



MANAGEMENT OF SCHOOL DURING COVID 19 PANDEMIC RISK ASSESSMENT

Workplace	King's Academy Ringmer (KAR)	Likelihood (L)	X	Severity (S)
Department	Premises	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Nigel Duckworth	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School Site	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	School opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	9th November 2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	To ensure safe working environment during Covid 19 pandemic and reduce risk of transmission	Low = 1-8	Medium = 9-14	High = 15-25

This model document was updated on 4 November 2020.

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

Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

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

	What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	<p>Potential transmission to clinically vulnerable staff and pupils</p> <p>Guidance is available in the DfE Guidance for full opening – schools</p>	All members of school community	<p>1a. Pupils:</p> <ul style="list-style-type: none"> KAR continues to remain open for all children and young people as it has since the start of the autumn term for the 	2	3	6				

	<p>And</p> <p><u>Education and childcare settings: New National Restrictions from 5 November 2020</u></p>		<p>duration of the national restrictions.</p> <ul style="list-style-type: none"> ● Being at school is vital for children’s education and for their wellbeing. KAR continue to communicate this through mentor times and weekly newsletter. ● For the vast majority of children, the benefits of being back in the classroom far outweigh the low risk from coronavirus (COVID-19) and schools can take action to reduce risks still further. ● KAR students upon arriving at school will carry out the following:- ● Enter through their respective group entry points. ● Hand sanitise at their entry point and when entering any classroom. ● Wear face coverings at all times in corridors and areas where it is not possible to social distance. ● Wash hands after visiting restrooms. 							
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KAR continues to communicate with parents of clinically vulnerable pupils to inform them:

- **KAR continues to** reassure parents and pupils by communicating the additional risk assessments and control measures that are **currently** being taken.

Pupils who are under the care of a specialist health professional:

- **KAR** request parents discuss their child's care needs with their health professional **to ensure appropriate risk controls**. Further advice is available from the Royal College of Paediatrics and Child Health.
- **KAR continues to support and** arrange provision for any pupil who is unable to attend school because they are complying with clinical and/or public health advice to be able to access to remote education from September
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

		<p>1b. Staff:</p> <p>KAR continues to assess the health and safety risks to staff and meet their equality duties as per their local procedures.</p> <p>KAR governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process</p> <p>KAR will continue to review systems to support the well-being of staff who may be anxious. Information about the <u>extra mental health support for pupils and teachers</u> is available. <u>The government has just launched the Wellbeing for Education Return programme.</u></p> <p>Supply teachers and other temporary or peripatetic teachers (Section 2 of the Guidance for full opening: schools 4 November 2020) can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible.</p> <p>The DfE recommends that schools consider using DfE's and <u>Crown Commercial Service's agency supply deal</u> when hiring agency workers, as</p>							
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			<p>this offers a list of preferred suppliers that must be transparent about the rates they charge. Schools can get direct support from Crown Commercial Services on how to use the agency supply deal by emailing supplyteachers@crowncommercial.gov.uk with the school's details and contact details. KAR uses Supply Desk for cover teachers.</p> <p>Leaders should give consideration to any use of volunteers. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible</p> <p>Schools are being strongly encouraged by the DfE to continue to host ITT trainees. Section 2 of the Guidance for full opening: schools 4 November 2020 - Risk assessments should be conducted as they are for staff</p> <p>KAR will Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. <i>Guidance on completing an individual risk assessment and templates are available on the web shop.</i></p> <ul style="list-style-type: none"> ● Clinically Extremely Vulnerable (CEV) employees should work from home during the period of national 						
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			<p>restrictions, and schools should consider what arrangements could be made for the teacher to deliver lessons virtually from home, where possible, with support staff supporting children in the classroom</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <p>Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes report. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. https://www.bameednetwork.com/resources</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>KAR will carry out individual risk assessment for teachers that are expecting or at a higher risk from Covid-19.</p>							
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2.	Risk of ongoing contamination from pupils and staff	All members of the school community	<p>KAR follows the DfE’s guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</p> <p><i>The following control measures are in place (in addition to those outlined in the East Sussex Model Risk Assessments)</i></p> <ol style="list-style-type: none"> 1. One-way system around the site 2. Staggered breaks 3. Staggered end to day 4. Zones for break and lunch 5. Two separate serving areas for break & lunchtime. 6. Sanitiser and tissues in each classroom 7. No events that require large gatherings e.g. assemblies. 8. Face coverings to be worn by staff and pupils in communal areas. 9. desks facing forward. 10. teachers desk is 2m from nearest student desk <p><i>DFE states that schools can resume non-overnight domestic educational visits. As part of the risk assessment consult the health and safety guidance on educational visits.</i></p>	2	3	6	Education and childcare settings: New National Restrictions from 5 November 2020
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		<p>The following documents on CZone give further information about outdoor learning and school trips: Document 1 and Document 2</p> <p><i>vi) Wraparound provision and extra-curricular activity</i></p> <p><i>KAR will not be operating any offsite visits during the national lockdown restrictions and this will be reviewed after the 2nd Dec</i></p> <p><i>Review local provision in line with national restrictions in place from 5th November (insert local arrangements/ decision by school)</i></p> <p><i>Continue to follow government guidance once national restrictions are lifted.</i></p> <p><i>(Schools should detail their local arrangements in this section of their risk assessment)</i></p> <p><i>Refer to the relevant <u>guidance for those who run community activities, holiday clubs, after-school clubs etc</u> as much of this will be useful in planning extra-curricular provision.</i></p> <p><i>Extracurricular provision, breakfast clubs and after school clubs should only be for the purpose of providing childcare for parents that are at work,</i></p>						
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			<p><i>in education/training, seeking work or for respite needs.</i></p> <p><i>Providers are advised to keep children in small groups of no more than 15 children, with the same children each time whenever possible. Multiple groups of 15 pupils can use the same shared space if necessary, with distancing between the groups. Providers should work with parents, schools or settings to ensure that, as far as possible, children are kept in a group with other children from the same bubble they are in during the school day. Where it is not possible to keep children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups and frequently review these groups to minimise the amount of 'mixing'.</i></p> <ul style="list-style-type: none"> ● KAR continues to sanitise any areas used by different individual groups. All sports equipment is being sanitised between use by different individual groups ● KAR is providing ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the <u>extra mental health support for pupils and teachers</u> 						
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			<p>is available. We offer additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups</p> <ul style="list-style-type: none"> • For sports lessons, ensure pupils are in consistent groups, that sports equipment is thoroughly cleaned between each use by different individual groups. Prioritise outdoor sports and use large indoor spaces where this is not possible. Maximise natural ventilation flows. <p>Face Coverings</p> <ul style="list-style-type: none"> • KAR continues to follow the government guidance on face coverings and communicate the school's procedures. • Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on the guidance on safe working in education, childcare and children's social care • Current government guidance 						
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			<ul style="list-style-type: none"> • In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. • <i>(schools should detail their local arrangements for the wearing of face coverings for staff and pupils in this section of their risk assessment.)</i> • KAR have advised all adults and pupils that face coverings should be worn when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. • In the event of changes to local restriction being imposed, KAR will communicate the new arrangements quickly and clearly. <p>2a – Pupils</p> <ul style="list-style-type: none"> • Create and staff your teaching groups in line with guidance <i>(some schools may need to</i> 						
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			<p><i>liaise with the LA or their trust to seek solutions to the numbers of groups required).</i></p> <ul style="list-style-type: none"> • All classes will have a dedicated seating plan. • Review the NHS <u>guidance on hand cleaning</u> Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: <ul style="list-style-type: none"> • arrival to school • returning from breaktime • before & after eating • when they change rooms • To facilitate this KAR has wall mounted hand sanitisers in all classrooms and at key points in the school (e.g. entry points, canteen). • At the start of the new academic year KAR reviewed the school <u>Behaviour Policy in line with DFE recommendations</u> Section 3 of the Guidance for full opening: schools 4 November 2020 - Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. <i>(this will not be possible for younger children and those with complex</i> 						
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			<p><i>needs</i>). Contact between groups should be avoided.</p> <ul style="list-style-type: none"> ● KAR continues to ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste. ● KAR has put tissues in all classrooms. ● Regular reminders are made to students not to touch their face with their hands. When they do so encourage them to wash hands immediately. ● The pastoral team coordinate support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time ● The SEND and Inclusion dept provide appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE <u>Guidance for full opening – schools</u> and the EEF guidance on <u>making the best use of teaching assistants</u> 							
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			<ul style="list-style-type: none"> • Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending. • Toilet arrangements in line with guidance for each group. Each individual group has their own toilets to use. • Communication re hygiene measures recommended after school and pupils need clean clothes each day. (Relax uniform rules to allow provision of clean clothes each day) • KAR have worked with a BAME member of SLT to ensure that we reinforce individual and household risk reduction strategies relevant to the school community <u>PHE review of the impact of Covid-19 on BAME groups</u> <p>2b – Staff</p> <ul style="list-style-type: none"> • KAR provides for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – <u>see Section 1 Prevention point 5</u> 							
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			<ul style="list-style-type: none"> • When staff or children cannot maintain distancing, the school plans to keep pupils in the smaller, class-sized groups. • Staff understand that since September they can now operate across different classes and year groups in order to facilitate the delivery of the school timetable. If moving between classes / year groups they should keep their distance from other staff and pupils as much as possible (2m from staff) • DFE recommends all pupils have access to a quality arts education in line with guidance from DSMS under Section 3 of the new Guidance for full opening: schools 5 November 2020. KAR offers the full arts curriculum where possible. • Staff are aware of DFE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone. • KAR has advised staff that we limit numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times. 							
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			<ul style="list-style-type: none"> • KAR reinforces learning and practice of good hygiene habits through games, songs and repetition • Assemblies are delivered virtually, breaktime and lunchtimes and the end of the day are staggered so groups contact is reduced. • Immediate remote education 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. • Students who have to self isolate will be supported through remote learning • Review the NHS <u>guidance on hand cleaning</u> – <i>see section for pupils above</i> <p>2c – Buildings and resources</p> <ul style="list-style-type: none"> • KAR uses google suite software to deliver digital education for students self isolating. • KAR has adopted PHE endorsed 'systems of control measures to the fullest extent possible. Guidance for full opening: schools - Section 1 Public Health Advice to 						
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			<p>minimise Covid-19 risks 4 November 2020.</p> <ul style="list-style-type: none"> • KAR ensures that the Principal, senior leaders and DSLs are appropriately up to date with the DfE full return to school guidance. See Guidance for full opening – schools as well as updates for example: 5 November 2020 • KAR continues to share the Covid risk assessment online through the school’s website as good practice; provide regular updates for governors and routinely update the school’s staff as situations change. • KAR ensures all the usual building checks are undertaken to make the school safe. In the event that buildings have been closed or had reduced occupancy, water system stagnation can occur due to lack of use. Follow advice and actions detailed in <u>Legionella risks during the coronavirus outbreak</u>. • KAR premises team carryout weekly flushing of little use hot and cold water outlets. • Classrooms and other areas deep cleaned daily 							
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			<ul style="list-style-type: none"> ● Engage children in education resources such as <u>e-bug</u> and <u>PHE schools resources</u> ● All rooms that are used are cleaned every day as per Covid-19 guidance. ● One way system marked using arrows. ● Where rooms are used by different bubble groups a member of staff will fog the area and contact points before and after. ● All KAR classrooms are laid out with pupils facing forward and 2m social distancing between staff. Where this cannot be maintained in certain areas plastic shielding screens have been placed. ● All classrooms have hand sanitiser dispensers. ● Halls, dining areas and internal and external sports facilities used for lunch and exercise are in line with latest guidance ● The school balances the need for increased ventilation while maintaining a comfortable temperature, following the measures outlined in 'Keeping occupied spaces well ventilated' at Part 8 of the 							
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			<p>Protective measures guidance to avoid build-up of viral load.</p> <ul style="list-style-type: none"> • The kitchens comply with the guidance for food businesses on coronavirus (COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals. • Follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic • Sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. • Furniture is arranged to allow for seating pupils side by side and facing forwards where possible. • KAR recognises that there may be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place. Singing, wind and brass instrument playing can be undertaken in line with the 							
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			<p>guidance, in particular the guidance available at working safely during coronavirus (COVID-19): performing arts and Department for Culture, Media and Sport (DCMS)</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</p> <ul style="list-style-type: none"> ● SLT and DSL roles have been adapted to the ongoing revisions to guidance during partial opening of the school in the summer term ● Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely. ● KAR has signs displayed telling pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) ● Stick to school opening times and encourage staff to go home immediately to reduce risk. ● KAR maintains staff and visitor signing-in arrangements to 					
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			<p>ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas</p> <ul style="list-style-type: none"> • Offices are adapted to enable social distancing for teaching, admin and support staff where possible. Stagger use of staff rooms and offices. • KAR consider travel and parking arrangements for staff in line with social distancing guidelines • Consider any office roles that could be undertaken from home reducing the number of staff in offices • Keep risk assessments under regular review in line with government guidance 						
3.	<p>Site Safety risks</p> <ul style="list-style-type: none"> • Fire procedures • Lockdown • Movement for lunch / transitions • Toilets • Security including risk of theft • Data breaches 	All members of the school community	<ul style="list-style-type: none"> • SLT lead identified • KAR continues taking the <u>attendance register</u> and following up any absences in line with statutory guidance. • KAR follows risk assessments for premises and accessing outside equipment and areas. • Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils 	2	3	6			

			<p>must be encouraged to clean their hands thoroughly after using the toilet.</p> <ul style="list-style-type: none"> • KAR has arranged revised fire evacuation drills • KAR will share updated fire evacuation information with all staff during daily briefing. • KAR will share updated fire evacuation information with students • KAR will share lockdown procedures with all staff • KAR has two morning breaks and two lunch breaks and during these times individual groups are in designated areas and supervised at all times by staff. • Students seek permission to use toilets to ensure staff know where children are at all times • High expectations of how students move around school upheld by all members of staff • Any incidents are logged, and the risk assessment is evaluated, and any changes made as a result of lessons learned. • KAR has reconsidered e-safety policies and procedures in light 						
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			of lessons learned during home learning							
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress.</i></p> <ul style="list-style-type: none"> • Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule • Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use) • Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). • SLT supervise the drop off and collection of pupils and any issues are addressed. 	3	3	9				
5.	Risks of possible transmission to pupils who travel to school by dedicated school transport (including	Pupils	Dedicated school transport (including statutory provision)	3	3	9	Dedicated school transport (including statutory provision)	2	3	6

<p>statutory provision) or wider public transport</p> <p>The <u>DfE Guidance for full opening – Section 2</u> details a new framework for transporting pupils to and from schools</p>		<ul style="list-style-type: none"> • Ensure staff, pupils and parents are aware that social distancing will not apply on dedicated transport from September • Liaise with the transport hub regarding transport arrangements. They will liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedures. mainstream-transport.cts@eastsussex.gov.uk • Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See <u>DfE Guidance for full opening – Section 2</u> <p>Wider public transport</p> <ul style="list-style-type: none"> • Communicate to parents that public transport capacity is likely to continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum. • Leaders to liaise with partners to consider staggered start times to enable more journeys 			<ul style="list-style-type: none"> • Review and take reasonable actions to ensure: <ul style="list-style-type: none"> o pupils are grouped together on transport in the bubbles that are adopted within school o hand sanitiser is used upon boarding and/or disembarking o appropriate additional cleaning of vehicles o queuing and boarding where possible is organised o distancing within vehicles wherever possible o the use of face coverings for children over the age of 11, where appropriate. <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#transport</p> <p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p>
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			<p>to take place outside of peak hours where feasible</p> <ul style="list-style-type: none"> • KAR encourages parents, staff and pupils to walk or cycle to school. Consider using 'walking buses' or working with their local authority to promote safe cycling routes. • Refer any families using public transport to the <u>safer travel guidance for passengers</u>. 						
6.	<p>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</p>	<p>All members of the school community</p>	<ul style="list-style-type: none"> • Face coverings: • KAR have advised all adults and pupils that face coverings should be worn when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. • KAR ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements • Contractors aware of any changes to school day – e.g. staggered lunchtimes • Visitors to the school are minimised and clear messages shared about social distancing procedures for adults. Records 	3	3	9			

			<p>are kept of all visitors; names, dates, and contact details.</p> <ul style="list-style-type: none"> • The school engages with local immunisation services and programmes as normal • Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible • Strict hand sanitising procedures in place as soon as pupils/staff/visitors/contractors arrive in school • KAR reception layout is compliant with social distancing guidance e.g. screens, barriers etc. • For any staff member or pupil who feels unwell, check for <u>recognised symptoms of COVID-19</u>. Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19). • The school will isolate and send children and staff home immediately if they display symptoms (<i>See section 7 below</i>) 							
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			<ul style="list-style-type: none"> • The school reviews the effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors. • A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school • Visitor arrangements have been revised to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas. • Ensure the DfE guidance for Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is adhered to. 						
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<ul style="list-style-type: none"> • Site staff follow <u>DfE Planning Guidance for full reopening – Section 2 School Operations</u> and are aware of the <u>COVID-19: cleaning of non-healthcare settings guidance</u> which should be 	2	3	6			

			<p>followed when there is a suspected or confirmed case</p> <p>With all students back in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day.</p> <p>All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate</p> <p>Daily checks to ensure good/effective hygiene levels. KAR ensures:</p> <ul style="list-style-type: none"> • Equipment such as books and games, are regularly cleaned along with all touched surfaces. • Any books that go between home and school are quarantined for 72 hours • resources shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics). • there is an enhanced cleaning schedule in place to ensure effective hygiene standards 							
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			and comply with latest guidance						
8.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)	All members of the school community	<p>KAR has reviewed understanding of the NHS Test and Trace process and how to contact the local <u>Public Health England health protection team</u>. (see <i>contact details on the first page of this document</i>)</p> <ul style="list-style-type: none"> ● Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <u>book a test</u>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance -the procedures are shared on the website. ● KAR reviews plans and sources suitable PPE supplies (e.g. non latex gloves preferable) to be used by: <ul style="list-style-type: none"> ○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. 	3	3	9			

			<ul style="list-style-type: none"> ○ staff caring for pupils with routine intimate care needs that involve the use of PPE <p>KAR reviews the likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p> <ul style="list-style-type: none"> ● If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u> ● KAR will isolate the pupil / member of staff immediately to the quarantine area. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else. ● The school will arrange for deep clean of the medical room and other facilities as necessary before they are used again. The updated cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of 							
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			<p>materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.</p> <ul style="list-style-type: none"> • Revise plans and PPE supplies in the light of experience or any updated guidance. • Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.' • If the school is notified of a positive COVID19 test result for a member of staff or a pupil, we must contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser 							
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			<p>will escalate your call to the PHE local health protection team.</p> <ul style="list-style-type: none"> ● KAR will take swift action when they become aware that someone who has attended has tested positive for Covid-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority and can be reached calling the DFE Helpline on 0800 046 8687 and selecting option 1. ● A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. ● PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff. ● In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others 							
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			<ul style="list-style-type: none"> If school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may indicate an outbreak. Leaders MUST continue to work with their local health protection team who will be able to advise if additional action is required. This may include recommending a larger number of pupils self-isolate as a precautionary measure. 						
9.	Contingency planning for a potential local outbreak	All pupils and staff	<ul style="list-style-type: none"> For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any pupils who cannot attend school at all due to coronavirus (COVID-19). (see DfE guidance on <u>remote education support</u>). Leaders and governors have devised a contingency plan to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to 	3	3	9			

