



# Osborne School

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

**CORONAVIRUS (COVID-19) – Schools Full Opening**

Used with Existing Risk Assessments & Current Government Guidance:

**\*\*SPECIFICALLY OSBORNE CORONAVIRUS (COVID-19) RISK ASSESSMENT AND PROTOCOLS\*\***

Osborne School			
Date of Assessment	18 July 2020	Date of Issue	18 <sup>th</sup> July 2020
Assessment carried out by	Sonia White - Headteacher	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
01/09/20	S. White	01/09/20		✓
11/09/20	S. White	11/09/20	✓	
2/11/20	S. White-changes highlighted in this colour	2/11/20	✓	
5/1/2021	S. White – changes in yellow	5/1/2020	✓	
7/3/2021	s.white – Changes in pink	7.3.2021	✓	

Affected persons: Young People/Clients  Staff  Visitors  Contractor  Others (specify)

Name of Manager confirming and agreeing Assessment: Sonia White - Headteacher

Signature:

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

## RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & CURRENT GOVERNMENT GUIDANCE

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><b>Unsafe Buildings</b></p> <p><i>Operating in a different manner to normal operations</i></p>	Senior Leadership Team / Site Management Team have held meetings to review the school site and specify entry/exit points and classroom use.	✓	SLT/Site	<p style="background-color: #e0ffff; padding: 5px;">Property services have been contacted to review the ventilation of the windows in the small classrooms</p> <p style="background-color: #e0ffff; padding: 5px;">➤ The staff electronic sign in will be the basis for adults in school alongside SIMS registers for pupils. Visitors will sign-in, although this will be kept to a minimum and will follow the visitors protocols.</p>	<p style="background-color: yellow;">5.1.2021</p> <p style="background-color: yellow;">All controls measures remain in place</p>
	All the usual pre-term building checks are undertaken to make the school safe and all statutory inspections are up to date and compliant e.g. <ul style="list-style-type: none"> <li>Water treatments</li> <li>Fire alarm testing</li> <li>Repairs</li> <li>Grass cutting</li> <li>Portable appliance testing</li> <li>Fridges and freezers</li> <li>Boiler/ heating servicing</li> <li>Internet services</li> <li>Any other statutory inspections</li> <li>Insurance covers reopening arrangements</li> </ul>	✓	Site		<p style="background-color: yellow;">Review taken place w/c 26/10/2020</p> <p style="background-color: magenta;">All ventilation now rectified</p>
	Contact is made with Property Services/Term Contractors if any problems are identified.	✓	Site/YS		<p style="background-color: yellow;">ADMIN 1.9.20</p>
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place, including arrangements for any deliveries.	✓	YS/Site		
	The operational Fire risk assessment has been reviewed and appropriate controls are in place.	✓	SW/Site/YS		
	The school has a system for knowing who is in the school when open.	✓	LMc/YS/Admin		
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary).	✓	Site/SLT		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><i>(Continued)</i></p> <p>Unsafe Buildings</p> <p><i>Operating in a different manner to normal operations</i></p>	<p>Fire drills are undertaken and recorded</p> <ul style="list-style-type: none"> <li>Someone is in charge to coordinate the fire drill and communicate with others who might be using other areas of the site (additional fire marshals are used where required)</li> <li>A known fire drill is done first to reassure staff and pupils.</li> <li>Social distancing is aimed for at all times during the fire drill, including the final assembly point(s).</li> <li>One or more external areas of the school are used to achieve social distancing</li> <li>A debrief is undertaken to share any lessons learnt</li> </ul>	✓	SLT/All Staff	<p>➤ All normal evacuation procedures will remain in place, but staff will prepare children to maintain distancing as much as is practical in the event of an evacuation. Groups should remain apart during evacuation where possible</p> <p>➤ This needs to be displayed for staff in a way that does not provide confusion around the different distancing measures for school and children.</p>	<p>Staff 1.9.20</p> <p>2 fire drills have taken place this term and were efficient</p> <p>Jan 1 fire drill has taken place and is effective</p> <p>There are enough members of staff on site to cover all the roles required in the event of the alarm sounding</p> <p>A fire alarm test will take place during this half term</p> <p>SW/YS 1.9.20</p>
	<p>Alarm point checks are recorded.</p>	✓	Site		
	<p>There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off.</p>	✓	SW		
	<p>Staff know where utility isolation points and firefighting equipment are.</p>	✓	SW/YS/ Site		
	<p>A risk assessment review has been undertaken to take account of the new situation relating to the change in the nature of the provision being made and the provisions of COVID-19 Government guidance so far as is reasonably practicable.</p>	✓	SW		
	<p>Staying COVID-19 Secure notice is displayed to show staff that the school has complied with managing the risk of coronavirus (COVID-19). Click on the link to download the Staying COVID-19 Secure notice <a href="https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice">https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice</a></p>	✓	SW		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
Lack of hygiene provision and effective cleaning	Additional cleaning schedule is agreed and implemented with site staff/cleaners/cleaning contractors, which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school.	✓	SW/YS/Site	➤ The school will continue to rely mostly on the resources being rotated over a number of days, but use cleaning with resources are needed within 48 hours by different bubbles	5.1.2021 all current measures are in place including when Lateral flow testing is taking place – see separate risk assessment for lateral flow testing  Home testing is now in place from the 8.3.2021 which supersedes the lateral flow testing
	Site staff/cleaners follow (existing) cleaning procedures and risk assessments with special attention given to frequently touched surfaces (contact points) e.g. light switches, handrails, door handles, toilets etc.	✓	Site/Two Counties		
	Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture.	✓	All Staff, Two Counties		
	To facilitate cleaning, unnecessary items are stored safely, including those stored in the classroom.	✓	All Staff		
	All areas used for eating are thoroughly cleaned at the end of each sitting/break, including chairs, door handles.	✓	HC3S/Staff/ Two Counties		
	Outdoor playground equipment is currently out of bounds	✓	All Staff/Site		
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for staff and visitors to use.	✓	YS/Site		
	The toilets are cleaned frequently to take account for the number of pupils accessing the facilities.	✓	Site/Two Counties		
	Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply.	✓	Site/Two Counties		
	Bins are emptied regularly, lidded bins supplied in all areas	✓	Site/Two Counties		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><i>(Continued)</i></p> <p>Lack of hygiene provision and effective cleaning</p>	If identified areas cannot be cleaned, the school will contact the Local Authority/Trust if required for further advice before making decisions to temporarily close on health and safety grounds.	✓	SW		
	When placing orders for delivery, the company is informed of the school's protocol for accepting deliveries.	✓	YS/JP		
	Deliveries are kept to a minimum where possible.	✓	YS/JP		
	Staff do not let delivery staff/drivers come into the school building unless it is essential for the delivery or for them to use a toilet whereby, they use hand sanitiser before entering the building.	✓	Admin		
	While packaging is not known to present a specific risk, delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling	✓	Admin/ Site		
	Staff will wash/sanitise (alcohol hand gel 60% minimum) their hands immediately if they sign for any deliveries.	✓	Site/ Admin		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
Planning shortcomings	Governors are clear on their role in providing support to Headteacher in the current situation and the full opening of the school.	✓	SW/Govs	<p>➤ Governors will discuss and then adopt this risk assessment</p> <p>➤ Where visitors are not known to the school, contact details will be collected.</p>	<p>SW 15.7.20</p> <p>LMac/Admin Ongoing</p> <p>3.07.20</p> <p>5.1.2021 – all CEV staff have been asked to remain at home</p> <p>CEV staff now staying home until the 31<sup>st</sup> March</p>
	Headteacher is clear on what Governors need to know and how frequently they receive information.	✓	SW		
	Governors are satisfied that health and safety arrangements for COVID-19 are in place and in line with DfE guidelines.	✓	SW		
	Communication between Headteacher and Governors is clear and understood and virtual governing body meetings are undertaken.	✓	SW		
	Head Teacher ensures daily checks are made with Hampshire County Council Communications and Government updates.	✓	SW		
	A record (including contact details) is kept of all visitors for 21 days.	✓	LMc/Admin		
	In addition to the Government guidance and Hampshire County Council risk assessments, the school will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread.	✓	SW/YS		
	When risk assessments are reviewed and updated, these are shared with employees, particularly relating to Coronavirus infection and the possibility that PPE may be required.	✓	SW		
	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher.	✓	SW		



What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><i>(Continued)</i></p> <p>Planning shortcomings</p>	<p>Plans are in place for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> <li>• Primary to Secondary</li> <li>• Vulnerable children</li> <li>• Physical and sensory needs, including adaptations, equipment etc (lead in times)</li> <li>• Post 16</li> <li>• School Leavers</li> </ul>	✓	SW/ SLT	<p>Osborne college students will no longer be attending outside organisations until further notice, due to National lockdown and RA review</p>	<p>A remote transition will take place if face to face is not available as we did previously</p>
	<p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) are available/ provided to all staff and pupils, which includes:</p> <ul style="list-style-type: none"> <li>• Risks and symptoms of COVID-19</li> <li>• Advice regarding self-isolation of those showing signs or symptoms</li> <li>• Social distancing measures</li> <li>• Changes to timetable</li> <li>• Emergency procedures (i.e. first aid, fire)</li> <li>• Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)</li> <li>• Expectations when in school and at home</li> </ul>	✓	SW/ SLT	<p>Further signs added to remind the school community to wear face masks</p>	



What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><i>(Continued)</i></p> <p>Planning shortcomings</p>	<p>The impact of COVID-19 on families and whether any additional support may be required is considered concerning:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased free school meals eligibility</li> <li>• Referrals to social care and other support</li> <li>• Pupil premium grant / vulnerable groups.</li> </ul>	✓	YS	<p>The winter grant scheme will be implemented for those in need in consultation with HCC</p>	<p>5.1.2021 – FSM vouchers are in place for those not attending school</p>
	<p>The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents.</p>	✓	SW/SLT		
	<p>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. See Appendix 1 (A3 flowchart – end of document).</p>	✓	SW	<p>Parents receive ongoing information and have done throughout and ongoing</p>	
	<p>As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.</p>	✓	SW		
	<p>Parents are required to follow any relevant school risk assessments, rules, current Coronavirus (COVID-19) Government guidance and meet hygiene expectations, which should also be communicated in the home environment.</p>	✓	SW		<p>8.3.2021 from this date all pupils will have access to FSM on the school site</p>

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<i>(Continued)</i>  Planning shortcomings	The school has sufficient provision to administer medication, first aid and provide intimate care, operating to the latest additional guidance <ul style="list-style-type: none"> <li>• PPE requirements for staff</li> </ul>	✓	SW/	This process has been carried out to a successful outcome from W/C 19/11/2020	
	The school understands the NHS Test and Trace process and how to contact our local <a href="#">Public Health England health protection team</a> . The school has informed staff members and parents/carers the importance to engage with the NHS Test and Trace process to; <ul style="list-style-type: none"> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</li> </ul>	✓	SW		
	PPE requirements are understood, and appropriate supplies are in place including long-term approach to obtaining adequate PPE supplies.	✓	SW		
School safeguarding policy and procedures are not in place due to COVID-19	Consideration has been given to any children and young people who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	✓	SW		
	Safeguarding remains highest priority and policy is updated to reflect changes.	✓	SW		
	All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school.	✓	SW		
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable children and young people to return to school.	✓	SW		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><i>(Continued)</i></p> <p>School safeguarding policy and procedures are not in place due to COVID-19</p>	Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission.	✓	SW		
	All Designated Safeguarding Leads have access to advice from the Local Authority and multi-agency teams.	✓	SW/CI MB/BR SL/LW VK		
	The school considers dynamically any day to day changes to the health and safety arrangements including changes to evacuation procedures (depending on the use of classrooms), entry and exit points and Critical Incident and Lockdown procedures whilst factoring in social distancing requirements.	✓	SW		
Staffing arrangements unprepared	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, and office/admin staff, first aiders, fire wardens.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> <li>• First aider (trained at the level for the relevant age group and associated risks of the school)</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• Caretaker/Cleaner, site support staff</li> <li>• Office staff member</li> </ul>	✓	SW		
	Designated Safeguarding Leads capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils.	✓	SW		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><i>(Continued)</i></p> <p>Staffing arrangements unprepared</p>	individual risk assessments are in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.	✓	SW	<ul style="list-style-type: none"> <li>➤ To be undertaken prior to the start of the academic year</li> <li>➤ Undertaken again for Lockdown 2</li> <li>➤ Undertaken again for Lockdown 3</li> <li>➤ Undertaken again for full return</li> </ul>	SW 1.9.20  5.1.2021
	Plans to respond to increased sickness levels are in place with cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	✓	SW		8.3.2021
	Consideration has been given to staff clothing expectations and information shared with staff.	✓	SW	<ul style="list-style-type: none"> <li>➤ Each meeting/training sessions will be reviewed individually and virtual/face-to-face decision made dynamically</li> </ul>	SW Ongoing
	Approaches for meetings and staff training is in place.	✓	SW	<ul style="list-style-type: none"> <li>➤ Where required, class teachers will be responsible for remote provision for pupils in their bubbles.</li> </ul>	5.1.2021 training to continue on inset day 29.1.2021 and staff meetings continue on Mondays all virtually
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision has been agreed and communicated.	✓	SW	<ul style="list-style-type: none"> <li>➤ Temporary Staffing Timetables are in place for the Autumn 2020 Term</li> </ul>	Teaching Staff Ongoing
	Consideration has been given to the options for redeployment of staff to support the effective working of the school.	✓	SW		
	For any redeployment taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.	✓	SW		
	Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.	✓	SW		
	Arrangements for accessing testing, if and when necessary, are in place and staff are clear on returning to work guidance (the Government are planning to issue test kits to schools in Autumn).	✓	SW	<ul style="list-style-type: none"> <li>➤ Test kits have been received in school</li> </ul>	YS 11.7.20
	The approach for inducting new starters has been reviewed and updated in line with current situation.	✓	SW	<ul style="list-style-type: none"> <li>➤ New starter arrangements have been agreed and communicated</li> </ul>	8.3.2021 all staff have been briefed and have be sent information about the return to school
Return to school procedures are clear for all staff.	✓	SW			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
(Continued) Staffing arrangements unprepared	The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff.	✓	SW	<p>Staff well being sessions offered as well as regular updates and communication</p> <p>Visitors are kept to an absolute minimum during Lockdown 2</p> <p>Visitors are emailed prior to attending informing them of the requirements whilst on site e.g. use of a face covering and washing hands.</p> <p>Osborne college students have now been separated further and now occupying three classrooms in the main school and some have carried out part time learning from 19/10/2020 to 18/10/2020</p>	8.3.2021 Further well being has been put into place
	Staff receive regular briefings on day to day school matters.	✓	SW		
	Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders.	✓	SW		
	Flexible working arrangements needed to support any changes to usual working patterns are agreed.	✓	SW		
	Staff workload expectations are clearly communicated	✓	SW		
	Staff training required to implement any changes that the school plans to make, either delivered remotely or in school is scheduled.	✓	SW		
	Arrangements are in place for any visitors/contractors on site, with protocols and expectations shared.	✓	SW		
	Arrangements are in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, with protocols and expectations shared.	✓	SW		
	During the normal school day, all children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	✓	SW		
	Staffing allocations to groups have been determined, minimising contact with multiple groups as much as possible.	✓	SW		
Consideration of available testing for school staff is updated according to latest government advice: <a href="#">Test and Trace</a> .	✓	SW			

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Classroom arrangements not organised	Classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues have been considered and good ventilation implemented where possible.	✓	SW	HCC/property services are replacing the windows in the small classrooms of Osborne college to improve ventilation, these classrooms are not currently being used as teaching spaces until this work has been carried out	8.3.2021 all windows have now been replaced and Osborne college will be learning again in their own building
	Classrooms have been re/arranged to allow as much space between individuals as practical.	✓	SW		
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. Sharing of equipment is limited to the bubble.	✓	SW		
	All furniture not in use has been removed from classrooms and teaching spaces with safe storage arranged for unused furniture.	✓	SW		
	Shared materials and surfaces are cleaned and disinfected more frequently.	✓	ALL STAFF		
	Non-essential equipment or resources, which are not easily washable or wipeable have been removed. This may include items such as soft furnishings, soft toys, cushions and beanbags in classrooms dependent on how effective they can be cleaned.	✓	SW		
	Furniture has been arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where appropriate.	✓	SW		
	Classroom/area arrangements are reviewed regularly.	✓	SW		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
Precautionary transmission measures not being followed in school	Staff, pupils and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia).	✓	SW	<p>➤ <b>Note;</b> Hand washing in cold water - <i>Hand washing in hot water does not significantly affect the killing of germs, it's the washing of hands thoroughly with soap that does. That said, the problem with washing hands in cold water, may lead to adults/pupils/children/visitors not washing their hands thoroughly. If you find that is the case, you may want to introduce hand sanitiser as a short term measure.</i></p> <p>➤ The office will have a box of pens available and a 'used' box to allow a 3-day rotation of pens.</p>	1.9.20
	Where safeguarding and security is not adversely affected, all <ul style="list-style-type: none"> <li>• internal doors that are not designated fire doors</li> <li>• fire doors with automatic closers</li> <li>• doors that do not need to be kept closed for security reasons</li> </ul> are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates	✓	SW		
	Staff will follow the Hampshire County Council 'PPE requirements for staff' guidance where required. <b>Note;</b> most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.	✓	SW		
	Hand sanitiser (alcohol hand gel 60% minimum) is available for use at the photocopiers.	✓	Site/YS		
	Staff and pupils face masks or face coverings in school in all communal areas	✓	YS		
	Photocopiers to be wiped down by staff before and after use.	✓	All Staff		
	Visitors are informed/asked to use their own pen to sign in at reception	✓	SW		

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<p><i>(Continued)</i></p> <p>Precautionary transmission measures not being followed in school</p>	The school to encourage online payments to limit cash handling.	✓	Admin	<p>➤ All classrooms have tissues and lidded bins</p>	<p>01.09.20</p>
	All staff, pupils and visitors will wash/sanitise (alcohol hand gel 60% minimum) their hands more often than usual, including before and after eating and before and after using shared equipment.	✓	SW/All Staff		
	The school endeavours to keep equipment sharing to a minimum.	✓	SW/All Staff		
	Handwashing techniques are explained to all pupils and the supervision of pupil's washing hands correctly is periodically undertaken by staff.	✓	SW/All Staff		
	<p>All pupils are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"> <li>▪ before leaving home and on arrival at school</li> <li>• after using the toilet and after breaks and sporting activities</li> <li>• when they change rooms</li> <li>• before food preparation and eating any food, including snacks</li> <li>• before leaving school.</li> </ul>	✓	SW/All Staff		
	The school has enough hand washing and/or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly.	✓	SW		
	<p>Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils;</p> <ul style="list-style-type: none"> <li>• cover your cough or sneeze with a tissue</li> <li>• if you don't have any tissues available, then cough and sneeze into the crook of your elbow</li> <li>• throw the tissue in a bin</li> <li>• avoid touching your eyes, nose and mouth with unwashed hands.</li> </ul>	✓	SW		
	Hand washing facilities in each classroom and toilet.	✓	SW		
	External doors and windows are opened to allow additional ventilation, where possible (including offices).	✓	SW/All Staff		



What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><i>(Continued)</i></p> <p>Precautionary transmission measures not being followed in school</p>	The amount of shared resources that are taken home and the exchange of take-home resources between children, young people and staff are limited.	✓	SW/All Staff	<p>➤ All parents asked to provide stationary in pencil cases or suitable container for their child</p>	01.09.20
	Equipment and resources per child are provided for to prevent the sharing of stationery and other equipment where possible.	✓	SW/All staff		
	Any shared classroom materials and surfaces are cleaned and disinfected more frequently and between groups.	✓	SW/All Staff		
	Practical lessons can proceed if equipment is cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between groups.	✓	SW		
	Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching.	✓	SW		
	Bin liners are used in all bins and emptied daily.	✓	SW/Site Staff/Two Counties		
	Enhanced cleaning and disinfecting guidance are available to staff for use if required.	✓	SW		
	Adequate cleaning supplies are in place including longer-term arrangement for continual supply.	✓	SW/YS/ Site/Two Counties		
	PPE requirements are understood and appropriate supplies are in place.	✓	SW/YS/JP		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
Social distancing failure	<p>The school will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. Applying an overarching principle to reduce the number of contacts between children and staff. This will always be dependent on;</p> <ul style="list-style-type: none"> <li>• <i>children's ability to social distance</i></li> <li>• <i>the lay out and facilities of the school</i></li> <li>• <i>the feasibility of keeping distinct groups separate while offering a broad curriculum</i></li> </ul>	✓	SW/ MB/ CI/ SL	➤ <b>REMEMBER;</b> it is important that the smaller you can get the groups 'bubbles' whilst delivering a broad and balanced curriculum, the more effective your management of cross infection will be, and this will prove evident in the event of a confirmed COVID-19 case.	
	<p>After the school has assessed the manageable group 'bubble' sizes that suit the schools particular circumstances, they are kept apart from other groups where possible and older children are encouraged to keep their distance within groups.</p>	✓	SW	All staff and pupils where possible are to wear face masks in communal areas and plastic wallets to be supplied by parents or school to keep face masks in whilst not in use	All staff and pupils where possible to wear face masks at all times, only those that have been risk assessed for health reasons are able to wear visors
	<p>Smaller groups the size of a full class is implemented where it can be achieved, as this helps to reduce the number of people who could be asked to isolate should someone in group become ill with Coronavirus COVID-19.</p>	✓	SW		
	<p>Steps to limit interaction, sharing of rooms and social spaces between groups is undertaken as much as possible to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate in the event of a confirmed COVID-19 case.</p>	✓	SW		
	<p>The school is organised into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.</p>	✓	SW	Options groups for KS4 and college to be ceased until further notice to reduce the mixing of pupils from their bubbles although in one zone	This remains in place
	<p>All teachers and other staff who operate across different classes and year groups in order to facilitate the delivery of the school timetable will ideally try and keep a 2 metre distance from pupils and other staff as much as they can.</p>	✓	SW		



What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><i>(Continued)</i></p> <p>Social distancing failure</p>	<p>As much as possible, pupils and staff social distance and are spaced apart;</p> <ul style="list-style-type: none"> <li>• The use of staff rooms and offices are staggered to limit occupancy</li> <li>• Staff model social distancing consistently</li> <li>• Staggered school drop off/pick up times and locations (if possible) without reducing teaching time</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>• Toilet arrangements</li> <li>• Appropriate supervision levels are in place</li> <li>• Large gatherings such as assemblies or collective worship with more than one group bubble are avoided.</li> <li>• Avoiding unnecessary gatherings</li> <li>• Social distancing floor markers are used where queues cannot be eliminated</li> <li>• Pupils entering/leaving the classroom follow a "one person at a time" rule</li> <li>• The movement of pupils around the school is minimised</li> <li>• Outdoor space is encouraged (weather dependent).</li> </ul>	✓	SW	<ul style="list-style-type: none"> <li>➤ The approaches of separating groups and maintaining distance are not 'all-or-nothing' options and every measure taken will still bring benefits even if implemented partially.</li> <li>➤ Signage will be used to support direction of travel i.e. suitable tape for marking floors and laminated notices located at pupil's eye level if deemed to be necessary</li> </ul>	Ongoing monitoring

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
(Continued) Social distancing failure	Where possible, pupils stay in classrooms and staff move around	✓	SW	➤ Visitors will continue to be restricted only to those who need to attend under specific circumstances	
	Break times and lunch times are structured and closely supervised	✓	SW		
	Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points.	✓	SW		
	Movement of pupils around the school is minimised and staggered to reduce large groups of pupils/staff gathering as much as possible (brief, transitory contact, such as passing in a corridor, is low risk).	✓	SW		
	Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.	✓	SW		
	Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.	✓	SW		
	Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for.	✓	SW		
	Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes	✓	SW		
	School entrance reception desk/point has a 2-metre gap between the visitor and member of staff.	✓	SW		
	Visitors are reminded to keep a 2-metre gap between other visitors (use of social distancing floor markers are ideal in these areas).	✓	SW		
	To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries.	✓	SW		
Any essential face to face meeting is undertaken maintaining 2 metre social distancing.	✓	SW			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
Staff rooms and offices do not allow appropriate social distancing	Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing (2m, or 1m with risk mitigation where 2m is not viable).	✓	SW	Each bubble/zone has their own staff room this has been the case since September 2020	
	Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work.	✓	SW		
	Staff to provide their own cups. Staff will be responsible for washing their own cups etc.	✓	SW		
School unable to meet full provision for children and young people (CYP) with SEND	Approach to provision of the elements of the education health and care plan (EHCP) including health/therapies are in place.	N/A	SW	5.1.2021 full risk assessment carried out on each child and agreed learning in place	8.3.2021 school will be open to all pupils
	Consideration is given to any CYP who may need support with their return to school which involves consultation with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	✓	SW		
	Individual pupil's EHCP are reviewed to consider what can reasonably be provided whilst in school.	N/A	SW		
Vulnerable people	The individual risk assessment for staff categorised as at Higher Risk is undertaken for individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield as they can return to work from 1 <sup>st</sup> of August as long as they maintain social distancing (PPE may also be required).	✓	SW	➤ To be undertaken prior to the start of the academic year	SW 1.9.20
	Staff who are pregnant are taken through the existing 'Expectant and Nursing Mothers' risk assessment, which is carried out in conjunction with the DCC individual risk assessment for staff categorised as at Higher Risk.	N/A	SW		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
Pupils' behaviour on return to school does not comply with social distancing guidance	The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.	✓	SW	➤ An update will be provided during staff training at the September 2020 INSET day	SW 03.09.20
	All staff understand the new rules and routines, including the use of sanctions and rewards.	✓	SW		
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches;</p> <ul style="list-style-type: none"> <li>• handwashing</li> <li>• social distancing</li> <li>• good hygiene to limit cross infection</li> <li>• code of conduct to be signed by students and parents for repeat offenders</li> <li>• Risks assessments around students who might struggle to follow expectations.</li> </ul>	✓	SW		
	Staff, pupils and parents are regularly reminded of their responsibilities and behaviours on the School site.	✓	SW		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
Insufficient staff and pupil wellbeing	Cover arrangements for Headteachers/leaders are in place.	✓	SW	<p>SLT and Admin teams have been separated to manage the risk of transmission so that the school can continue to run should one of them test positive</p> <p>➤ <b>Note;</b> Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This would be considered through a risk assessment process in order to support these pupils and the staff working with them and is not a reason to deny these pupils face to face education.</p>	<p>SLT and Admin team now working back in their own offices all of the team have received their first dose of the vaccine</p>
	Staff are aware of how to access support for issues such as anxiety, mental health, resilience, behaviour, including bereavement, behaviour in addition to safeguarding in general.	✓	SW		
	Staff have access to a range of support services and feel well prepared to support pupils with issues that are impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home.	✓	SW		
	Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss and require time to express their feelings.	✓	SW		
	Some pupils with SEND are provided with specific help and preparation for the changes to routines and teachers and special educational needs coordinators will have plans to meet these needs, for example using social stories.	✓	SW		
	Pastoral and extra-curricular activities provision is available to all pupils designed to: <ul style="list-style-type: none"> <li>• support the rebuilding of friendships and social engagement</li> <li>• address and equip pupils to respond to issues linked to coronavirus</li> <li>• support pupils with approaches to improve their physical and mental wellbeing (including accessing the Educational Psychology Service)</li> </ul>	✓	SW		
	The approach to promoting and supporting attendance for all pupils has been established, including those who may be anxious.	✓	SW		
	Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per Government guidance.	✓	SW		



What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
The start and end of the school day create risks of breaching social distancing guidelines	Start and departure times are staggered.	✓	SW		
	Face coverings in all communal areas and when social distancing can't be maintained. When not in use masks are stored in resealable bags and hand washing procedures before and after each use. This process is communicated to all staff, pupils and parents.	✓	SW		
	A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school entrance needs to be minimised.	✓	SW		
	Floor markings are visible where it is necessary to manage any queuing.	✓	SW		
	Attendance patterns have been optimised to ensure maximum safety.	✓	SW		
	A plan is in place for the effective and safe hand over of children at the beginning and end of the day - particularly around issues of responding to children who are showing signs of distress.	✓	SW		
	Parents should not enter the school buildings to drop off or collect children.	✓	SW		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
	Lunchtime arrangements are discussed with the school Catering Team to promote a cohesive approach to the service.	✓	SW/YS	5.1.2021 all meals now served in classrooms	8.3.2021 all meals will now revert back to being served in the dining room
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that pupils/children do not mix with pupils/children from other groups.	✓	SW		
	Throughout meal service times, social distancing rules in queues, seating and eating are followed.	✓	SW		
	Staff, pupils and visitors are reminded to wash their hands prior to eating.	✓	SW		
	Groups are kept apart as much as possible and tables are cleaned between each group. Where this is not possible, pupils will have their lunch in their classrooms based on co-operation with and following all school/catering supplier/kitchen risk assessments.	✓	SW		
	Trays/crockery/utensils are handed to the pupils individually by a member of staff wearing appropriate PPE gloves to minimise cross infection.	✓	SW		
	Trays/crockery/utensils are returned to a designated point by the individual pupils/staff where possible	✓	SW		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
Unmanaged toilet arrangements <i>Queues for toilets and handwashing risk non-compliance with social distancing measures</i>	Toilets are allocated to specific groups 'bubbles' where possible to assist with reducing the mixing of groups.	✓	SW		
	Pupils and staff know that they can only use the toilet one at a time.	✓	SW		
	Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.	✓	SW		
Contractors / Essential Repair Work	Only contractors carrying out essential work are allowed on the school site.	✓	SW		
	Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared.	✓	SW		
	Contractors are to adhere to hygiene and social distancing rules.	✓	SW		
	All contractors are to wash their hands/use hand sanitiser upon entering the site.	✓	SW		
	Site briefing carried out explaining social distancing rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas.	✓	SW		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
Driving to and from work	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can	✓	SW	➤ Staff should also ensure they wash their hands before leaving home as per current guidance	
	Staff should wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. <b>REMEMBER</b> if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle)	✓	SW		
Transport failings	Arrangements are in place with transport providers to support any staggered start/end times along with school staff to support boarding and disembarking where possible.	✓	SW		
	Checks are made with the school's arranged transport provider(s) to ascertain that they are following Government Coronavirus (COVID-19): safer transport guidance for operators	✓	SW		
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	✓	SW		
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	✓	SW		



What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><i>(Continued)</i></p> <p>Curriculum/ learning environment</p> <p>Physical education</p>	<p>School staff will consider the following points (not exhaustive) to reduce the risk for pupils undertaking physical education;</p> <ul style="list-style-type: none"> <li>• pupils kept in consistent groups</li> <li>• sports equipment thoroughly cleaned between each use by different groups</li> <li>• outdoor sports prioritised where possible</li> <li>• using indoor spaces maximising distancing between pupils</li> <li>• scrupulous attention to cleaning and hygiene</li> <li>• ensure enough tissues available for good respiratory hygiene</li> </ul>	✓	SW	<p>5.1.2021 all to be taken on line as much as possible</p>	<p>8.3.2021 Specialist teacher will now return to specific teaching but not mixing of class groups, specialist teachers are part of the home testing arrangements and have had their first dose of the vaccine</p>
<p>There is sufficient standard cleaning equipment is available and those undertaking the cleaning task are competent to do so.</p>	✓	SW			
<p>The school will work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.</p>	✓	SW			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
Contingency planning for local Coronavirus COVID-19 outbreak	Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school has the capacity to offer immediate remote education.	✓	SW	<ul style="list-style-type: none"> <li>➤ Where a local lockdown is instigated, we will return to the online learning as before following the success of this system between March-July 2020</li> <li>➤ This has taken place and works effectively due to the school closing on the 21 and 22/11/2020</li> </ul>	Google classroom has now been rolled out across the whole school so on line learning can take place immediately in case of any emergency or closing of the school
	In developing contingency plans the school has considered: <ul style="list-style-type: none"> <li>• All students have access to appropriate technology.</li> <li>• Using a curriculum sequence that allows access to high-quality online and offline resources and teaching videos linked to the school's curriculum expectations</li> <li>• Giving access to high quality remote education resources</li> <li>• Selecting online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use</li> <li>• Providing printed resources for pupils who so not have suitable online access</li> <li>• Recognising that some pupils may not be able to access remote education without adult support.</li> </ul>	✓	SW		
	When teaching pupils remotely, the school will: <ul style="list-style-type: none"> <li>• Set assignments for meaningful and ambitious work each day in a number of different subjects</li> <li>• Teach a planned and well-sequenced curriculum</li> <li>• Provide frequent, clear explanations of new content, delivered by a teacher in school or through high quality resource or videos.</li> <li>• Set a clear expectation on how regularly teachers will check work</li> <li>• Enable teacher to adjust pace or difficulty of what is being taught in response to questions or assessments</li> <li>• Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.</li> </ul>	✓	SW		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	If a child, pupil, visitor or staff member develops symptoms of coronavirus (COVID-19), they will be sent home to self-isolate for at least 7 days from when the symptoms started and informed to <a href="#">book a test</a> .	✓	SW	<ul style="list-style-type: none"> <li>➤ Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet.</li> <li>➤ Parents will be asked to ensure someone can collect their child within 45 minutes of contact at all times</li> <li>➤ Staff are also informed of suspected cases</li> </ul>	
	Pupils with symptoms of coronavirus (COVID-19) will be taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs.	✓	SW		
	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained. As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C).	✓	SW		
	Staff are aware of the locations for PPE.	✓	SW		
	Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test).	✓	SW		
	Parents informed of their child developments and asked to collect immediately (staff are also informed).	✓	SW		
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✓	SW		



What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><i>(Continued)</i></p> <p>Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site</p>	The school will inform the relevant staff/parents to follow the <a href="#">Stay at home guidance</a> .	✓	SW	<p>The school will be fogged in a situation of an outbreak as happened on the w/c 19/11/2020</p>	
	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school).	✓	SW		
	Staff and Headteacher undertake appropriate communications arrangements for wellbeing purposes.	✓	SW		
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).	✓	SW		
	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.	✓	SW		
Confirmed staff or pupil Covid-19 case	If someone tests positive, they will follow the ' <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> ' 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 ( <i>This is because a cough or anosmia can last for several weeks once the infection has gone</i> ).	✓	SW		
	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.	✓	SW		
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning.	✓	SW		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><i>(Continued)</i></p> <p>Confirmed staff or pupil Covid-19 case</p>	<p>Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal.</p>	✓	SW	<p>➤ Staff and parents are informed with HCC agreed statement if the school is to temporarily close or move staff and pupils to another school</p>	<p>SW As required</p>
	<p>Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).</p>	✓	SW		
	<p>Sufficient and suitable equipment is available for the required clean.</p>	✓	SW		
	<p>When the school becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19), contact is made with the local health protection team <i>(this team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school)</i> – as identified by NHS Test and Trace.</p>	✓	SW		
	<p>The health protection team will work with school in the above situation to guide them through the actions they need to take. Based on the advice from the health protection team, the school 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:</p> <ul style="list-style-type: none"> <li>▪ 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)</li> <li>▪ 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</li> </ul>	✓	SW		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Review/ Comments
<p><i>(Continued)</i></p> <p>Confirmed staff or pupil Covid-19 case</p>	<p>To support the Test and Trace process a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups is recorded. <b>Note;</b> <i>You 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.</i></p>	✓	SW		
	<p>If there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school will continue to work with their local health protection team who will be able to advise if additional action is required in the event of an outbreak.</p>	✓	SW		
	<p>A flowchart is available at the end of this document as APPENDIX 1 for dealing with Coronavirus (COVID-19) suspected and confirmed cases.</p> <p><b>Note;</b> 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.</p>	✓	SW		

## What happens if there is a confirmed case(s) of COVID-19 in our Secondary School setting?

Did the positive student/staff member attend school during the infectious period: 2 days before symptom onset (or test date if asymptomatic) to 10 days after?

- ✓ **NO** – no further action required by school beyond supporting student(s) as necessary during self-isolation
- ✗ **YES** – school carries out an on-site risk assessment using checklist.

### South East HPT email:

Thames Valley HPT  
[ICC.TVPHEC@phe.gov.uk](mailto:ICC.TVPHEC@phe.gov.uk)

Hampshire & IOW HPT  
[ICC.HIOW@phe.gov.uk](mailto:ICC.HIOW@phe.gov.uk)

Surrey & Sussex HPT  
[ICC.SurreySussex@phe.gov.uk](mailto:ICC.SurreySussex@phe.gov.uk)

Kent HPT  
[ICC.Kent@phe.gov.uk](mailto:ICC.Kent@phe.gov.uk)

- Case should already be isolating at home
- They should remain in isolation until 10 days have passed from symptom onset
- The case's household (including siblings that attend other schools should isolate for **10 days**

### Who is a direct contact?

#### Direct close contacts:



- Direct face-to-face e.g. being coughed on or spoken to contact for any length of time OR within <1 metre for ≥ 1 minute.

The school carries out on-site risk assessment to identify potential contacts during this period at:



- Large/small group sessions



- Additional on-site/ academic activities e.g. clubs/societies



- Events and trips

#### Proximity contacts:



- <2 m for 15 minutes.

#### Travel contacts:

- Shared a small vehicle

To identify contacts, use the risk **assessment checklist**, and:



- Attendance records, Seating plans and charts (if available).



- Speak to student (as necessary)

If any of the following criteria are met, contact the **SE HPT**

- ≥ 5 students are cases in one school year within 14 days
- ≥ 10% of staff are affected within 14 days
- ≥ 3 bubbles are affected
- There have been any hospitalisations
- Your school is a SEND school
- 2 or more boarders/staff in a residential school

- Contacts are informed to self-isolate for **10 days** from date of last contact with template letters from parents and staff.
- The **wider school** is sent an inform and advise letter
- Inform your **Local Authority** of situation

If you need advice or support you can access **the government schools guidance online** or contact the DfE helpline on **0800 046 8687**