



## RISK ASSESSMENT FORM

<b>Workplace</b>	King's Academy Ringmer	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Department</b>	Premises	Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Risk Assessor</b>	Nigel Duckworth	Unlikely	2	Minor (injury and up to 7 days off)
<b>Room/Area</b>	Whole School Site	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	<b>School re-opening during the Covid-19 pandemic</b>	Likely	4	Major (death or serious injury)
<b>Date</b>	<b>14/5/2021</b>	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of activity</b>	To reduce the transmission risk of Covid 19 and ensure a safe working environment	<b>Low = 1-8</b>	<b>Medium = 9-14</b>	<b>High = 15-25</b>

This document was updated on **14th May 2021**.

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 students (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><b>Potential transmission to clinically vulnerable staff and students</b></p> <p>Guidance is available in the <a href="#">Schools coronavirus (COVID-19) operational guidance</a></p>	All members of school community	<p><b>1a. Students:</b></p> <p>School attendance will be mandatory for all students from 8 March.</p> <p><b>KAR continues to communicate with parents of clinically vulnerable students to inform them:</b></p> <p>Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</p> <p>As normal, you should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, rather than a doctors' note. As usual, input from GPs should only be sought where</p>	2	3	6				
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there are complex health needs or persistent absence issues.

**Students who are under the care of a specialist health professional:**

- KAR ensure these students have the support they need to ensure they are able to access remote learning
- 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 when in the company of others
- Wash hands after visiting restrooms.

**1b. Staff:**

- KAR will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.
- KAR governors and leaders should pay regard to the

			<p>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> <ul style="list-style-type: none"> <li>• KAR will continue to review systems to support the well-being of staff who may be anxious. Information about the <u><a href="#">extra mental health support for students and teachers</a></u> is available. <u><a href="#">A Wellbeing for Education Return programme is available for schools.</a></u></li> <li>• Supply teachers and other temporary or peripatetic teachers <u><a href="#">Schools coronavirus (COVID-19) operational guidance</a></u> (can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible.</li> <li>• The DfE recommend that schools make use of the <u><a href="#">Deal for schools: hiring supply teachers and agency workers</a></u></li> <li>• Volunteers may be used to support the work of the school, as would usually be the case.</li> </ul>						
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			<ul style="list-style-type: none"> <li>• Leaders should give careful consideration to any use of volunteers. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from students and staff where possible</li> <li>• Schools are being strongly encouraged by the DfE to continue to host ITT trainees.</li> </ul> <p><b>KAR will conduct individual staff risk assessments for COVID-19 in line with the latest guidance.</b>  <i>Guidance on completing an individual risk assessment and templates are available on the web shop.</i></p> <p>CEV staff are advised not to attend the workplace until at least 31 March 2021.  Employers should talk to their staff about how they will be supported, including to work from home.  CEV individuals should continue to shield even after they have been vaccinated.</p> <p>Consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6</p>							
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			<p>months, you should check the workplace risk assessment to see if any new risks have arisen. Conduct an assessment to help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, should be part of the general workplace risk assessment. Take appropriate sensible action to reduce, remove or control the risks.</p> <ul style="list-style-type: none"> <li>● <b><u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></b></li> <li>● <b>Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</b></li> <li>● <b>Consider staff who may otherwise be at increased risk from COVID-19. PHE's <u>COVID-19: review of disparities in risks and outcomes report</u>. Headteachers should consult with BAME staff to review and</b></li> </ul>							
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			<p>revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: <a href="https://www.bameednetwork.com/">https://www.bameednetwork.com/</a></p> <ul style="list-style-type: none"> <li>• <b>People who live with those who are clinically extremely vulnerable or clinically vulnerable</b> can attend the workplace</li> <li>• <b>Where it is appropriate to do so, appropriate PPE should be worn</b> KAR will carry out individual risk assessment for teachers that are expecting or at a higher risk from Covid-19.</li> <li>• KAR will carry out individual risk assessment for teachers that are expecting or at a higher risk from Covid-19.</li> </ul>						
2.	<b>Risk of ongoing contamination from students and staff</b>	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 <a href="#">here</a></p> <p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <ol style="list-style-type: none"> <li>1. One-way system around the site</li> <li>2. Staggered breaks</li> </ol>	2	3	6			

			<ol style="list-style-type: none"> <li>3. Staggered end to day</li> <li>4. Zones for break and lunch</li> <li>5. Two separate serving areas for break &amp; lunchtime.</li> <li>6. Sanitiser and tissues in each classroom</li> <li>7. No events that require large gatherings e.g. assemblies.</li> <li>8. Face coverings to be worn by staff and students when in the company of others</li> <li>9. desks facing forward.</li> <li>10. teachers desk is 2m from nearest student desk</li> </ol> <p><i>Educational day visits resume from 12 April.</i></p> <p><i>Any day visits must be conducted in line with relevant COVID-19 secure guidelines and regulations. This includes systems of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Schools should undertake full and thorough risk assessments in relation to all educational visits.</i></p> <p><i>All overseas visits are prohibited as are residential visits until Easter 2021 when a review will be carried out.</i></p> <p><b>vi) Schools should continue to offer wraparound provision, such as breakfast and after-school clubs,</b></p>						
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			<p>for those students eligible to attend school to help support the students of critical workers.</p> <p>From 12 April, all parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend.</p> <p>Schools may also continue to open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to children of critical workers and/ or vulnerable children. This includes for February half term for children of critical workers and/or vulnerable children. In doing so, schools should ensure they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance.</p> <p><i>Refer to the relevant guidance for those who run community activities, holiday clubs, after-school clubs etc as much of</i></p>							
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		<p><b><i>this will be useful in planning extra-curricular provision.</i></b></p> <p><i>Providers should ensure they have a risk assessment in place outlining the protective measures in place for the activity. The venue should have a risk assessment for the environment. These measures should be accessible to parent/carers.</i></p> <p><i>Where possible it is recommended that activities take place outside, where this is not possible inside spaces should be kept ventilated.</i></p> <p><b>Guidance for <a href="#">providers of grassroots sport and sport facilities</a> recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person. The <a href="#">guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a> may help you to plan extra-curricular provision, including appropriate group sizes.</b></p> <p><b>Parents should still not routinely be present. Where they do attend, you should consider the ability to maintain social distancing in line with the current guidance.</b></p>							
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			<p>From 29 March, when all outdoor sports and supervised activities for children will be able to open without restrictions on attendance, activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.</p> <p>There is no requirement for anyone to wear a face covering during clubs, measures should be put in place if masks need to be removed on arrival.</p> <p><b><i>Continue to follow government guidance once national restrictions are lifted.</i></b></p> <ul style="list-style-type: none"> <li>• <i>KAR will not be operating any offsite visits until after the Easter holidays, at which point it will be reviewed</i></li> <li>• KAR continues to sanitise any areas used by different individual groups. All sports equipment is being sanitised between use by different individual groups</li> <li>• 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 students and</u></li> </ul>							
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			<p><u>teachers</u> is available. We offer additional support for students, parents and staff impacted by latest PHE reports on impact upon different groups</p> <ul style="list-style-type: none"> <li>• For sports lessons, ensure students 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.</li> </ul> <p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>• KAR continues to follow the <a href="#">Schools coronavirus (COVID-19) operational guidance</a> and <a href="#">Face coverings in education</a> guidance</li> </ul> <p>KAR requires face coverings to be worn by adults, students and visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by students when outdoors on the premises.</p>							
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			<p>In secondary schools, face coverings are no longer recommended for pupils in classrooms or communal areas.</p> <ul style="list-style-type: none"> <li>· Staff no longer need to wear masks in classrooms</li> </ul> <p>A reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. If this happens, schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <p>The same exemptions will apply in education settings, and we would</p>							
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			<p>expect teachers and other staff to be sensitive to those needs.</p> <ul style="list-style-type: none"> <li>• When restrictions are in place, schools and colleges will need to communicate quickly and clearly to staff, parents, students and learners that the new arrangements require the use of face coverings in certain circumstances.</li> <li>• <b><i>KAR has a contingency supply available</i></b></li> <li>• <b><i>KAR has a process for managing face coverings in school that is clearly communicated.</i></b></li> <li>• <b><i>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use</i></b></li> </ul> <p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. For secondary school staff and students we are</p>							
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			<p>moving to a home testing model (for students, following the first 3 onsite tests). Home test kits will be available for all staff on return. Once students have been tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.</p> <p>Secondary schools should offer students testing at an on-site ATS from 8 March. Testing and return of students can be phased during the first week to manage the number of students passing through the test site at any one time. You should offer 3 tests, 3 to 5 days apart. You have the flexibility to consider how best to deliver testing on a phased basis from 8 March, depending on your circumstances and local arrangements, but you should prioritise vulnerable students and students of critical workers, and year groups 10 to 13.</p> <p>Students should return to face-to-face education following their first negative test result.</p> <p>Individuals with a positive LFD test result will need to self-isolate in line with the <a href="#">guidance for households with possible coronavirus infection</a>.</p> <p>For the home testing, supply students and staff in secondary schools with</p>							
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			<p>LFD test kits to self swab and test themselves twice a week at home.</p> <p><b>2a – Students</b></p> <ul style="list-style-type: none"> <li>• The overarching principle to apply is reducing the number of contacts between students and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals.</li> <li>• KAR reviews the NHS <u>guidance on hand cleaning</u> Staff <b>MUST</b> ensure that students engage in regular hand washing for 20 seconds with soap and water (or use sanitiser) at the following times: <ul style="list-style-type: none"> <li>• arrival to school</li> <li>• returning from breaktime</li> <li>• before &amp; after eating</li> <li>• when they change rooms</li> </ul> </li> <li>• <b>Younger students supervised when washing hands and supervision also ensured where necessary when hand sanitiser is being used given risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative.</b></li> <li>• Older students should be supported to maintain distance and understand not to touch staff and their peers where</li> </ul>							
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			<p>possible. <i>(this will not be possible for younger students and those with complex needs)</i>. Contact between groups should be avoided.</p> <ul style="list-style-type: none"> <li>● KAR leaders ensure that the school has enough tissues and bins available to support students 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.</li> <li>● KAR has put tissues in all classrooms.</li> <li>● Remind students regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.</li> <li>● KAR pastoral team coordinate support for students (parents/carers and staff) who feel anxious</li> <li>● KAR SEND and Inclusion dept provide appropriate support is made available for students with SEND by deploying support staff and accommodating visiting specialists in line with the DfE <a href="#">schools coronavirus (COVID-19)operational guidance</a> and the EEF</li> </ul>							
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			<p>guidance on <a href="#">making the best use of teaching assistants</a></p> <ul style="list-style-type: none"> <li>• Leaders have already produced individual risk assessments for students with EHC plans attending school, these may need amending.</li> <li>• <b>Groups should be kept apart, meaning that schools should avoid gatherings such as assemblies or collective worship with more than one group.</b></li> <li>• KAR will ensure any staff or students 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 in <a href="#">Schools coronavirus (COVID-19) operational guidance</a> and <a href="#">Safe working in education, childcare and studentss social care</a></li> <li>• 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 <a href="#">PHE review of the impact of Covid-19 on BAME groups</a></li> </ul>							
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			<ul style="list-style-type: none"> <li>• KAR communicates re hygiene measures recommended after school and students need clean clothes each day. Schools are encouraged to maintain their usual uniform policies</li> <li>• <b>KAR Ensures toilets are be cleaned regularly and students encouraged to clean their hands thoroughly. Different groups being allocated their own toilet blocks could be considered but this is not a requirement if the site does not allow for it</b></li> <li>• Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the <u>extra mental health support for students and teachers</u> is available. Consider additional support for students, parents and staff impacted by latest PHE reports on impact upon different groups</li> </ul> <p><b>2b – Staff</b></p> <ul style="list-style-type: none"> <li>• KAR plan to provide for whole class groups whilst encouraging social distancing in line with the detailed actions within the <u>schools coronavirus</u></li> </ul>						
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			<p><a href="#">(COVID-19) operational guidance</a></p> <ul style="list-style-type: none"> <li>• <b>All teachers and other staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults and students where possible.</b></li> <li>• KAR ensures 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.</li> <li>• KAR reinforces learning and practice of good hygiene habits through games, songs and repetition</li> <li>• Assemblies, breaktime and lunchtimes and movement around the school are staggered so groups do not come into contact</li> <li>• Review the NHS <a href="#">guidance on hand cleaning</a> – see section for students above</li> <li>• KAR plans organise appropriately sized groups and encourage social distancing in</li> </ul>						
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			<p>line with the detailed <a href="#">schools coronavirus (COVID-19) operational guidance</a></p> <ul style="list-style-type: none"> <li>• KAR maintain a review of timetables to identify activities that can take place outdoors and reduce movement around the school buildings</li> <li>• <b>PE lessons can continue in consistent groups</b></li> <li>• For sports lessons, ensure students are in consistent groups, that sports equipment is thoroughly cleaned between each use by different individual groups.</li> <li>• Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. However, outdoor activities and sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows.</li> <li>• The <i>'recreational team sport framework'</i> must be followed. Competitions against other schools, such as fixtures, are prohibited.</li> </ul>						
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			<ul style="list-style-type: none"><li>• From 29 March, outdoor competition between different schools can take place.</li><li>• Indoor competition between different schools should not take place until wider indoor grassroots sport for under 18s is permitted. This will be no earlier than 12 April and we will confirm in due course.</li><li>• Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</li><li>• There are specifics about <u>swimming, and changing rooms</u>, hand sanitising and PPE</li><li>• <b>Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day</b></li><li>• KAR plan how shared staff spaces are set up and used to</li></ul>							
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			<p>help staff to distance from each other.</p> <ul style="list-style-type: none"> <li>• Consider creating 2m zone in front of prep area in staff room. One member of staff at any one time in this area.</li> <li>• Review risks assessments associated with wraparound provision and extra-curricular activity as well as non-overnight educational visits.</li> <li>• Ongoing leadership support for any emerging anxiety and/or wellbeing issues</li> <li>• KAR reviews the school's first aid risk assessment and follow <u>HSE Guidance</u>.</li> </ul> <p><b>2c – Buildings and resources</b></p> <ul style="list-style-type: none"> <li>• 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>.</li> <li>• Classrooms and other areas deep cleaned.</li> </ul>						
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			<ul style="list-style-type: none"> <li>● Engage students in education resources such as <u>e-bug</u> and <u>PHE schools resources</u></li> <li>● Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.</li> <li>● Tell students, 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: <u>guidance for households with possible coronavirus infection</u>)</li> <li>● Maintain staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas</li> <li>● Classrooms and other learning environments organised to maintain space between seats and desks where possible.</li> <li>● KAR has systems in place to reduce congestion in corridors and access via external doors where possible e.g. one-way systems.</li> </ul>							
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			<ul style="list-style-type: none"> <li>• Furniture is arranged to allow for seating students side by side and facing forwards where possible.</li> <li>• <b>Unnecessary furniture moved out of classrooms to make more space</b></li> <li>• KAR has created 2m teaching zones (where appropriate) at the front of the classroom.</li> <li>• Halls, dining areas and internal and external sports facilities used for lunch and exercise in line with latest guidance</li> </ul> <p>Kitchens comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>. They should be able to provide food to all students who want it, including FSM or universal infant free school meals. To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' in Part 7 of the <a href="#">Schools coronavirus (COVID-19) operational guidance</a> should be used as appropriate to avoid build-up of viral load.</p> <ul style="list-style-type: none"> <li>• Follow the specific HSE guidance on <a href="#">Air conditioning and ventilation during the coronavirus pandemic</a> and Chartered Institute of Building</li> </ul>							
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			<p>Services Engineers' guidance on <u>emerging from lockdown</u></p> <ul style="list-style-type: none"> <li>• Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>• Thorough cleaning of rooms and equipment at the end of each day and between use by different groups</li> </ul> <p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment must be cleaned frequently. When sharing equipment between different bubbles, you should either:</p> <ul style="list-style-type: none"> <li>• clean it before it is moved between bubbles</li> <li>• allow them to be left unused for a period of 48 hours (72 hours for plastics)</li> </ul> <ul style="list-style-type: none"> <li>• <b>Students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</b></li> </ul>							
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			<ul style="list-style-type: none"> <li>• For individual and frequently used equipment, it is recommended that staff and students have their own equipment that is not shared</li> <li>• Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</li> <li>• There is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. Students should continue to have access to a quality arts education. As well as careful social distancing, music lesson should take place in small groups outdoors or in large, well ventilated rooms.</li> <li>• Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their</li> </ul>							
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			<p><b>voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones.</b></p> <ul style="list-style-type: none"> <li>• <b>Students should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.</b></li> </ul> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a></p> <p>Indoor or outdoor face-to-face performances can now take place. Schools should follow the latest advice in the <a href="#">working safely during COVID-19 in the performing arts guidance</a>, which provides details of how to manage audiences as well as carry out performing arts safely.</p> <ul style="list-style-type: none"> <li>• There's government-funded access to one of two free-to-use digital education platforms: Google for Education or Microsoft Office 365 Education. Schools can apply through <a href="#">The Key for School Leaders</a>. The Key also provides feature comparison and case</li> </ul>						
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			<p>studies on how schools are making the most of these platforms.</p> <ul style="list-style-type: none"> <li>● PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Schools must work through them, adopting measures to the fullest extent possible. <a href="#">schools coronavirus (COVID-19) operational guidance</a></li> <li>● Government recommends sharing risk assessments online through the school's website as good practice.</li> <li>● Keep risk assessments under regular review in line with government</li> <li>● Provide regular updates for governors.</li> <li>● Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider.</li> <li>● Offices are adapted to enable social distancing for teaching, admin and support staff where possible. Stagger use of staff rooms and offices.</li> </ul>							
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			<ul style="list-style-type: none"> <li>Consider travel and parking arrangements for staff in line with social distancing guidelines</li> </ul>						
3.	<b>Site Safety risks</b> <ul style="list-style-type: none"> <li>Fire procedures</li> <li>Lockdown</li> <li>Movement for lunch / transitions</li> <li>Toilets</li> <li>Security including risk of theft</li> <li>Data breaches</li> </ul>	All members of the school community	<ul style="list-style-type: none"> <li>SLT lead identified (SWI &amp; PBU)</li> <li>KAR continues taking the <u>attendance register</u> and following up any absences in line with statutory guidance.</li> <li>KAR follows risk assessments for premises and accessing outside equipment and areas.</li> <li>Ensure students, 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 students must be encouraged to clean their hands thoroughly after using the toilet.</li> <li>KAR shares updated fire evacuation information with all staff during daily briefing.</li> <li>KAR shares updated fire evacuation information with students</li> <li>Follow revised lunch and break rotas to ensure safe movement around school</li> </ul>	2	3	6			

			<ul style="list-style-type: none"> <li>• Students to seek permission to use toilets to ensure staff know where students are at all times</li> <li>• High expectations of how students move around school upheld by all members of staff</li> <li>• Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</li> <li>• Arrange revised fire evacuation drills / lockdown drills regularly</li> <li>• Reconsider e-safety policies and procedures in light of lessons learned during home learning</li> </ul>						
4.	<b>Risk of transmission between parents and students during school drop-off and collection times</b>	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 and Movement around the school site.</i></p> <ul style="list-style-type: none"> <li>• Where students are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule</li> <li>• Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult</li> </ul>	2	3	6			

			<p>to adult contact (for example, which entrance to use)</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• SLT supervise the drop off and collection of students and any issues are addressed.</li> <li>• KAR has reviewed and revised drop off and pick up protocols as necessary to minimise social contact</li> </ul>							
5.	<p><b>Risks of possible transmission to students who travel to school by dedicated school transport (including statutory provision) or wider public transport</b></p> <p>The <a href="#">schools coronavirus (COVID-19) operational guidance</a> details the framework for transporting students to and from schools</p>	Students	<p><b>Dedicated school transport (including statutory provision)</b></p> <ul style="list-style-type: none"> <li>• <b>Local authorities are not required to uniformly apply the social distancing guidelines for public transport, on dedicated school or college transport. However, distancing should still be put in place within vehicles wherever possible.</b></li> <li>• 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</li> </ul>	3	3	9	<p><b>Dedicated school transport (including statutory provision)</b></p> <ul style="list-style-type: none"> <li>• Review and take reasonable actions to ensure: <ul style="list-style-type: none"> <li>○ students are grouped together on transport in the bubbles that are adopted within school</li> <li>○ hand sanitiser is used upon boarding and/or disembarking</li> <li>○ appropriate additional cleaning of vehicles</li> <li>○ queuing and boarding where possible is organised</li> </ul> </li> </ul>	2	3	6

			<p>health and safety procedures. <a href="mailto:mainstream-transport.cts@eastsussex.gov.uk">mainstream-transport.cts@eastsussex.gov.uk</a></p> <ul style="list-style-type: none"> <li>• Ensure relevant parents/carers and students are aware of recommendations on transport to and from school (including avoiding peak times).</li> </ul> <p><b>Wider public transport</b></p> <ul style="list-style-type: none"> <li>• <b>KAR communicates to parents that students can continue to use public transport where necessary but encourage everyone to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network and allow social distancing to be practised. Where students, young people and staff need to use public transport, they should follow the <a href="#">safer travel guidance</a></b></li> <li>• Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible</li> <li>• Consider using 'walking buses' or working with their local authority to promote safe cycling routes.</li> </ul>				<ul style="list-style-type: none"> <li>○ distancing within vehicles wherever possible</li> <li>○ the use of face coverings for students over the age of 11, where appropriate.</li> </ul> <p><u>Actions for schools during the coronavirus outbreak</u></p> <p><a href="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">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</a></p> <p>Students under the age of 11 are exempt from wearing face coverings on public transport, and the regulations relating to face coverings exclude school transport services. <a href="#">See updated transport guidance</a></p>			
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			<ul style="list-style-type: none"> <li>Refer any families using public transport to the <u>safer travel</u> guidance for passengers.</li> </ul>						
6.	<p><b>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</b></p>	<p>All members of the school community</p>	<p><b>Face coverings:</b></p> <ul style="list-style-type: none"> <li><i>(refer to the government guidance on face coverings included in section 2 above and detail the local policy for the wearing of face coverings for adults coming onto the school site and how this will be communicated in this section of the risk assessment. Details should also be given as to how any updates to school policy on face coverings will be communicated in the event of any changes to the restrictions.)</i></li> <li>KAR ensures contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements</li> <li>Contractors aware of any changes to school day – e.g. staggered lunchtimes and the local control measures in place.</li> <li>Minimise any visitors to the school and clear messages shared about social distancing</li> </ul>	3	3	9			

			<p>procedures for adults. Ensure record are kept of all visitors; names, dates, and contact details.</p> <ul style="list-style-type: none"> <li>• Ensure that the school engages with local immunisation services and programmes as normal</li> <li>• Parents and carers bringing or collecting students during the day phone ahead and arrange to drop/collect safely and not enter the site if possible</li> <li>• Strict handwashing procedures in place as soon as students/staff/visitors/contractors arrive in school</li> <li>• KAR reception layout is compliant with social distancing guidance e.g. screens, barriers etc.</li> </ul> <p>Ensure the DfE guidance for Health and Safety <a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a> is followed.</p> <ul style="list-style-type: none"> <li>• As DfE guidance advises limiting the number of visitors, we recommend schools consider a flexible approach to interviews, with alternative</li> </ul>							
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			<p>options to face to face interviews offered where possible.</p> <ul style="list-style-type: none"> <li>• 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 students is not recommended as it is an unreliable method for identifying coronavirus (COVID-19).</li> <li>• Isolate and send students and staff home immediately if they display symptoms (<i>See section 7 below</i>)</li> <li>• Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.</li> <li>• A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school</li> <li>• Revise visitor arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas.</li> </ul>							
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7.	<p><b>Risk that contamination exists within the school environment due to ineffective hygiene measures.</b></p>	<p>All members of the school community</p>	<ul style="list-style-type: none"> <li>• Site staff follow <a href="#">schools coronavirus (COVID-19) operational guidance</a> and are aware of the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> which should be followed when there is a suspected or confirmed case</li> <li>• With some students in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day.</li> <li>• All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate</li> <li>• Inspect daily to ensure good/effective hygiene levels</li> <li>• Ensure frequent enhanced cleaning of surfaces that students are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products.</li> <li>• Equipment such as books and games, are regularly cleaned along with all touched surfaces.</li> </ul>	2	3	6				
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			<ul style="list-style-type: none"> <li>• Any books that go between home and school are quarantined for 72 hours</li> <li>• Ensure 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).</li> <li>• Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers.</li> <li>• Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance</li> </ul>						
8.	<b>Risk of transmission from students 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)</b>	All members of the school community	<p>Schools MUST ensure they understand 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"> <li>• Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of</li> </ul>	3	3	9			

			<p>COVID-19 to be ready and willing to: <a href="#">book a test</a>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance</p> <ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> <li>• Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</li> <li>• KAR revises plans and sources suitable PPE supplies</li> </ul>							
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			<p>(e.g. non latex gloves preferable) to be used by:</p> <ul style="list-style-type: none"> <li>○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.</li> <li>○ staff caring for students with routine intimate care needs that involve the use of PPE</li> </ul> <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"> <li>● If a member of staff or pupil is displaying symptoms, isolate them immediately to a room behind a closed door. 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.</li> <li>● 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</li> </ul>						
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			<p>they are displaying symptoms they should be tested ‘as soon as practicably possible.’</p> <ul style="list-style-type: none"> <li>• For schools that purchase the HR Advisory Service, further information can be accessed here or through their designated HR Consultant <a href="https://www.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return">https://www.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return</a></li> <li>• If school is notified of a positive COVID19 test result for a member of staff or a pupil, we must contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team.</li> <li>• Schools need to take swift action when they become aware that someone who has attended has tested positive for Covid-19. Schools can</li> </ul>							
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			<p>contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority and can be reached calling the DFE Helpline on 0800 046 8687 and selecting option 1.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• In line with government guidance school <b>MUST</b> not share the names or details of people with COVID-19 unless essential to protect others</li> </ul> <p><b>Call Surrey &amp; Sussex Health Protection Team (HPT) on 0344 225 3861</b> (0844 967 0069 out of hours) if:</p> <ul style="list-style-type: none"> <li>• 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people</li> <li>• 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60</li> </ul>						
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			<ul style="list-style-type: none"> <li>• 3 (or more) bubbles within your school/setting contain at least one confirmed case</li> <li>• Arrange for deep clean of medical room and other facilities as necessary before they are used again. The updated <u><a href="#">cleaning of non-healthcare settings guidance</a></u> describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.</li> </ul> <p>Revise plans and PPE supplies in the light of experience or any updated guidance.</p> <ul style="list-style-type: none"> <li>• <b>The PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their students.</b></li> </ul>							
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			<ul style="list-style-type: none"> <li>• <b>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school.</b></li> </ul>						
9.	<b>Contingency planning</b>	All students and staff	<ul style="list-style-type: none"> <li>• KAR ensures that contingency plans are in place, being reviewed and updated Leaders and governors should devise contingency plans 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 close temporarily to help control transmission.</li> </ul> <p><b>See LA model Contingency Plan</b> (available via the Message Board).</p> <ul style="list-style-type: none"> <li>• <u>Temporary Continuity Direction</u></li> </ul>	3	3	9			

**Action Plan (when will the above additional control measures be implemented and by whom?)**

Action	By Whom?	Deadline	Date Completed

