

WEST SUSSEX SCHOOL COVID 19 RISK ASSESSMENT TOOLKIT:

COVID-19 RISK ASSESSMENT TOOLKIT FOR SCHOOLS

Version: This document is **version 4**, produced on **19th July 2021**.

This risk assessment toolkit is provided to assist school leaders with implementing the steps required for the management of COVID-19 after Step 4 of the [UK Government's Roadmap out of lockdown](#).

This risk assessment toolkit should be used by school leaders in West Sussex schools to enable them to comply with current UK Government guidance - [Actions for schools during the coronavirus outbreak](#) and [Health and safety: responsibilities and duties for schools](#) (see section 5).

Separate guidance is available for [early years and childcare settings](#) and additional operational guidance is available for [special schools and alternative provision](#).

The basic control measures are: -

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Risk assessments: There are 3 risk assessment templates in this toolkit: -

1. **School Building Assessment** - Schools are encouraged to use this to review their building's readiness for the start of the new term on 2nd September 2021. Please note that ventilation, both natural and mechanical, have been given a higher priority.
2. **Staffing / Volunteer Assessment** - An individual staff member risk assessment must be completed for each staff member and volunteer - a separate assessment should be used for each (copy and paste this assessment into a new Word document for each staff member – size A3, orientation landscape). If a staff member already has one of these from the previous version, that assessment should be reviewed.
3. **COVID-19 Assessment** - To be completed by all schools. School leaders need to think about the ongoing management of the COVID-19 hazard within the context of their own school premises, how they are used by their own staff and pupils and the UK Government's Schools COVID-19 Operational Guidance. The control measures recommended below and the Government guidance MUST be adapted by the school to reflect local practice. It is expected that any existing COVID-19 risk assessments will be superseded by this risk assessment.

Monitoring and review of risk assessments and control measures – School leaders must regularly review and update their risk assessments - treating them as 'living documents', as the circumstances in the school and the public health advice changes. This includes having active arrangements in place to monitor whether the control measures are effective and working as planned.

Health and Safety information and guidance can be found on WSSfS. Cut and paste this link to your browser to access the system - <http://schools.westsussex.gov.uk/P1007> - you will be asked to log in, then taken to the Health and Safety A-Z.

SCHOOL BUILDING ASSESSMENT:

Opening of the school from the start of the new term - Schools are encouraged to use this to review their building's readiness for the start of the new term.	
Person completing form (i.e. Headteacher / Premises Manager)	Headteacher
Date of assessment	06/09/2021
Review date (add subsequent lines as required)	01/12/2021

Hazard - What can cause harm and how	Who can be harmed?	Required control measures	Comments / Notes / Actions you will take	Who will carry out the action	When is the action needed by	Action complete
Asbestos – Asbestos elements in unsafe condition - People exposed to fibres (pre-2000 buildings)	Anyone on site	Check asbestos elements in relevant buildings to ensure that they have not deteriorated or been damaged during the school holidays.	Continue with regular asbestos checks and observations as per school policy.	Premises Officer	06/09/2021	06/09/2021
Cleaning - Classrooms, offices, corridors, stairs etc, unclean or defective	Anyone on site	Check all classrooms, offices, corridors, stairs etc, are clean and free from defects. Regularly clean all touchable surfaces.	Deep clean undertaken over the holiday period and daily cleaning each working day from 6 Sep 21.	Churchills	03/09/2021	03/09/2021
Contractors – Contractors who have been working on the school premises during the holidays – work areas unsafe for staff / pupils	Anyone on site	Check that the contractor(s) has either completed the work and left the working area safe for use by the school or that the contractor has made their ongoing work area(s) sufficiently safe to minimise the risks to pupils, staff and visitors.	Works took place through the whole holiday period to replace slabs with tarmac. Works completed on 3 Sep 21, machinery removed from site on 5 Sep 21 and checks undertaken to ensure site left safe.	Premises Officer	05/09/2021	05/09/2021
Doors – Internal / external doors do not open / close / secure properly	Anyone on site	Check all doors (internal and external, inc. manual, powered, revolving, roller shutter etc), to ensure that they open, close and secure as designed and are free from defects.	All doors checked daily as part of opening up procedures each day.	Premises Officer	06/09/2021	06/09/2021
Electricity – No supply to premises – Fire alarms, lighting etc inoperative	Anyone on site	Check electricity supply is connected to the school. Check fixed wiring checks have been completed according to maintenance schedules.	All required checks are up to date as per maintenance schedule. Electricity supply is connected and all alarms are working.	Premises Officer	03/09/2021	03/09/2021
Electricity – Lighting not working – People unable to see to work or circulate safely	Anyone on site	Check all lighting, both within buildings and externally, is working as designed. Includes all internal and exterior emergency lighting.	Lighting has been checked as part of procedures to open up after the summer break. All lights are in working order. Procedures in place for reporting any faulty lighting.	Premises Officer	06/09/2021	03/09/2021
Electricity – Electrical equipment unsafe – Electrical shocks / burns and fire	Anyone on site	Staff to conduct user-checks on all items of electrical equipment used in buildings. Re-establish Portable Appliance Testing and inspection routines. Some equipment (e.g. printers) may require servicing.	PAT testing undertaken across whole site. All staff reminded in staff handbook to undertake visual checks prior to using any equipment.	Business Manager and Headteacher	06/09/2021	03/09/2021
Electricity - Alarm systems - Intruder / panic / accessible toilet alarms not working	Anyone on site	Alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / sensors, manual alarm activation points and alarm sounders / beacons.	Alarm systems checked and serviced to ensure they are in full working order. Panic alarm in disabled toilet checked.	AM Security and Premises Officer	06/09/2021	03/09/2021

Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Anyone on site	Ensure there are sufficient fire marshals to operate the school safely.	System in place using task cards to ensure fire evacuation procedures are thorough and safe.	Headteacher	06/09/2021	03/09/2021
Fire – Staff and pupils not knowing what to do in an emergency	Anyone on site	Conduct a fire drill as soon as possible at the start of term.	Remind children of the procedures for a fire alarm and teach new Reception children procedures. Planned Fire Drill.	Teachers and Headteacher	01/10/2021	20/10/2021
Fire – Fire detection / alarm systems not working – People not warned of fire	Anyone on site	Fire detection / alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / alarm heads, manual alarm activation points and alarm sounders / beacons.	Alarm system has recently been checked and is in full working order. Continue with weekly testing programme from first week of term.	Headteacher and Premises Officer	10/09/2021	10/09/2021
Fire – Not enough portable fire extinguishers or not in place – People unable to fight minor fire	Anyone on site	Check all portable firefighting appliances are in place as designed.	Extinguishers recently checked and in full working order. Checked that all extinguishers are in correct position for the start of term. Continue with monthly checks of equipment from first week of term.	Premises Officer	30/09/2021	24/09/2021
Fire – Fixed firefighting installations faulty or decommissioned – Fire not suppressed automatically	Click or tap here to enter text.	Check any installed, fixed firefighting systems are available, as designed.	Not applicable to this site.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Fire – Fire doors faulty – Fire not contained	Anyone on site	All fire doors must be checked as operating correctly, as designed, including hold-back devices.	Fire doors all checked and working as part of daily opening up procedures.	Premises Officer	03/09/2021	03/09/2021
Fire – Fire safety signage missing – People not given fire safety information	Anyone on site	Check all necessary fire safety signage is in place, as designed.	Checks undertaken and all signage is in place and visible for the start of the school term. Signage will be checked as part of the termly H&S walk with H&S Governor.	Premises Officer, Headteacher and H&S Governor	17/12/2021	Click or tap to enter a date.
Fire – Emergency escape appliances missing – Affected people unable to exit upper stories	Click or tap here to enter text.	Check all emergency escape appliances (e.g. evacuation chairs) are in place as designed.	Not applicable to this site.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Fire – Emergency escape routes are blocked – People unable to exit building safely	Anyone on site	Check all emergency escape routes are clear and lead to a safe place away from buildings.	All escape routes checked daily as part of opening and closing procedures.	Premises Officer	06/09/2021	06/09/2021
Fire – Muster points no longer available – People unable to muster after emergency exit	Anyone on site	Check all school emergency muster points are still accessible / available.	Works undertaken on site over the summer break have meant vehicles and worker facilities have been on the playground, which is our muster point. All machinery due to be removed by contractors on 5 Sep 21 – to be checked prior to school starting on 6 Sep.	Premises Officer	05/09/2021	05/09/2021
Fire – Flammable materials kept in an unsafe condition – Increased fire risk	Anyone on site	Check all flammable and combustible materials, e.g. flammable gases / liquids etc, are stored in a safe condition (i.e. secure stowage, in sealed containers, correctly labelled.	The few potentially flammable materials on site are kept in a locked metal cupboard inside the cleaning cupboard with appropriate signage in place.	Premises Officer	03/09/2021	03/09/2021
Fire – External waste bins incorrectly stored – Available to arsonists	Anyone on site	Check external waste bins are stored in secure storages, away from buildings.	All bins continue to be securely stored in designated area away from main building.	Premises Officer	03/09/2021	03/09/2021
First Aid – Insufficient number of 1 st aiders – Unable to provide 1 st aid to staff or pupils	Anyone on site	Check the school has sufficient number of 1 st aid trained staff to operate safely.	Majority of staff undertook first aid refresher training on 23 July 2021 and all other staff members are in date for training. All staff due to return on 6 Sep 21. Enough people trained for there to always be a first aider on site.	Business Manager	03/09/2021	03/09/2021

First Aid - 1 st aid kits missing or poorly stocked – People not having access to 1 st aid	Anyone on site	Check all 1st aid kits are in place as designed and the kits are fully stocked.	Kits regularly checked and refilled. All ready for the start of the term.	Designated First Aid lead & Secretary	06/09/2021	03/09/2021
First Aid – 1 st aid signage missing – People not given 1 st aid information	Anyone on site	Check all necessary 1 st aid signage is in place, as designed.	Checks undertaken and all signage is in place and visible for the start of the school term. Signage to be updated following the training at the end of the summer term.	School Business Manager	30/09/2021	24/09/2021
Gas safety – Gas supply disconnected – Unable to heat the building etc	Anyone on site	Check gas supply is safely connected, especially that which is needed for heating the school or cooking (where applicable).	Checked and full working.	Premises Officer	06/09/2021	02/09/2021
Gas safety – Gas appliance annual check has lapsed during vacancy – Gas appliance is unsafe	Anyone on site	Check all gas appliances are in-date for annual statutory service / examination / inspection.	No lapse of check during vacancy – all in date.	Premises Officer	03/09/2021	03/09/2021
Gates – Not operating correctly – People unable to circulate	Anyone on site	Check all gates (manual and powered) to ensure that they open and close as they are designed to do. Includes pedestrian gates and vehicle gates.	All manual gates checked and full working. No powered gates on site.	Premises Officer	06/09/2021	03/09/2021
Lifting equipment – Equipment statutory examination and servicing has expired – Equipment is unsafe to use	Click or tap here to enter text.	Check all lifting equipment (e.g. hoists, changing tables etc) are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.	Not applicable to this site.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Lifting equipment – Equipment not functioning correctly	Click or tap here to enter text.	Check all lifting equipment to ensure that it is functioning as designed.	Not applicable to this site.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Passenger, goods and wheelchair lifts - Lift statutory examination and servicing has expired – Lift is unsafe to use	Click or tap here to enter text.	Check all lifts are in-date for maintenance / inspection and if their statutory examination date has expired.	Not applicable to this site.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Passenger, goods and wheelchair lifts - Lift not functioning correctly	Click or tap here to enter text.	Check all lifts to ensure that they are functioning as designed, including lift failure devices and procedures.	Not applicable to this site.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Rodent / pest infestations – Infestations have occurred during vacancy - Health hazard to pupils and staff	Anyone on site	Inspect premises for any signs of infestation (e.g. rodents, insects). Local Authority Pest Control may be able to advise.	Site checked and no infestations found.	Premises Officer	06/09/2021	02/09/2021
'Sharps' - Broken glass, discarded needles etc left in the premises grounds – pupils at risk of cuts etc	Anyone on site	Check the grounds for any 'sharps' that may have been left by vandals etc.	Site is checked daily.	Premises Officer	06/09/2021	06/09/2021
Ventilation – Mechanical ventilation not working – Indoor air quality is poor within buildings	Anyone on site	Check all powered ventilation systems and installations are working as designed and have been regularly maintained. Includes extractor fans set into windows and ceilings (e.g. in WCs). See also HSE guidance.	All ventilation checked and in full working order.	Premises Officer	06/09/2021	02/09/2021
Water supply and drains – Water supply not connected – Toilets unable to be flushed, sinks and showers not available for washing, sprinkler systems unavailable	Anyone on site	Check hot and cold water systems (and drainage systems if applicable) are connected and available, especially if the school has a sprinkler system.	All systems checked and fully working.	Premises Officer	06/09/2021	02/09/2021
Water supply – Legionella bacteria – People at risk of infection	Anyone on site	Check all water systems (testing / maintenance) according to school's legionella risk assessment, especially aerosol-generating systems (e.g. showers) where aerosol-free flushing will be required prior to use. Consider	Water was not turned off over summer break as site in use due to works. Regular checks will continue as per policy.	Premises Officer	06/09/2021	02/09/2021

		pasteurising and flushing hot water systems.				
WCs and washing facilities - WCs and washing facilities are unclean – people unable to practise personal hygiene	Anyone on site	Check all WCs and washing facilities are clean, free from defects and stocked with relevant essential items (e.g. toilet rolls, soap, towels etc).	Facilities were deep cleaned during the summer break and have not been used with the exception of two staff toilets over the break. All toilets re-checked to ensure still clean prior to re-opening.	Premises Officer	06/09/2021	06/09/2021
Windows – Windows and skylights etc are defective and affecting circulation of air / ventilation	Anyone on site	Check all windows can be opened fully (or as far as their window restrictors will allow) to maximise natural ventilation. See also HSE guidance.	All windows checked and are able to be opened. System in place for reporting any defective windows.	Premises Officer	06/09/2021	02/09/2021

STAFF / VOLUNTEER ASSESSMENT:

Assessment of the vulnerability of staff / volunteers - A risk assessment can be completed for each staff member or volunteer before they attend school for work.		
Staff member's (or volunteer's) name	Click or tap here to enter text.	
Job Title	Click or tap here to enter text.	
Person completing form (i.e. line manager)	Click or tap here to enter text.	
Date of assessment and how long assessment is valid for (i.e. date of next review)	Click or tap to enter a date.	
First review date (add subsequent lines as required)	Click or tap to enter a date.	
Any Known Chronic (i.e. long-term) health conditions	Click or tap here to enter text.	
Head teacher's decision - Can this staff member come in to work in the school? YES or NO	Choose an item.	If any applicable line in this risk assessment cannot achieve an agreement between a staff member and their manager, then the answer to this question is ' NO '.

How risk of harm can be increased	Does this apply?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
THE EMPLOYEE						
The staff member is in the 'clinically extremely vulnerable category' or has received a letter from NHS advising them to 'shield' See Govt. guidance.	Choose an item.	If Govt instructions are for this group to shield; Staff member must be supported to work at home. If they cannot work from home, they must not come into the school. In this case, do not proceed further with this risk assessment. Instead, contact the school's HR advisor for advice.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		If Govt. instructions permit this group to return to work: Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure. Staff members in this category should limit the close contact they have with those they do not usually meet with.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
The staff member is an expectant or nursing mother See Govt. guidance.	Choose an item.	If the staff member is less than 28 weeks pregnant with no underlying health conditions: Line manager must complete a New & Expectant Mother's Risk Assessment. See the H&S page1217 on WSSfS. Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

	Choose an item.	<p>If the staff member is 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus:</p> <p>Line manager must review the New & Expectant Mother's Risk Assessment.</p> <p>Staff member may still come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure, but line manager must take a more precautionary approach. Staff member should be supported to work at home where possible or redeployed.</p> <p>Where adjustments to the work environment and role are not possible and alternative work cannot be found, the staff member may be suspended on paid leave. Advice on suspension and pay can be found in HSE guidance.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
	Choose an item.	<p>If the staff member is a nursing mother:</p> <p>Line manager must complete / review the New & Expectant Mothers Risk Assessment. See the H&S page 1217 on WSSfS.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p>The staff member has been given specialist advice by a competent clinician (e.g. NHS, GP, Occ. Health etc) to stay away from their workplace or work setting for reasons other than being Clinically Extremely Vulnerable</p> <p>See Govt. guidance.</p>	Choose an item.	<p>Line manager must consider this when deciding if the staff member should continue work in the school.</p> <p>Any recommended adjustments should be implemented.</p> <p>Line manager should discuss the outcome with the school's HR Advisor where the staff member is not able to attend work and / or home working is not an option or if needing a referral to Occupational Health (see page 1222 on WSSfS).</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p>The staff member has one of the following protected or personal characteristics not covered by the previous questions and which increase the risk of poorer COVID-19 outcomes:-</p> <p>Male sex;</p> <p>Black or Asian ethnicity;</p> <p>Diagnoses of dementia.</p> <p>See Govt guidance.</p>	Choose an item.	<p>Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p>The staff member lives in the same household as a person in the clinically vulnerable, extremely vulnerable category or Black, Asian and Minority Ethnic (BAME) group</p>	Choose an item.	<p>Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

WORK TASKS AND ACTIVITIES						
The staff member will need to make close contact with another person (i.e. a pupil with special needs) (In this context, close contact means physical contact is needed to deliver the support, e.g. feeding, bathing, etc and where exposure to a respiratory aerosol is likely)	Choose an item.	Line manager must complete a risk assessment according to the requirements of the Govt. guidance on infection prevention and control .	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
EMPLOYEE CONCERNS AND SUPPORT						
The staff member will work at home or remotely (either some of their time or all of their time)	Choose an item.	Line managers and staff members must follow the corporate guidance and complete relevant risk assessments on Home Working, Lone Working and Display Screen Equipment (see H&S pages 1293, 1189 and 1093 respectively on WSSfS).	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		Line manager must check-in with home / remote working staff regularly to enquire about their wellbeing and supply of any necessary equipment / materials, problems with tasks, etc.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
The staff member has genuine concerns about working in the school	Choose an item.	Line manager must discuss with the staff member their concerns, review task and activity risk assessments and, if relevant, complete a stress risk assessment with the intention of trying to enable the staff member to continue their work if possible. Line manager may also consult with the school's HR Advisor on possible alternatives for remote working for that employee.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		24 hour confidential support for managers and staff is available using the WSCC Employee Assistance Programme (EAP) which can be found on page 1086 in WSSfS.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
LINE MANAGER MUST NOW RETURN TO THE TOP OF THIS SECTION AND DECLARE WHETHER OR NOT THE STAFF MEMBER CAN WORK IN THE SCHOOL.						

COVID-19 ASSESSMENT:

Actions which apply to all schools opening at the start of the new term - Schools must use this to COVID-19 readiness for the start of the new term	
1. Schools must refer to the Government Guidance ' Schools COVID-19 Operational Guidance ' when completing this risk assessment. School leaders should be aware that Govt. guidance is likely to change and that they must review this risk assessment accordingly.	
2. A completed copy of this risk assessment should be posted on the school's website.	
Person completing form (i.e. Headteacher / Premises Manager)	Headteacher
Date of assessment	06/09/2021
Review date (add subsequent lines as required)	21/10/2021

How harm can be caused	Who can be harmed?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
GOOD HYGIENE FOR EVERYONE:						
Poor standard of hand hygiene – Personnel becoming infected due to poor standards of hand hygiene of others	Anyone on site	Frequent and thorough hand cleaning should be regular practice. Ensure that staff and pupils can clean their hands regularly with soap and water or hand sanitiser (recommended 70% alcohol). Display instructive posters.	Continue with hygiene expectations from before the summer break – washing or sanitising hands on entering the building, at regular intervals through the day, when going out and coming in from breaks, when changing activities, before eating, etc. Teachers to go through this with children on their first day back.	All staff	10/09/2021	10/09/2021
Poor standard of respiratory hygiene – Personnel becoming infected due to poor standards of respiratory hygiene of others	Anyone on site	The 'catch it, bin it, kill it' approach should be promoted. Display instructive posters. Promote the importance of staff and pupils carrying tissues with them. Have spare tissues available. Provide bins for the disposal of soiled tissues. Encourage good hand hygiene. Ensure bins are regularly emptied / disposed.	Continue with expectations from before the summer break – remind children of tissue use and disposal hygiene, ensure tissue boxes are located in all classrooms and shared spaces and are replenished when empty, posters are in place and pointed out to children, bins in all classrooms and shared spaces, reminder to hand wash or sanitise after using a tissue. Bins are emptied daily.	All staff & Churchills' cleaners	10/09/2021	10/09/2021
Lack of Personal Protective Equipment (PPE) - Personnel exposed to infection – Required if a pupil has routine intimate care that requires staff to use PPE and if a pupil displays COVID-19 symptoms and close contact is required and when performing aerosol generating procedures (AGPs)	1:1 TA for identified pupil with intimate care needs and any staff caring for pupils with COVID symptoms until they are collected	Keep a supply of PPE for occasions where it is required. Including: - Disposable gloves. Disposable plastic apron. Fluid repellent surgical mask. Eye protection - where there is risk of eye contamination from respiratory droplets or from splashing of secretions. Additionally for AGPs: - Long-sleeved disposable fluid repellent gown. FFP3 Respirator. Provide face fit testing for FFP3 masks (usually undertaken annually over summer or very early autumn to ensure completed before winter). Provide training on how to put-on, remove and dispose of used PPE. Provide arrangements for disposal of PPE.	PPE (masks, gloves, disposable aprons and face shields) are on site and can be used as needed. Information re correct donning and doffing of PPE on display in the medical area and HT's office. Items replenished as needed.	School Business Manager and Secretary	06/09/2021	06/09/2021
MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS:						

Poor cleaning regimes – Personnel exposed to infection from transferring contamination on touched surfaces to nose/mouth	Anyone on site	Arrange a regular cleaning schedule (e.g. twice per day) of frequently touched surfaces (i.e. surfaces which are touched by several people, e.g. door handles). Arrange/enable cleaning of shared equipment.	D10 cleaning spray and rolls of cleaning paper are available in classrooms and all around the school. Regular cleaning of surfaces, handles, etc. continues to take place. Minimal equipment shared and children regularly wash hands or sanitise rather than wiping items such as pencils. Remind children of good hygiene regularly.	All staff	06/09/2021	06/09/2021
KEEP OCCUPIED SPACES WELL VENTILATED:						
Poorly ventilated occupied indoor spaces – Increased risk of infection via higher concentration of contaminated droplets in the air	Anyone on site	<p>Identify poorly ventilated occupied indoor spaces. Take steps to improve fresh air supply to those spaces. Minimise occupant numbers who are using hard to ventilate spaces. Purge spaces when they are unoccupied. If using Co2 detectors to measure fresh air supply rate, refer to the levels given in the HSE and CIBSE guidance and seek the advice of a building services engineer on what type of Co2 detector to use and how to use one. If Co2 levels remain above the HSE and CIBSE advisory levels in an occupied indoor space, consider: -</p> <ul style="list-style-type: none"> • Maximising window and non-fire door opening; • Increasing air purging opportunities; • Reducing occupancy numbers in affected spaces; • Reducing occupancy time in affected spaces; • Using air cleaning and filtration units (see HSE and CIBSE guides and seek the advice of a building services engineer). <p>Balance the need for increased ventilation while maintaining a comfortable temperature. Note: Maintenance of either ventilation or temperature levels must not be by the practice of propping open fire doors unless those fire doors are fitted with hold-back devices which are directly linked to and released by the building's fire alarm system.</p>	Continue to ensure good ventilation through the school through the opening of windows and / or doors in occupied areas. Put in place CO2 detectors when allocated. Make sensible decisions regarding the ventilation of areas to ensure that children do not become cold in their classrooms.	All staff	06/09/2021	06/09/2021
FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19:						
An individual develops COVID-19 symptoms or has a positive test – Personnel exposed to increased risk of infection from symptomatic/positive person	Everyone who had close contact with individual with symptoms / a positive test	<p>Brief and remind staff and pupils to not come into school if they have C19 symptoms, have a C19 positive test result or other reasons requiring them to stay at home due to C19 (e.g. they are required to quarantine). Have arrangements for anyone in the school who develops C19 symptoms to be sent home (avoiding public transport) and told to follow public health advice. Have arrangements in place to isolate a C19 symptomatic person while awaiting</p>	Remind staff not to come into work if they have symptoms or suspect they may have COVID or have tested positive. Reminder to parents in first communication home. Continue with previous arrangements to manage any possible cases that occur during the school day – isolated waiting area, use of PPE for staff member with the child, cleaning area after they leave. Give parents link to guidance in first communication home.	All staff	06/09/2021	06/09/2021

		collection (consider ventilation and PPE if this person cannot be left alone and room cleaning after they have left). Brief and remind staff and pupils that, if anyone in their household is a possible or confirmed C19 positive, that they should not attend school .				
Asymptomatic testing – Personnel exposed to increased risk of infection from symptomatic/positive person	Anyone on site	Brief and remind staff and pupils to continue twice weekly home testing up until the end of September 2021. Secondary schools only - Retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. Secondary schools only – Ensure arrangements are in place to test year 7 pupils at the ATS at the start of the autumn term.	Remind all staff that they can continue to collect LFT kits from the school to test twice weekly.	Headteacher	06/09/2021	03/09/2021
Confirmatory PCR tests - Personnel exposed to increased risk of infection from symptomatic/positive person	Anyone in close contact with a symptomatic or positive person	Brief and remind staff and pupils with a positive LFD test result to self-isolate in line with the stay at home guidance and to get a free PCR test to check if they have COVID19 (they should continue to self-isolate while awaiting the result).	Advise people where the nearest PCR testing sites are located, as needed. Signpost parents to guidance in first communication home.	School staff	06/09/2021	06/09/2021
Clinically Extremely Vulnerable (CEV on Shielded Patient List) attending school – CEV pupils at increased risk of a poor outcome if exposed to infection See Govt. guidance	CEV pupils and staff members	Remind CEV pupils that they should attend their education setting unless they are under paediatric or other specialist care who have been advised by their GP or clinician not to attend (see supporting pupils at school with medical conditions). Staff members who are in the CEV category may return to school but school leaders should take account of this in their Staff / Volunteer Assessment (see previous assessment page).	Continue to support and advise anyone in this category as needed, working with families and medical advice to keep safe. Update staff risk assessments as needed.	Headteacher	06/09/2021	06/09/2021
Contractors and others visiting the school – Contractors and other visitors not adhering to the school's C19 measures and risking cross-infection	All visitors and contractors on site	Provide contractors and other visitors with information about the school's C19 control measures and ways of working.	All visitors and contractors coming on site to be briefed on the current measure and procedures in place re COVID hygiene and safety prior to entering. As of 1 Dec 2021, visitors in school are expected to wear masks when moving through the school and when in communal areas (unless they are exempt). Signage is in place on entrance to the school.	Office staff	06/09/2021	01/12/2021
OTHER CONSIDERATIONS:						
Face coverings - Personnel exposed to increased risk of infection from symptomatic / positive person	Anyone on site	Currently, there is no national requirement for pupils, staff and visitors either in classrooms or in communal areas to wear face masks. However, Director of Public Health has advised that head teachers may wish to consider their continuing use in specific circumstances, e.g. in response to cases; this includes public transport and dedicated transport to school. The Director of Public Health may order the reinstatement of face coverings if there is an outbreak.	Guidance changed at the end of November and there is now an expectation that all staff wear masks when moving around the school and in communal areas. This was communicated to all staff in an email on 30 Nov 21 and written on the staffroom board.	Headteacher	06/09/2021	01/12/2021

Pupil wellbeing and support - Pupils experiencing emotions in response to the C19 pandemic, such as anxiety, stress or low mood	All pupils	Refer to sources of support on promoting and supporting mental health and wellbeing in schools .	Continue with previous measures to support the emotional wellbeing of our pupils – PSHE lessons and circle time, referrals to learning mentor, making ourselves available to children to talk to, working closely with families, referrals to relevant external agencies as needed.	All staff	06/09/2021	06/09/2021
Educational visits - Personnel exposed to increased risk of infection	All staff, children and volunteers	If educational visits are to be undertaken, refer to the Govt's general guidance which is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP) .	Current decision is not to book any educational visits. If such time arises as it is deemed essential to the learning of the children that a visit is undertaken, a rigorous risk assessment will be undertaken to ensure that it can be done safely. The Y2 cohort are booked to go to a pantomime at the Alexandra Theatre on 8 Dec 21 – a full risk assessment will be undertaken prior to this to consider if the trip is safe and what measures will be needed to ensure it is a COVID secure visit.	Educational Visits Co-Ordinator and class teachers	06/09/2021	06/09/2021
Extra-curricular activities - Personnel exposed to increased risk of infection	All staff, children attending and adults running external clubs	Refer to the Govt. guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children	Fencing will commence from 13 Sep 21 and was already running in Summer 2021, with a full and effective risk assessment in place, which will continue with regular reviews and updates if necessary. All other before and after school clubs will commence after the October half term and only if there is a satisfactory risk assessment in place to minimise the risks of infection. From 1 November 2021, clubs re-started, with necessary risk assessments in place. We are due to have Christmas concerts (9 in total) in December. There is a live risk assessment for this, and parents will be told that if cases increase then we may have to say no audiences can attend. This will be reviewed on a day to day basis.	Headteacher and providers of extra-curricular activities	23/10/2021	01/12/2021
School transport - Personnel exposed to increased risk of infection	Click or tap here to enter text.	Contact your transport provider to find out what measures they are taking on transport from the autumn term 2021. Consider what the PPE requirements are for passenger assistants. Refer to Govt. guidance .	Not applicable – no school transport in place	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Outbreak Management Plan - If you have several confirmed cases within 14 days, you may have an outbreak	All staff, pupils, volunteers, visitors who have been on site during that period	Refer to the Govt's Contingency framework: education and childcare settings and draw up outline plans to respond to an outbreak. For schools that subscribe to The Key, there is an Outbreak Management Plan template available to members.	If there are more than 5 cases in a class or 10% or more of a year group test positive within a 10 day period, the following will be implemented: 1) a full review of the testing, hygiene and ventilation measures in place at that time; make changes as necessary and update the risk assessment accordingly and share with all stakeholders. 2) Face coverings will be used again inside the setting for adults when moving around the school and in communal areas. 3) Review any planned events involving taking children out or having people into school and consider if they need to be cancelled or changed to make safer. 4) Suggest staff may wish to test more frequently than twice a week until the outbreak has ended. 5) Continue to review and ensure that there is a DSL on site at all times. 6) Review arrangements for any Extremely Clinical Vulnerable children or staff and update any risk assessments as needed.	Headteacher and rest of Senior Leadership Team	06/09/2021	01/12/2021

		7) Seek additional advice from the DfE helpline (0800 046 8687, option 1) or from WSCC.			
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