



LANCING PREP HOVE: RISK ASSESSMENT

Version 5

ACTIVITY: Implementing a Full Opening of Hove Prep School

March 2021

Name of Assessors:	Alun Price, Kirsty Keep & Tony Richardson	Other Staff:	Kim Fisher, Mark Milling
Job Reference:		Review Date:	Daily review and feed back
Assessment Date:	01/03/21	Frequency of Task:	
Location:	Hove Prep School	Approved By:	Kirsty Keep

RATING SCALE:

Severity	1 = Low Very minor injury	2 = Slight First aid / Health Centre	3 = Moderate Hospital trip, unfit for one or more days	4 = High Serious injury, long term absence	5 = Very high Causing death	Total Risk Severity X Likelihood	Low = Less than 5	Medium = Between 5 and 14	High = Between 15 and 25	
Likelihood of harm occurring	1 = Almost impossible	2 = Unlikely	3 = Possible	4 = Likely	5 = Almost Certain	Who may be harmed ✓	Staff ✓	Pupils ✓	Visitors ✓	Contractors <input type="checkbox"/>
							Members of the Public <input type="checkbox"/>	Others.....		

In the light of new guidance of 30 December 2020, this risk assessment has again been reviewed (04.01.21)

Additional changes following decision to only open the school for PS and children on Critical workers (05.01.20)

There is a separate COVID 19 Testing Risk Assessment in place where we reference Lateral Flow Tests. (04.01.21)

In the light of the new guidance of 22 February 2021, this risk assessment has again been reviewed (01.03.21)

Hazard or concerns	Harm resulting from hazard or concerns	Existing Control Measures	Severity	Likelihood	Risk Rating	Additional Control Measures	Severity	Likelihood	Risk Rating
1. Protection of clinically extremely vulnerable children and staff	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> Staff and children who fall into the clinically extremely vulnerable group will not attend school at this time The majority of pupils are now able to attend school Pupils that have received public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) will not be able to attend Children under the care of a specialist health professional may need to discuss their care with their health professional before returning to school Pupils who have been confirmed as clinically extremely vulnerable are to shield and stay at home as much as possible until further notice Staff who have been confirmed that they are clinically extremely vulnerable are not advised to return to school and must work from home where possible Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. 	5	1	5	<ul style="list-style-type: none"> Any pupil unable to attend school because they are complying with clinical and/or public health advice, will be given full access to remote education and pastoral support. CEV staff enabled to teach from home 	5	1	5

2. Those who are unwell (pupils or staff) coming into school	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> • Pupils who are unwell with COVID-19 symptoms to stay at home • Staff who are showing COVID-19 symptoms to stay at home and organise a Covid-19 test • Staff and pupils to self-check health daily • Parent protocol places responsibility with parents • Staff and pupils to inform the school of any COVID-19 test results as soon as they are received 	4	4	16	<ul style="list-style-type: none"> • LPH Parent protocol link below • Parent protocol • Letters from HM to parents and staff reminding that pupils and staff should not come to school if unwell with key symptoms 	4	3	12
3. Maintaining appropriate handwashing regimes	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> • Sufficient hand washing facilities with soap and hot water are available • Hand sanitiser is available in each room • Help will be available for children and young people who have trouble cleaning their hands independently <p>All staff and children will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly • Clean their hands, on arrival and before and after eating, and after sneezing or coughing and after break time and moving one location to another • Be encouraged not to touch their mouth, eyes and nose • Regularly use the hand cleaning dispensers • Use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it') • Encourage the learning and practising of these habits through games, songs and repetition 	4	3	12	<ul style="list-style-type: none"> • Display signage catch it, bin it, kill it, etc • Regularly review the guidance on hand cleaning • Two additional external handwashing facilities are now in use • Consider a further risk assessment if a child is attending more than one childcare setting or if a member of staff is working in an additional workplace 	4	3	12

<p>4. Cleaning regimes are not kept up to govt guidelines</p>	<p>Transmission of coronavirus compromising children and staff</p>	<ul style="list-style-type: none"> Enhanced cleaning throughout the day; a minimum of twice a day across all areas Cleaning Team (normal hours) / Teaching Staff cleaning classroom environment touch points /1 x additional cleaner 09:30-15:30 cleaning general area touch points and toilet facilities throughout shift Cleaning packs for teachers/staff to be supplied to each classroom, office and reception; external play & emergency packs to include Ultra spray, antibacterial gel, blue roll, gloves, bin liners, cleaning guide and additional PP; masks, aprons as required Tim Dunk to ensure packs are fully stocked Staff to receive training on how and when to use cleaning materials Cleaning guides and frequencies in place for classrooms, general areas and office areas Areas to be cleaned between bubbles Cleaning of frequently touched surfaces including toys (to be limited), books, desks, chairs, doors, sinks, toilets, light switches, bannisters to be increased Desks and tables to be cleaned between bubbles by teachers and cleaning staff, and pupils where appropriate Classrooms and general areas to be cleaned at the end of the day Classrooms during day; frequent cleaning of touch points (as above) during the day; minimum once am and once pm General areas during day; rolling cleaning of touch points; door handles, light switches, glazing, photocopiers/printers, toilets, sinks, staff room, external door handles 	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> Guidance for cleaning in non-healthcare settings outside the home to be followed as far as possible Appropriate pupils to be shown how to clean their desks etc Teachers to spray desks etc and pupils can wipe down See specific cleaning protocols and situation of the lateral flow testing site Cleaning staff updated on which rooms are being used by pupils and staff All classrooms cleaned thoroughly before full return on Monday 8 March Cleaners to wear disposable aprons and gloves whilst carrying out cleaning duties 	<p>4</p>	<p>3</p>	<p>12</p>
---	--	--	----------	----------	-----------	---	----------	----------	-----------

		<ul style="list-style-type: none"> • Toilets during day; as above • Bins for tissues will be double bagged when emptied throughout the day • Keyboards, desks, chair arms and telephones - shared use to be minimised; to be cleaned before and after use by the user; cleaning packs provided in each location • Surfaces to be left clear at the end of each day to allow for easy and thorough cleaning of teaching spaces • Monitor to ensure cleaning consumables are in constant supply 							
5. Maintaining appropriate social distancing in classrooms	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> • Children will as far as possible be kept in their existing areas and within their bubbles (return to EYFS/Y1&2/Y3&4/Y5&6/Y7&8) • Consideration will be given to the rooming of particular groups to enable larger classes to use larger classrooms • Pupils will be seated side by side and facing forwards, with the exception of EYFS • Staff/adults should ideally maintain 2 metre distance from each other and children, with the exception of EYFS • Two metre markings to be displayed on floors, with the exception of EYFS • Staff/adults should aim to maintain a 2m distance from each other and children. • Staff/pupils to maintain a 2m distance from each other where classroom space allows • Staff to manage ingress and egress from classrooms – to minimise touching of door handles and to minimise waiting time outside. 	4	3	12	<ul style="list-style-type: none"> • Enhanced cleaning required if classroom is used by a different bubble • Adults should avoid close face to face contact and minimise time spent within 1 metre of anyone • Where adults are interacting closely with children, for example in one to one lessons or smaller classrooms, face masks can be worn • Pupils and parents reminded to have suitable clothing in school at all times • Staff have been advised that they must wear face coverings in all public places, and they may wear face coverings 	4	3	12

		<ul style="list-style-type: none"> • Interaction, sharing of rooms and social spaces between groups to be limited as much as possible • Groups to stay consistent with teachers limited to minimal number of groups • Named seats where appropriate (Y1-8) • iPads to be cleaned before and after use • Children are to be kept in the same form or bubble at all times each day, and different groups are not mixed during the day, or on subsequent days • Children will, as far as possible, use the same classroom or area of a setting throughout the day; any pupil movement will be controlled • Cleaning schedule 'to-do' list for classrooms to be followed • Pupils expected to be outside for break times and sport sessions when the weather is poor 				<p>while teaching. They must wear a face covering if closer than 2m to another person, including pupils (exception of EYFS)</p> <ul style="list-style-type: none"> • Pupils in Y7 & Y8 have to wear masks in all communal areas and classrooms unless exempt • Pupils in Y7 & Y8 should have at least two masks with them (to allow for back up and to permit them to change mask) and will not be permitted in lessons without one • (Mask protocols to be reviewed by Govt' at Easter) 			
6. Maintaining appropriate social distancing in reception office	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> • Parents, delivery personnel etc will not be entering reception areas • Social distancing to be maintained at reception desk; face to face working to be avoided • Staff to maintain distance from counter 	4	3	12	<ul style="list-style-type: none"> • Screens to be provided in reception • Sanitiser is provided for use before and after signing in or out on the screen. 	4	3	12
7. Maintaining appropriate social distancing in kitchens	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> • See Separate CATERING Risk Assessment 							

8. Maintaining appropriate social distancing in staffroom and resource areas	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> All staff to wear face masks in communal areas Staff to be encouraged to take breaks outside Extra areas for making refreshments in place Staff to avoid staff room except to make tea or coffee Staff to avoid engaging with pupils outside of their bubble Staff to observe 2 metre rules in staffroom and common areas Capacity signs to be displayed Shared PCs to be cleaned before and after use Hand sanitiser to be kept adjacent to photocopiers along with hand cleaning signage etc 	4	3	12	<ul style="list-style-type: none"> Laurent Hall available for staff break times Maximum of three people allowed in the staff room or staff work room at any one time. 	4	3	12
9. Maintaining appropriate social distancing in dining hall	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> Additional sittings to be implemented Surfaces to be cleaned between sittings Tables to be arranged in rows with pupils facing the same direction Pupils to sit in the same seat and on the same table for lunch (Spaces left empty if pupils are absent) Individual packed lunches in Gym, library or classrooms Packed lunches to be delivered to door of appropriate space Packed lunches to be eaten outside when weather permits Pupils to sit in the place on the same bench for 'bubble' assemblies (Spaces left empty if pupils are absent) 	4	3	12	<ul style="list-style-type: none"> 4 sittings daily, plus one group receiving packed lunch Separate entrances and exits to be used Form tutors to organise set places for pupils during lunch, assemblies and while lining-up in order to minimise potential 'contacts' throughout the day A central record will be stored on staff-shared and displayed in the Gym and Laurent Hall 	4	2	8

		<ul style="list-style-type: none"> When assemblies for bubbles take place in the Hall, they will be followed by thorough cleaning All staff and Y7-8 pupils to wear face masks in Laurent Hall 				<ul style="list-style-type: none"> Year 7&8 pupils and staff to wear masks to and from dining room, and when queuing to be served. 			
10. Maintaining appropriate social distancing at play times	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> Large outside space suitable for social distancing Children will be supervised Break times to be staggered Playgrounds to be zoned Pupils to be reminded of need to social distance from peers 	4	3	12	<ul style="list-style-type: none"> Break times staggered for prep and pre-prep, and divided into demarcated zones for each bubble Ball games limited and equipment cleaned thoroughly at the end of each break Staff on break duty to wear a mask while children collect snacks 	4	3	12
11. Maintaining appropriate social distancing when dropping off/picking up of pupils	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> Parents to be informed not to bring children to school if they are displaying Coronavirus symptoms Pupils will wash/sanitise hands on arrival Pupils will sanitise hands before and after travelling on the minibus Picking up and dropping off times staggered Parent to drop off children outside of school buildings Parents who come onto the school site to drop off or collect to wear a face mask (unless exempt) Single-use masks to be disposed of in lidded bins provided Different entrances will be used for groups to enter buildings 	4	3	12	<ul style="list-style-type: none"> Parents and pupils to be communicated new protocols/changes in protocols Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when 	4	3	12

		<ul style="list-style-type: none"> • Signage to be displayed on pathways outside of school • Pupils will be greeted, and directed on arrival to their classroom • Clothing that cannot be washed to be avoided • Face covering procedure for pupils who are wearing them when they arrive at school - see right 				<p>removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <ul style="list-style-type: none"> • HM letters reminding parents of importance to prompt arrival / departure, and what to do if unavoidably running late 			
12. Maintaining appropriate social distancing when accessing school transport	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> • See COVID-19 Transport Risk Assessment and Code of Conduct for Home to School Transport in the context of the current COVID-19 pandemic. 	4	3	12	<ul style="list-style-type: none"> • See COVID-10 Transport Risk Assessment and Code of Conduct for home to school transport (Updated Feb 2021) 	4	3	12
13. Maintaining appropriate social distancing when moving around the school	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> • One-way system deployed where appropriate e.g. pinch points • Social distancing markings to be displayed • Pupils' movements around school will be limited to a minimum • Separate teacher leads groups to and from zones at breaktimes and to and from the Laurent Hall or Gym for lunch 	4	2	8	<ul style="list-style-type: none"> • Brief, transitory contact, such as passing in a corridor, is considered low risk • Break times staggered and zoned for prep and pre-prep bubbles • In situations where social distancing in school is 	4	2	8

		<ul style="list-style-type: none"> In situations where social distancing in school is not possible (e.g. when moving around in corridors and communal areas), all adults and Y7-8 pupils must wear a face mask 				<p>not possible (e.g. when moving around in corridors and communal areas), adults and Y7-8 pupils must wear a face mask</p> <ul style="list-style-type: none"> w/b 8 March, clubs cancelled and after school care reserved only for vulnerable / Key Worker children Supervised LFD tests for Years 7&8 pupils in school on Thursday 4 & Friday 5 March Two subsequent supervised LFD tests in school for Years 7&8 pupils on Monday 8 March and Thursday 11 March w/c Mon 15 March - Staff and Years 7&8 pupils to administer LFD home tests twice weekly. 			
14. Toilets	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> Toilets to be clearly labelled Toilets arrangements managed to ensure they do not become crowded by limiting the number of children who use the toilet facilities at one time Toilets to be managed in a 'one in, one out' basis with permission asked Teachers to monitor toilets usage at break times on a 'one in one out' basis 	4	3	12		4	3	12

		<ul style="list-style-type: none"> Enhanced cleaning of toilets and signage to be displayed 							
15. Use of play/sports equipment/materials/toys etc	Transmission of coronavirus compromising children and staff	<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> Social distancing measures can be maintained on sports pitches No fixtures will take place involving other schools and all sporting activity requiring proximity will be intra-House and intra-bubble. Risk Assessments are in place for all individual sporting activities Due training will be undertaken by all staff leading activities – and cascaded appropriately The amount of shared resources that are taken home to be limited to a minimum Equipment to be used within in bubbles wherever possible Surfaces outside of bubbles should be cleaned and disinfected frequently Shared equipment and individual PE equipment will be cleaned between bubbles Sporting activities to be controlled; sports equipment to be cleaned before and after use Outdoor equipment will be limited to one bubble only Sharing of stationery and other equipment limited to a minimum Watch & wipe policy adopted for EYFS where sharing may occur 	4	2	8	<ul style="list-style-type: none"> Pupils will wear sports kit to school when they have a PE lesson Governing body COVID-19 advice to be followed for individual sports Separate risk assessment for contact sports to be drawn up Bubbles will be separated into year groups for Games / PE lessons to minimise contact between children Pupils will wear sports kit to school when they have a PE lesson Governing body COVID-19 advice and 'return to play' protocols to be followed for individual sports 	4	2	8

		<ul style="list-style-type: none"> • Exchange of take-home resources between children, young people and staff to be limited to a minimum • School bags will be kept on the back of the designated chair and taken home at the end of the day (Y1-6) • Practical lessons to only go ahead if equipment can be cleaned thoroughly between bubbles • Soft toys and toys that are hard to clean to be removed from classrooms • Water fountains will be put out of use until further notice; containers of water available in in each classroom to top up water bottles 							
16. Music provision, settings - additional specific safety measures.	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> • playing instruments and singing in groups should take place outdoors wherever possible • if indoors, use a room with as much space as possible, for example larger rooms. Rooms with high ceilings are expected to enable dilution of aerosol transmission • if singing or playing indoors, social distance each child 2 metres apart • limit the numbers to account for ventilation of the space. It is important to ensure good ventilation. • singing and wind playing should not take place in larger groups such as choirs and ensembles • position wind players so that the air from their instrument does not blow into another player • use microphones where possible or encourage singing quietly 	4	3	12		4	3	12

17. Maintaining appropriate social distancing with contractors	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> Contractors to be engaged only for compliance and emergency situations only when school reopens Contractors to sign COVID-19: Safe Working Procedure before commencing work Contractors to supply Estates dept COVID-19 Risk Assessments 	4	3	12	<ul style="list-style-type: none"> Sanibin contractor to be managed whilst on site Contractors COVID-19: Safe Working Procedure has been reviewed 	4	3	12
18. Maintaining appropriate social distancing with visitors on site	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> Parents requested to drop or collect pupils from two separate entrances and to not enter the school site Any parents that do come onto the school site (predominantly Pre-prep or early KS2) have to wear a face mask Deliveries are left at the front door or brought into school following COVID-19 guidance All visits to school are pre-booked and appropriate records kept Families and guests invited into school for meetings are sent a 'Protocol for visitors' prior to their arrival 	4	3	12	<ul style="list-style-type: none"> LPH Visitor protocol link below Visitor protocol LPH Parent protocol link below Parent protocol Visitors must give in name, address, and phone number to support NHS Test and Trace system. Meetings held after school hours or in unused rooms where possible Parents' events being held remotely Parents advised not to come to school unless via pre-arranged appointment, eg not to bring a forgotten item to school 	4	3	12

19. Staff wellbeing	Fear of infection, low morale, stress related illness	<ul style="list-style-type: none"> Staff to be kept updated and involved working arrangements Regular staff meetings Regular contact to be kept with staff working from home Staff to communicate any problems they encounter to their line manager Staff have access to Employee Assistance Programme 	3	3	9	<ul style="list-style-type: none"> Initial weekly provision of LF Testing for all staff as a further mitigation of risk w/c Mon 15 March - Staff provided with LFD home tests to use twice weekly Continued close working with all staff in listening and responding to staff concerns 	3	3	9
20. Child wellbeing	Additional or worsened social, emotional, and mental health needs as a result of coronavirus (COVID-19)	<ul style="list-style-type: none"> SENCO has oversight of special educational needs provision for relevant children Pupils regularly invited to discuss any concerns during Form time or PSHE sessions School assessment used to highlight any educational gaps and appropriate support put in place for relevant pupils Pupils asked to sign and follow agreed pupil protocol 	4	3	12	<ul style="list-style-type: none"> LPH Pupil protocol link below Pupil protocol Three LPF tests for Years 7&8 pupils commencing on Friday 5 March Weekly timetable of wellbeing support (Ms Morrish) available in school and via Teams 	4	3	12
21. Children who show symptoms at school	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> Any child that 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 guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19) 	4	2	8	<ul style="list-style-type: none"> First-aid rooms have been designated Emergency pack containing; aprons, gloves, face visor, masks, ultra-spray, blue roll, CoSSH sheet, MSDS, Risk Assessment to be provided 	4	2	8

		<ul style="list-style-type: none"> • If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. • Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms • Children awaiting collection, should be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision • Ideally, a window should be opened for ventilation. If it is not possible to isolate child, move them to an area which is at least 2 metres away from other people. • Any child awaiting collection who needs to go to the bathroom should use a separate toilet if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff if caring for a child awaiting collection if a distance of 2-metres cannot be maintained (such as for a very young child or a child with complex needs). • 999 must be called in an emergency, if the child is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. 			<ul style="list-style-type: none"> • Any member of staff who has provided close contact care to someone with symptoms should only go home to self-isolate where: the child being cared for subsequently tests positive, the staff member develops symptoms themselves (in which case they should isolate immediately and arrange to have a test), they are requested to by NHS Test and Trace of PHE, they have tested positive from an LFD test. 			
--	--	--	--	--	--	--	--	--

22. Staff who show symptoms at school	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> Any member of staff who 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 guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms or the day their test was taken if they did not have symptoms If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms Staff members (and parents and carers) will need to: book a test if they or their child has symptoms. Self-isolate immediately and not come to school if they develop symptoms, if they have been in close contact with someone who tests positive for coronavirus (COVID-19), if anyone in their household or support or childcare bubble develops symptoms of coronavirus 	4	2	8	<ul style="list-style-type: none"> The NHS test and trace service https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. PPE will be required see above Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 	4	2	8
---------------------------------------	---	--	---	---	---	--	---	---	---

		(COVID-19) or if they are required to do so having recently travelled from certain other countries or they have been advised to isolate by NHS test and trace							
23. A confirmed case of coronavirus at school	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> • If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. • The 10-day period starts from the day when they first became ill or, if they do not have any symptoms, from when the test was taken. 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 10 days. • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace • The health protection team will carry out a rapid risk assessment to confirm who has 	4	3	12	<ul style="list-style-type: none"> • Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. PPE will be required • If the school has 2 or more confirmed cases within 14 days, the school will contact the DfE helpline. 	4	3	12

		<p>been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <ul style="list-style-type: none"> • Anyone who has attended and has tested positive for COVID-19 having developed symptoms and taken a PCR test outside of school, then those who have been in close contact with the person (who has tested positive) are to be sent home. They must also self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive. Close contact means: • Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> • Face-to-face contact including being coughed on or having a face-to face conversation within 1 metre • Been within 1 metre for 1 minute or longer without face-to-face contact • Sexual contacts or been within 2 metres of someone for more than 15 minutes (either as a one-off 							
--	--	--	--	--	--	--	--	--	--

		<p>contact, or added up together over one day)</p> <ul style="list-style-type: none"> Travelled in the same vehicle or a plane 							
24. Staff who are pregnant	Transmission of coronavirus compromising staff and baby	<ul style="list-style-type: none"> Pregnant women are in the 'clinically vulnerable' category and are advised to follow the advice for this category. If an expectant mother is 28 weeks pregnant and beyond, or pregnant with an underlying health condition a more precautionary approach will be required The school will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW) 	4	2	8	<ul style="list-style-type: none"> The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. The school will follow this advice and to continue to monitor for future updates to it 			
25. Parents / pupils anxious about return to school	Impacts on welfare and potential interruption to education	<ul style="list-style-type: none"> Pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes, may be anxious. If parents of pupils with significant risk factors are concerned, the school will discuss their concerns and provide 	2	3	6	<ul style="list-style-type: none"> HM letter to parents to remind them of school routines under current Covid guidelines Updated RA sent to all parents 	2	3	6

		<p>reassurance of the measures they are putting in place to reduce the risk in school.</p> <ul style="list-style-type: none"> • Whilst wishing to hear and engage with concerns, we will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (e.g. granted a leave of absence, is unable to attend because of sickness, is being educated remotely by particular agreement with parents; is unable to return due to the international situation etc.). 							
26. Room ventilation insufficient	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • Windows/doors to be kept open as far as possible if safe to do so • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 	3	2	6	<ul style="list-style-type: none"> • Doors and windows to be closed/locked when not in use • Pupils reminded to wear suitable warm clothing when temperature falls • Additional safety measures put in place to enable windows to be widely opened • 2MS classroom to be fitted with safety bars across window opening • Staff reminded to open windows in all rooms and public spaces. • Increase ventilation when spaces/rooms are unused • Pupils and staff reminded to dress appropriately for the weather and cold classrooms. 	3	2	6

27. Fire Evacuation Procedure Compromised	Pupils and staff not evacuating in timely manner	<ul style="list-style-type: none"> Staff and pupils to exit through nearest evacuation route as normal Individually assessed propping open of specific fire doors during the day to increase ventilation and diminish frequency of touch points Any doors wedged open should be unwedged when exiting the building Social distancing between groups to be maintained PEEPs to be in place for any pupils or staff who need assistance evacuating in an emergency Training to be delivered to all staff in any changes to arrangements 	5	2	10	<ul style="list-style-type: none"> Practice drill carried out to assess school evacuation 	5	1	5
28. Maintaining appropriate First-aid cover	Pupils and staff not receiving first-aid treatment	<ul style="list-style-type: none"> First aider available at all times Designated First-aider for each group/bubble where practicable First aid kits will be available in each year group/bubble 	3	1	3	<ul style="list-style-type: none"> The Health and Safety Executive has published guidance on <u>first aid during coronavirus (COVID-19)</u> which will support local risk assessments and provides guidance for first aiders. Epipens to be kept with First-aid kits 	3	1	3
29. Use of private and public outdoor spaces - trips	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> Any trip request submitted to SMT prior to confirmation or booking Usual trip planning documentation to be completed with additional focus on COVID-19 guidance Venues and activity providers to provide their own COVID-19 guidance and risk assessment 	4	3	12	<ul style="list-style-type: none"> See COVID-19 Transport Risk Assessment and Code of Conduct for Home to School Transport in the context of the current COVID-19 pandemic. (Updated Feb 2021) 	4	3	12

		<ul style="list-style-type: none"> • Face masks to be worn by all adults and pupils when travelling on a College minibus or pre-booked coach • Transport code of conduct to be followed at all times • Trip leader to take additional 'cleaning pack' on visit 						
--	--	---	--	--	--	--	--	--

List of key Government guidance

- [Guidance for full opening: schools](#)
- [COVID-19: guidance for households with possible coronavirus infection](#)
- [COVID-19: cleaning in non-healthcare settings outside the home](#)
- [NHS Test and Trace: how it works](#)
- [Coronavirus \(COVID-19\): getting tested](#)
- [Information for parents and carers](#)
- [Planning guide for early years and childcare settings](#)
- [Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#)
- [Early years foundation stage: coronavirus disapplications](#)

ASSESSOR’S SIGNATURE **DATE**..... **POSITION**