> <p>Staff do not comfort by close contact</p> <p>The children will have a route to follow for their Island at drop off.</p> <p>Children wash hands on entering and leaving the school</p> <p>Year R are dropped off later and picked up earlier until full time when this will be reviewed</p> <p>Parents will be advised to leave premises from a set gate and requested not to let the children ride scooters or bikes near the school especially near the queueing.</p>	
19	Lunchtimes Catering arrangements /	<p>Stagger lunchtimes for each bubble group or year group</p> <p>Dependent on type of school, younger year groups to have sit down in Hall option with older year groups to collect food from central location and take back to classroom to eat. Additional risk assessment required dependent on school and route – RFM to complete with HT</p> <p>Reference Chartwells updated Covid 19 procedures for service and delivery</p> <p>Pupils should wash hands before and after lunch</p>	Medium	<p>Pack Lunch and Hot Dinners</p> <p>Lunch in Hall with directional tape</p> <p>Year R to have lunch in classrooms initially</p> <p>Children use own water bottles for hot dinners and</p>	Low

17/08/2020

		Staff on hand to clean tables that will be used by multiple bubble groups.		bring in a drink for Pack Lunch Plastic bags for Pack Lunch	
20	Subject Specific Arrangements Music Link to further information from Musicians Association provided in Appendix 2	Currently waiting on detailed DfE guidance to be published. Pupils to wash hands before and after handling any instruments. Maximum number of pupils singing should be 15 – no singing in ensembles, choirs or assemblies. Limit use of brass and woodwind instruments.	Medium	To be held in the classrooms and instruments must be cleaned if used (discuss with K.B.) Equipment cleaned or quarantined or allocated to a year group.	Low
21	Subject Specific Arrangements Science Link to further information from CLEAPSS provided in Appendix 2	Limit use of shared equipment between ‘bubble’ groups. Where equipment is needed by another bubble group, use a 72 hour quarantine period following CLEAPSS advice. Consider use of teacher led demonstration where equipment is limited. Further guidance available in CLEAPSS documents	Medium	Equipment stays in Year group Islands and is cleaned or quarantined after use	Low
22	Subject Specific Arrangements PE See link to guidance from Association for Physical Education in Appendix 2	Prioritise outdoor sport Avoid contact sport Limit use of shared equipment between ‘bubble’ groups. Where equipment is needed by another bubble group, use a 72 hour quarantine period or meticulous cleaning. Use of formal changing rooms should be avoided where possible – in primary schools, pupils can still change in classrooms or come to school in PE kit when they are due to do PE. If changing in classrooms, encourage social distancing whilst changing-especially after the activity.	Medium	Hall timetable and cleaned in between use Use outside area when possible Equipment must be cleaned in between use.	Low

17/08/2020

23	<p>Subject Specific Arrangements</p> <p>Art/DT/Catering</p> <p>See link to Guidance from Cleapss on DT/Catering/Art in Appendix 2</p>	<p>Limit use of shared equipment between 'bubble' groups.</p> <p>Where equipment is needed by another bubble group, use a 72 hour quarantine period following CLEAPSS advice.</p> <p>Consider use of teacher led demonstration where equipment is limited.</p> <p>Further guidance available in CLEAPSS documents</p>	Medium	Classroom Based	Low
24	<p>Subject Specific Arrangements</p> <p>Computing</p>	<p>Timetable effectively so that bubble groups can be separated from using IT spaces at the same time (i.e. 1 in, 1 out with time for a member of staff to clean).</p> <p>Provide a disinfectant spray and paper towels to wipe down keyboards between family group use</p>	Medium	<p>Where possible Year R and 1 use Laptop trolley and must be cleaned after use.</p> <p>Year 2 ICT Suite, must be cleaned after use</p>	Low
25	<p>Subject Specific Arrangements</p> <p>Drama / Performing Arts</p> <p>See link to Government guidance on performing arts in Appendix 2</p>	<p>Encourage social distancing whilst performing / practising including avoiding being face to face at short distances.</p> <p>Limit activities that can create aerosol (e.g. shouting, chanting, singing along)</p> <p>Increase ventilation in performing spaces</p> <p>Best guidance is to mark studios with 2 metre squares, though please note that this may not be practical on some flooring surfaces.</p>	Medium	Due to restrictions Music is in the hall and Drama is in the classroom	Low
26	IT classroom use	<p>Timetable effectively so that bubble groups can be separated from using IT spaces at the same time (i.e. 1 in, 1 out with time for a member of staff to clean).</p> <p>Provide a disinfectant spray and paper towels to wipe down keyboards between family group use</p>	Medium	<p>Where possible Year R and 1 use Laptop trolley and must be cleaned after use.</p> <p>Year 2 ICT Suite, must be cleaned after use</p>	Low

17/08/2020

27	PPE	<p>We will always follow the latest Government advice on what PPE is required at schools for staff, students and other stakeholders.</p> <p>Only guidance for PPE is where it is currently used (facilities, science, technology, first aid etc) or when a specified person is dealing with a person with symptoms of CV 19 Government line on PPE: “The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used” <p>TSAT will provide PPE in these cases.</p> <p>Key Points:</p> <p>Wearing a face mask or face covering in educational settings is not recommended; Pupils should not wear face coverings or face masks at school; Staff should be discouraged from wearing face coverings. Staff considering this option should in the first instance talk to their Headteacher. Staff should only wear face masks for risk assessed tasks: appropriate first aid for a pupil/staff member with Covid-19 symptoms for example. Gloves should not be worn by pupils or staff as it discourages from the key hand washing message promoted by PHE</p> <p>Where PPE is recommended to be reused (e.g. goggles), they must be cleaned between use.</p> <p>Pupils should not be wearing their own PPE at schools, following the Government advice.</p>	Medium	<p>Followed on a case by case basis</p> <p>PPE is available after discussion Cleaning Staff wear PPE</p>	Low
28	First Aid	<p>School should identify an individual to be responsible for first aid (provision, equipment and facilities)</p> <p>Accident reporting procedures to remain unchanged</p> <p>The minimum number of first aiders must be on site at all times.</p> <p>Low risk first aid equipment (e.g. box of plasters, sick bowls) should be made available in each classroom out of reach of pupils.</p>	High	<p>Administered on the Island Emergency one adult stay with group other adult gets help from Office</p> <p>HT</p>	Low

17/08/2020

		<p>PPE to be available for first aiders: fluid-resistant surgical mask, disposable gloves, disposable apron and fluid-resistant surgical face mask. If there is a risk of splashing then suitable eye protection should also be worn. This equipment should be kept apart from standard first aid equipment and only used when a suspected CV-19 case following Government guidelines</p> <p>Further information on first aid including CPR is available on:</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>			
29	Pupil / staff shows Covid 19 symptoms whilst at school	<p>Follow Government advice:</p> <p>If anyone becomes unwell with a new, continuous cough, a high temperature or loss of smell/taste in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough, a high temperature or loss of smell/taste, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of</p>	High	<p>MEDICAL Room used for medical isolation only</p> <p>PPE in medical room</p> <p>Cleaning equipment in toilet</p> <p>The child must be sent home and letters sent out to parents. The child will be tested and if positive the HT contacts TSAT</p> <p>The local health protection team are contacted and they make the decision on who to send home. It may possibly have to be a cluster of cases before the whole year group are sent home.</p> <p>After a confirmed case the school will get a visit from PHE to look at RA across the school.</p>	Medium

17/08/2020

		<p>passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Currently waiting for updated guidance on “home testing kits” to be supplied by Government for schools to issue. Preliminary guidance from JFN is that these kits should only be handed to parents of pupils with a prospective case of Covid-19 or to members of staff, but unsure on numbers of kits to be supplied.</p>			
30	Actions following a confirmed case	<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days (see details above). Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are expected to get tested in this scenario.</p> <p>Once the symptomatic person has left site, please ensure that the relevant Director of Education and James Fenlon (Head of Estates) are informed to coordinate follow up with Public Health England if required.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>See further details in Appendix 3 of “Response to Infection”</p>		<p>The child must be sent home and letters sent out to parents. The child will be tested and if positive the HT contacts TSAT</p> <p>The local health protection team are contacted and they make the decision on who to send home. It may possibly have to be a cluster of cases before the whole year group are sent home.</p> <p>After a confirmed case the school will get a visit from PHE to look at RA across the school.</p> <p>If whole Year Group sent home Home Learning via Seesaw asap</p>	

17/08/2020

31	Meetings (Small 2-3 people) with pupils	<p>Meetings to use a booking in system to meet staff outside of bubble</p> <p>Members to be 2m apart where possible</p> <p>Open windows to allow air circulation</p> <p>Consider holding meetings in outside areas.</p> <p>Clean area after use</p>	Medium	<p>Remotely when possible</p> <p>PDM and Briefings remotely</p> <p>Any meeting with parents need to be discussed and RA if it absolutely necessary</p>	Low
32	Meetings (Small 2-3 people) between staff	<p>Meetings to be remote where possible</p> <p>Members to be 2m apart where possible</p> <p>Open windows to allow air circulation</p> <p>Consider holding meetings in outside areas.</p> <p>Clean area after use</p>	Medium	<p>Remotely when possible</p> <p>Any meeting with parents need to be discussed and RA if it absolutely necessary</p>	Low
33	Meetings (Small 2-3 people) with external bodies	<p>Meetings to be remote where possible</p> <p>Members to be 2m apart where possible</p> <p>Open windows to allow air circulation</p> <p>Consider holding meetings in outside areas.</p> <p>Clean area after use</p> <p>Ensure that visitor protocol is used (i.e. that contact details are taken for track & trace purposes)</p>	Medium	<p>Remotely when necessary</p> <p>Any meeting with parents need to be discussed and RA if it absolutely necessary</p>	Low
34	Meetings (large)	<p>Meetings to be remote where possible</p> <p>Assembly groups to be held in staggered arrangements or in classrooms or remotely</p> <p>Large staff meetings held under social distancing conventions or through Teams. Maximum staffing size should be 30 but the fewer the better. PHE have warned that a major potential source of outbreak is through staff meetings (examples have been given of hospitals and schools where this has happened so far this year). All staff should be socially distant at 2 metres.</p>	Medium	<p>Assemblies in the classroom.</p> <p>HT virtual or Year group assemblies</p> <p>When required Virtual meetings with parents or</p>	Low

17/08/2020

		Clean area after use		on Website eg Year Groups information for parents	
35	School events (Open Evening, Parents evening)	<p>Large scale meeting such as open evenings to be postponed until further notice</p> <p>Parents evening to be conducted (where appropriate) using remote methods (telephone)</p>	Medium	<p>No new parents tour Website for New entrants</p> <p>Parent conversations by phone or through Teams</p> <p>No parents to be shown round school</p>	Low
36	Breakfast Clubs	<p>Breakfast clubs can resume, as long as the school can support this. Note that this effects multiple control measures (e.g. mixing of bubbles; use of entrance points out of time clot; availability of first aid) and so should be risk assessed separately.</p> <p>Area should always be cleaned thoroughly by breakfast club staff after use.</p>		N/A	
37	After School / Extra Curricular Provision	<p>After school clubs (including extra curricular provision) can resume, as long as the school can support this. Note that this effects multiple control measures (e.g. mixing of bubbles; use of entrance points out of time clot; availability of first aid) and so should be risk assessed separately.</p> <p>If a PE style club, then no contact sports should take place.</p> <p>If run by an external provider, please ensure they demonstrate by risk assessment how they are implementing control measures, and also provide consistent staffing.</p> <p>Area should always be cleaned thoroughly by relevant staff after use.</p>	Medium	All after school clubs can continue if it's a non contact sport and within year groups	Medium
38	Supply / Temporary / Peripatetic Staff	<p>Peripatetic music teachers – due to the limitations on space and ventilation in the majority of music practice rooms, individual music lessons should not take place in person during Term 1.</p> <p>Supply staff – where possible, it is recommended to minimise visitors to the school and instead try to have longer supply teacher assignments. It is also recommended to keep supply teachers within one bubble group or, failing that, one year group.</p>	Medium	All Teaching in the school where the Adult has to teach in multiple classes they have to teach from a designated area assigned by tape (safe space) e.g. PPA	Low

17/08/2020

39	Pupils / Staff / Visitors returning from overseas	<p>Schools should communicate regularly before the start of term to ensure that all relevant parties (students, staff, visitors, contractors) are aware of those countries that do not have a travel corridor with the UK. If they have recently been to a country without a travel corridor, they must self-isolate for 14 days on arrival in England.</p> <p>This list has changed frequently over the last 14 days-the latest version can be found here: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p>	High	Please inform HT if going abroad in Half Term and full 2 week breaks	Medium
40	Fire / Evacuation	<p>All schools must relook at their fire plan and fire risk assessment to ensure any changes captured in this document are reflected in updated procedures. This should involve the school's facilities manager with assistance from the Regional Facilities Manager (RFM) and other key members of SLT. This might include:</p> <ul style="list-style-type: none"> • updated evacuation areas • updated registration details (moving to family group registration) • updated responsibilities for staff • maintain 2 meter social distancing between each family group and between each family group and other persons present where safe to do so <p>All changes to fire /evacuation procedures must be communicated to all staff, pupils and relevant stakeholders.</p>	High	<p>New system in place for Islands</p> <p>Regular Fire Prac</p>	Medium
41	Shielded (extremely clinically vulnerable) pupil	<p>The majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> • a small number of pupils will still be 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) • shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding • if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find 	Medium	Where staff move across two year groups they either teach from a safe space (MT for PPA) or change and wash at lunch time where social distancing is not possible 1-1-1 (TR with MC and NS) Staff Trained in the classroom to deal with HG and send to the office when needed.	

17/08/2020

		<p>more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education.</p>			
42	Shielded (extremely clinically vulnerable) staff member	<p>For any staff who have been shielding and have underlying health conditions you will need to arrange with your line manager for an appropriate risk assessment to be conducted prior to your return to School in September.</p> <p>For those in the most at risk categories, Schools will remain flexible and consider remote working or the deployment of an individual to ensure social distancing can be maintained.</p> <p>This will be agreed on a case-by-case basis and should be discussed with you line manager or Headteacher at the earliest opportunity.</p>	Medium	See HT	Medium
43	Clinically vulnerable Pupil	<p>Pupils should follow medical advice and inform school.</p> <p>These pupils can return to school in September</p>	Low	HT to discuss issues with parent by phone initially and seek advice from Trust when required.	Low
44	Clinically vulnerable Staff member	<p>For any staff who have been shielding and have underlying health conditions you will need to arrange with your line manager for an appropriate risk assessment to be conducted prior to your return to School in September.</p> <p>For those in the most at risk categories, Schools will remain flexible and consider remote working or the deployment of an individual to ensure social distancing can be maintained.</p> <p>This will be agreed on a case-by-case basis and should be discussed with you line manager or Headteacher at the earliest opportunity.</p>	Medium	Risk to be completed with Staff member	Low
45	Living in the same household with a shielded person (extremely clinically vulnerable) – Pupil or Staff	<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend work.</p> <p>For employees living in the same household with someone that is extremely clinically vulnerable or clinically vulnerable and are concerned about returning to work please discuss this with your line manager or Headteacher, your concerns about returning to work will be explored fully and risk assessments put in place to support your return where necessary.</p>	Low	Staff will complete RA with HT on request	Low

17/08/2020

		If you remain uncomfortable or anxious about returning to work other options that can be explored include taking time off such as annual leave (where applicable) or special leave under the Trust special discretionary leave policy.			
46	Living in the same household with a clinically vulnerable person	Child or staff member can still attend their education setting	Low	Staff member to take precaution when returning home.	Low
47	BAME Staff	Headteachers should consider any BAME staff whilst completing this risk assessment - an individual risk assessment is available for these staff (please contact the relevant HR Partner) if required. The TSAT equality impact assessment can be found on our Trust COVID- 19 pages, password TSATCOVID	Medium	The School will review all individual RA with Staff and HT	Low
48	Pregnancy	Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). The Royal College of Obstetrics and Gynaecology (RCOG) has published 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. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.			
49	Facilities –General	Checklist to be followed to ensure all statutory checks have been completed and are up to date after any period of shutdown over the Summer holiday. Standard daily checklists for facilities completed as usual. Specifically, all water outlets should be flushed and legionella checks completed and up to date. Fire alarm system should be fully tested as usual. All access control arrangements and external opening fire doors double checked to ensure all working. NASUWT and others have produced checklists-RFM's have developed an opening up site checklist	High	Statutory checks completed Water checks are completed weekly (Mondays) Weekly fire alarm checks	Low

17/08/2020

50	<p>TFac and TTech-Staffing</p> <p>(Relevant to all Central based staff)</p>	<p>Separate Thinking Facilities and Thinking Technology risk assessment to be completed for tasks over this period.</p> <p>Note that unless an emergency, TFac and TTech staff will not enter a classroom containing a 'bubble' group but will instead wait until the group has left the room</p> <p>Members of TFac and TTech must sign in and sign out of every school they attend with dates and times to assist in "Test & Trace"</p>	Medium	<p>All Thinking Fac/Tech must sign in and wear masks</p> <p>Separate list for visitors who do not regularly enter the building with phone number (GDPR authorized)</p>	Low
51	<p>School Trips</p>	<p>No domestic overnight or overseas trips should be planned for Terms 1 & 2 2020. For further in the future than this, please contact your EVC or James Fenlon for further advice.</p> <p>Non-overnight domestic trips can resume from September but these should be essential; must be risk assessed, and submitted via Evolve. Risk assessments should contain suitable Covid 19 control measures. This will be reviewed for Term 2</p> <p>Ideally any trips planned in term 1 should only contain one consistent bubble group</p> <p>Please consult with the venue that you are using to ensure that you are aware of their risk assessment in the pre-planning process for additional control measures.</p>	Medium	<p>Not doing school trips off the premises.</p> <p>All Local Trips off the premises must be discussed with the Headteacher first.</p>	Low
52	<p>Contractors</p>	<p>Standard contractor H&S applies.</p> <p>RFM should contact their regular contractors to establish risk assessments that specifically reference Covid-19 control measures.</p> <p>TFac staff should ensure that contractors are aware of local rules for each school (availability of classrooms; opening hours etc.) when signing in at site.</p> <p>TFac staff to supervise induction process on arrival. To include; ·</p> <p>Contractor to sign Site Induction form · Carry out a dynamic risk assessment to identify that any proposed work is safe to continue in keeping with government covid-19 guidelines · If necessary barrier off work area · Can the work be postponed for a more suitable and safer time of day? · Correct PPE is worn</p> <p>Ensure that a log of all visitors to schools is kept with dates, times and contact details to assist in "Test & Trace" if required.</p>	High	<p>All visitors to sign in as usual. They must leave details of name and contact number in reception as an addition. They can also use Track and Trace APP</p> <p>This is required in case the school needs to make contact with them if there is a case.</p> <p>They will also be required to wear a face covering provided by them however we do have spares</p>	Medium

17/08/2020

53	Evening / Weekend Lets	<p>Morning, evening and weekend lets to be reviewed on an ongoing basis by TSFE, Thinking Facilities and the schools themselves.</p> <p>Any lets must provide up to date risk assessments and made aware that control measures will be checked.</p> <p>Any failure to monitor the let will lead to that let being cancelled.</p> <p>All attendees to lets must leave name, contact details and dates/times of attendance to ensure “Test and Trace” is able to be carried out.</p>		<p>N/A</p> <p>No Lets</p>	
54	Student wellbeing	<p>Pastoral staff to plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support) – led by LL</p>	High	<p>Year R staggered entry with 5 children attending per session with an adult Year R teachers to work with Year 1 Teachers in the classroom to aid transition</p>	Medium

17/08/2020

55	Staff Wellbeing	<p>All employees have access to the Trusts Employee Assistance Programme, which offers unlimited access to information, advice and emotional support on a number of wellbeing subjects including stress. Employees can access this site at www.my-eap.com/login. Password available on the FAQs available to all staff</p> <p>Employees can also access the 24 hours a day 365 days a year counselling support phone line on 0800 1116 387. Via this hotline employees can be assessed for access to four face to face counselling sessions.</p> <p>For information guidance and advice to help cope during these uncertain times you can visit the Trust wellbeing pages, https://www.tsatrust.org.uk/about/thinking-you/ and contact HR for the password</p> <p>You can also email the TSAT HR team at HR@tsatrust.org.uk to arrange a telephone call to discuss any concerns that you may have.</p>	Medium	<p>HR will support all staff with anxieties where they can.</p> <p>Support mechanisms are in place in school for staff to discuss issues. Formal and informal discussions</p> <p>Trust have given websites for the staff to access</p>	Medium
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Risk Rating Matrix (Physical)

Risk level = Severity x Likelihood

Severity (S)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Risk Rating Matrix (Emotional)

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
<p>Death/suicide, severe depression, long term mental health issues Long term / repeated deliberate risk-taking. Emotional impact severe enough to trigger referral to another service e.g. CAMHS/GP/EP and/or significant medical intervention e.g. attempted suicide/anorexia/school refusal (High)</p>	HIGH (H)	HIGH (H)	MEDIUM (M)
<p>Emotional response that results in deteriorating / erratic attendance, withdrawing / not engaging, anxiety, fear, worry, impacts on behaviour of others (e.g. negativity, irritability, negative emotions, lacks of concentration, lack of motivation) (Medium)</p>	HIGH (H)	MEDIUM (M)	LOW (L)
<p>Significant distress or upset that can be addressed or resolved within a few days i.e. has no lasting negative impact Upset/ distress that subsides relatively quickly and with minimal additional support i.e. within a day or so</p>	MEDIUM (M)	LOW (L)	LOW (L)

Residual Risk is the risk that remains after the additional control measures are in place.

17/08/2020

ADDITIONAL INFORMATION: Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.

Risk Assessment Circulation list (tick box)			
Employees	Pupils	Parents	Contractors
		Other parties	
Signature of Head Teacher:			
Print Name:			
Date Assessed:		Review Date:	Weekly

17/08/2020

Appendix 1: School Workforce

SCHOOL WORKFORCE [SOURCE : [HTTPS://WWW.GOV.UK/GOVERNMENT/PUBLICATIONS/ACTIONS-FOR-SCHOOLS-DURING-THE-CORONAVIRUS-OUTBREAK/GUIDANCE-FOR-FULL-OPENING-SCHOOLS](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)]

We have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this specific guidance for school settings. The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow when planning for full return in September.

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

As a result, on current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments. Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced, and shielding measures will be paused from 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. It is therefore appropriate for teachers and other school staff to return to their workplace setting. Accordingly, we expect that staff who need to will attend school.

From 1 August, wider government policy on going to work is expected to change, with employers to be given more discretion about where staff work. Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate.

All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in part 5 of the 'Prevention' section.

School leaders should explain to staff the measures the school is putting in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to return to schools.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

17/08/2020

Appendix 2: Subject specific guidance

Link to CLEAPSS Guidance on Science practical work

<http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf>

Additional Music Teaching guidance:

<https://www.musiciansunion.org.uk/Home/Advice/covid-19/music-teaching>

Additional Physical Education (PE) guidance:

<https://www.afpe.org.uk/physical-education/wp-content/uploads/Updated-COVID-19-Guidance-July-2020.pdf>

Link to CLEAPSS Guidance on DT/Art/Catering practical work

<http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf>

Link to Government document on Working Safely in the Performing Arts (not school specific but useful)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

17/08/2020

Appendix 3: There are three key steps required to deal with positive cases when present at schools. I have repeated the information below verbatim from the Government website for completeness. I am working on drawing up flow charts with PHE and PCC that will be a quick reference guide to a lot of the below.

Response to any infection

Step 1) Engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

17/08/2020

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Step 2) Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- 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

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

17/08/2020

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

Step 3) Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

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