

COVID-19 – RISK ASSESSMENT Windlesham School

Version: 2.1 Date: 25.01.2021

Points specifically relevant to parents.

Updates Highlighted in Yellow

The purpose of this risk assessment is to make sure that the School operates in accordance with the Government's latest COVID-10 guidelines and ensures the safety and well being of those that visit the school including governors, staff, parents, pupils and visitors in light of COVID-19. Actions for parents or sections of particular importance to parents are highlighted in blue. The Risk Assessment sets out potential hazards that have been identified and the relevant actions to deal with the hazard. The assessment is a live document and will be monitored and kept up to date. It will be updated to include parents evening and when school lunches provision starts. It will be made available to staff and parents.

A. Overall Risk Assessment in the COVID-19 Environment

	Potential Hazard	Control measures	Outcome	Updates with Date
1.	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding Policy updated by DSL	Maximum pupil bubble group size of 30	No change
2.	Government advice not being regularly accessed, assessed, recorded and applied.	Govt advice reviewed by SLT when issued		
3.	Unions not consulted over plans.	Consult staff on Union membership	Staff invited to share the revised Risk Assessment with others if they wish	Shared again with staff 4 th January '21
4.	Changes not regularly communicated to staff, pupils, parents and governors	Revised RA to be signed off by Chair of Governors then shared with staff and published on website and Engage Portal	Updates to RA to be signed off by the Chair of Governors and published when made with all amendments highlighted	RA shared with: Chair of Govs: 28/09/20 Staff: 29/8/20 Public: 29/8/20 Shared again 4 th January 2021
5.	Changes to assessments, procedures and other important matters not reviewed by Governors	All Covid related procedural changes communicated with governors.	Any significant revisions to be shared with Chair of Governors	Ongoing

6.	Insurers not consulted with Schools re-opening and / or amended plans	Insurers to be provided with necessary info by Bursar	Opening now standard across England Sept 2020	Info shared on request.
7.	Suspended services and subscriptions not re-set.	Suspended services reinstated by Bursar for commencement prior to re-opening on 1 st June.	All reinstated for Summer 2020	Ongoing
8.	Access to School not controlled effectively and visitor (if allowed) details not recorded.	Only authorised visitors to be permitted access to school. Track and trace details of all new external visitors to be obtained before entry. Sickness and travel details also confirmed before entry is granted. Only one party permitted within reception area at any one time. Adults to wear face mask.	All visitors (including parents/carers) will be required to sanitise hands, wear a mask (unless exempted) and practise social distancing – Visitor badge security system continues to operate. Prospective parents only permitted on site after hours – not during normal operation. SLT to authorise any visitors.	
9.	Social Distancing (SD) and other hygiene rules not communicated, understood and applied. Rules now encourage social distancing particularly between adults and adults, or between adults and children. However, they are more relaxed about SD between children, particularly younger ones.	SD rules to be re-communicated to staff, pupils and parents prior to reopening and actively taught and reiterated regularly in class assemblies, circle time etc. All pupils and staff to wash hands on arrival at school before entering classrooms, staffroom or other communal spaces. Message to be reinforced by parents/carers at home with publication of this RA.	Difficult to apply social distancing rules to Early Years (EY). Separate Risk Assessment and plan prepared for Early years. This remains the same as previous versions.	
10.	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Staff to be vigilant to any deviation from hygiene and SD rules and encouraged to remind people on the spot. Regular handwashing sessions to be included in timetable. Behaviour policy to be updated to make reference to COVID-19 situation and disciplinary	Any refusal to comply with SD and hygiene rules to be reported to SLT for action. Posters displayed around school reminding children/staff of 'Face, Space, Hands' policy.	

		action taken if rules broken. Bins to be provided in every classroom and emptied by Site manager during day. "Catch it, bin it, kill it" mantra to be reinforced. Waste to be double bagged. Posters reminding school users of safe hygiene practices to be placed all around School Site	Simple procedural plan displayed in each class listing essential requirements.	
11.	Insufficient supplies of hygiene materials and not being suitably placed.	Soap, Hand sanitiser and surface cleaners available across the school	Staff asked to report shortages to Site Manager who will refill supplies. Site Manager to order new stock as needed via Bursar	No change
12.	Insufficient or unsuitable cleaning regime - lack of regular re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Cleaning company Avanti instructed to pay particular attention to these points.	Staff to clean surfaces when bubble moves out/in as specified in operational plan. No materials to be shared by different bubbles if possible. If not possible, ensure a strict disinfection regime is in place.	No change. Procedures required reminded on revised procedural plan, shared 4 th Jan.
13.	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Teachers to be issued with their own cleaning equipment. Teachers to be advised not to take pupils' books home to mark - only mark at school. School library facilities to be open but returned books should be isolated for 48hrs before being replaced on shelves Pupils to be told not to share their equipment eg pens etc. Parents to re-inforce the message please.	Instruct teachers and pupils not to share items. Specified to staff on INSET day 1 st September. EY separate RA	Staff reminded on 4 th January.
14.	High risk areas not being regularly monitored for hygiene.	Site Manager to check these areas regularly during the day. Teaching	High risk areas included:	Bursar and site manager to ensure

		staff and site manager to clean high use areas at least once in day. These will be cleaned again by cleaning staff at end of each day.	Toilets, stairs (handrails), bins, door handles and window handles, Work surfaces (including desks and tables), Bathroom facilities (including taps and flush buttons), Remote controls, Computer equipment (including keyboards and mouse devices), Classroom resources, such as games etc note: First Aid room	cleaning schedule is being adhered to.
15.	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Staff fully able to access MS emails and Teams IT. Parents communication via Engage system mailmerge	Remind parents/carers to notify School if contact details change Remote learning policy completed, timetables set up, class groups set up, instructional videos shared with parents and staff. Staff have received training.	
16.	All hazards identified properly mitigated and regularly re-assessed?	SLT to revisit RA whenever new hazards identified, hazards change, and Govt information changes	Review of RA diarised and amendments made and communicated more frequently if needed.	

B. Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Updates with Date
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	Constant monitoring by SLT	Staff and parents asked to notify Bursar if they spot any malfunctions	
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	All Stakeholders are invited to communicate any issues and hazards in person, via phone or email.		

3	No Governor and / or SLT member for School / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	Mr Ingrassia and Mr Rowlands Hempel leading COVID –19 planning	All staff have SLT contact details.SLT have governors contact details. Parents have school contact details.	
4	Lack of knowledge of where pupils / staff have travelled from (other than home and School).	staff & parents/carers to email school prior to arrival if they will be coming to school from a different household than their normal household or their support bubble.	This will enable SLT to assess whether access to School is permitted or prevented.	
5	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Rules/procedures in place, reminders on posters around school.	Reminders issued by email week beginning 4th Jan. New posters published for display in all classrooms.	
6	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff training session with SD expectations outlined to be provided prior to start of term. Attendance is mandatory.	Update training sessions and meetings online via MS Teams.	INSET training 2/3 Sep Updates sent 4th Jan.
7	At drop-off and pick-up parents/carers SD outside gates and entrances.	Staggered arrival and departure times to be enforced. Markings on school path for SD. Signs displayed. All visitors instructed to visit school quickly for minimum amount of time and not to pause to chat in and around school area.	Put up notices and include in preparation to come back to school email. Prepare floor markings to indicate SD requirements and movement flows. SLT to monitor pick up and drop off ensuring correct procedures are followed ie only Nursery parents permitted to enter, all parents to wear masks,	

			Supervising member of staff to wear face shield.	
8	Insufficient registration of sickness throughout the day including lack of temperature / health checks.	Staff trained to look for symptoms. Parents instructed not to send child to school if they or any of their household show CV-19 symptoms.	Thermometer gun available in School office	
9	Transit spaces (corridors), social zones (common rooms, playgrounds) not being configured to SD rules.	All shared areas to be marked up according to SD regs.	Corridors quite narrow so children instructed to walk quickly and not to talk when in transit. Movement arrows to be marked out where necessary to avoid close contact. Playgrounds segregated for different bubbles.	
10	Learning and recreational spaces not configured to SD rules.	Playground to be divided when used by several bubbles to ensure separation. Playtimes staggered also to ensure separation. Where appropriate, markings around teacher space in classes to ensure separation.	Arrangements under constant review to ensure most effective procedures.	
11	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Timetable planned to allow for appropriate length of lessons and movement for all age groups. Shared spaces also timetabled to prevent mixing of year groups and bubbles. Staggered break times for pupils and staff.	Staff briefed during holiday period. Any issues addressed on INSET Day Continued as before.	
12	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	SENCO and Deputy Head (DSL) briefed and timetable adjusted to allow greater support time. Additional staff trained to be aware and respond to mental health		

		issues. Circle time and PSHE lessons to create opportunities to discuss experience of lockdown, current anxieties etc. Opportunities for staff to discuss their worries about reopening encouraged repeatedly. Parents encouraged to contact Head to discuss anxieties about return.		
13	If a pupil has unknowingly comes into contact with a person later found to be infected with COVID 19, they may infect others.	Pupils whose parents have been contacted by the NHS under the Track and Trace system, must inform the school immediately and isolate as required. See Appendix A	This will ensure that the bubble which the pupil is part of is more closely monitored and the guidance offered by NHS adhered to.	No change

C. Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Updates with Date
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	DSL updating and communicating Safeguarding policy and practice. Latest version always available on school website. SLT updating and communicating Staff Handbook. Updates to this were shared at INSET and as appropriately thereafter.	Other policies to be updated according to priority/urgency	Under constant monitoring
2	DSL and ADSL not easily contacted and their contact information not known to all.	Mrs Fox (DSL) and Mr Ingrassia (ADSL) contactable by all staff via school email and phone and via the info@windlesham email or the safeguarding@windlesham email	Publish Safeguarding email address to parents Safeguarding@windlesham.school.uk	29/8/20 Republished safeguarding email address

		for all other members of community.		
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Update First Aid policy to include CV-19. Publish CV-19 operations policy	1/6/20 CV-19 included in First Aid Policy	
4	Fire drills, routes and assembly points not rehearsed.	Health & Safety Co-ordinator to review Fire Policy with Bursar and to communicate any changes to normal practice. Arrange a fire drill rehearsal on first day.	Fire evacuation plans to be updated, published and rehearsed	4/1/21 Fire Evac plans updated & communicated to staff and rehearsed
5	Classes not <u>reduced but</u> kept together in their “bubble” (minimising contact with others) or properly supervised.	SLT have planned for bubbles with maximum bubble/class size of 30 in dedicated teaching space and minimum use of communal indoor spaces. Toilets and wash facilities to be allocated to each bubble. These are signposted.	Minimum of 2 dedicated staff for each bubble. Individual sport’s governing bodies are consulted for each sport consulted on whether sport can be undertaken with SD regs. Games and PE planning and teaching will be conducted in accordance after approval by SLT. Feb 21 – have approachd B&H coucil to gain access to Dyke Road park for the Summer term.	Deputy Head and Head of Sport continually monitoring situation No change to guidance – sports may continue as presently planned. Pool RA & policy updated. STaff trainig to also be updated.
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	SLT agreeing new Timetable and Plan with consideration to each age group	Early Years specific Plan and Risk Assessment also available. Marking of books and use of reading books as per school operational plan.	27/8/20 New plan and RA complete for EY Not changed.
7	Staff not having sufficient down time / rest during the working day / week?	Timetable guarantees adequate rest time allocated to every member of staff.		

8	Lack of new staff and pupils induction. Registration and recruitment processes not adapted or compliant.	All normal induction practices to be complied with. Method of training delivery may be altered in some cases EG. Online induction meetings for staff. Operational plan to include induction requirements for new children and children returning.	All staff Induction procedures and procedures for pupil induction explained at INSET Day.	Procedural plan updated 4 th January 21.
9	Insufficient staffing due to sickness absence	Bank of temporary staff available and used when needed	If safe operation is not possible, parents will be informed that bubble will be closed and remote learning will commence.	
10	SCR and required documents not properly verified or recorded.	Recruitment policy followed and SCR kept up to date by Bursar.	Chair of Governors to check SCR sent by Bursar on request	
11	Plans for working and learning outside not fully considered	SLT considered all current outdoor spaces. Climbing frames to be cleaned frequently twice daily by site manager as per current hygiene requirements.	Outside areas regularly reviewed and assessed for safety.	Not changed.
12	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	SLT provide guidance to supervising staff and teachers about permissible outdoor play and learning.	Staff to check any proposals for outdoor sessions with SLT.	
13	Sporting and play SD rules unclear to staff and pupils	Communicate Sporting and play SD rules to staff and pupils in first week. Emphasise message through signs.		
14	Drama, dance and music activities not applying SD or hygiene rules	Communicate Drama, dance and music SD & hygiene rules to staff, via operational plan.		Not changed.

15	Risk reducing measures for sport, play, drama, dance and music activities not properly formulated.	Risk assesment for swimming reviewed and published to staff. Operational plan to reflect changes in procedures for all other subjects affected.	Play, drama, dance, and music activities to be supervised by bubble staff in line with all teaching activities	Not changed.
16	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff meetings to occur on Zoom and in reduced physical presence to allow further spacing and working from home.	Staff instructed to bring own food and eating utensils daily. Operational plan to include detail on wiping surfaces they touch EG taps. Number of chairs available limited. Number of staff permitted in staffroom limited to 10. Staff eating in hall must be dispersed and distanced.	
17	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Site manager continuing to check systems	Maintenance company to be called in out of hours if needed.	Not changed.
18	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Signs posted outside reception area to explain new procedures.	Office staff to monitor via CCTV and SLT to speak to people as necessary regarding violations	Not changed.
19	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	SLT and Site Manager to configure	Dividers positioned on playground and markings elsewhere.	Not changed.
20	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	SLT to instruct staff to consider class layout to encourage more SD where appropriate (eg not in EY)	SLT to monitor cleaning and class layout..	Bursar monitoring with Site Manager
21	No regular breaks for handwashing during the school day.	Instruct pupils and staff to follow procedural plan.		Not changed.
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	SLT to assess what is needed and implement. Assesment carried out 28/05.		Outside taps and sink added at playground.
23	Hygiene stations not stocked, checked and cleaned regularly.	Site Manager to monitor		Not changed.

24	Unnecessary items not removed from classrooms and other learning environments.	Site Manager to prepare areas	Teachers to report additional items to be removed to Site Manager. Teachers to remove items themselves.	Complete 1/6/20
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Soft items removed from classes		Completed 22/5/20
26	Break times, drop-off and collection times not sufficiently well staggered.	New operational plan put in place and shared with staff over holidays.	Important to review at end of 1 st full week.	2/9/20 New TT in place Review completed September 2020
27	Hazards and risks of providing after school clubs not understood.	After school club provision limited to Windlefun initially. No extra-curricular clubs.	Sep to October 2020 no after school clubs No external pool bookings until after 12/4/21 if govt go ahead with Step 2. Sep 2020 only Windlefun	Not changed.
28	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	School requesting full information from Parents/carers and Staff		4/9/20 requested updated medical info from parents Information for new pupils obtained on registration.
29	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	Staff to monitor pupils and invited to speak to a member of SLT or colleague if they have concerns about their own mental health and well-being.	Appropriate sources of support have been identified and can be contacted. Details have been circulated to all staff regarding free counselling that is available. INSET on Wellbeing for staff and pupils run on 16 th Nov.	2/9/20 reminder to staff Further training offered 16 th Nov.
	Infection from children crossing bubbles	In accordance with government guidelines, opportunities for children	SLT to constantly monitor operation.	

		crossing bubbles is discouraged and limited to necessary after school care where very strict hygiene routines and SD guidance will be enforced.	Simplified operational plan issued 4 th Jan with reminders about bubble protection.	
	Infection from teachers crossing bubbles	Teachers crossing bubbles is generally discouraged. Exceptions are made in line with government guidelines and only as necessary to facilitate specialist teaching. In all cases, SD between children and adults is strongly encouraged. The specific guidance will be shared in the operational plan.	SLT to constantly monitor operation & to keep staff informed of guidelines.	

D. Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Updates with Date
1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	SLT following Govt guidelines.	Continual review of changes to advice and information from Govt	29/8/20 Latest Govt advice followed. Latest updates studied: 30 th Dec. 2020
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Posters on display around school	Children trained on this	4/9/20 Train children
3	No / insufficient staff supervising / supporting normal medical staff	Supervision timetable designed to provide more than sufficient supervision, thus allowing for potential occasional absence.		Not changed
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, normal medical issues.	Small number of children. Minimum of 1 SLT staff always available on site.		Not changed

5	Insufficient First Aid trained personnel (ratio) for pupils in School	Minimum of 2 Level 3 first Aiders on site at all times. Paediatric first aider to be available whenever possible.		Not changed
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	New thermometer gun training for all staff on opening		2/9/20 INSET training
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	First Aid policy reviewed and updated	First Aid Co-ordinator to update Policy	Checked by Bursar 2/9/20
8	Medical room(s) not properly equipped.	Medical room relocated to enable isolation.	Equipped according to First Policy and checked regularly by First Aid coordinator.	To be checked by Bursar 2/9/20 Checked again 4 th January 2021.
9	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, use, care and disposal arrangements.	Reference to Govt guidance	Provide disposable gloves aprons masks and eye protection for staff caring for someone with symptoms stored in staff room	To be checked by Bursar 2/9/20 Checked again 4 th January 21. Staff also encouraged to use face shields and gloves in class.
10	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Clear communication to staff and parents: don't attend or send your child in if they are ill or during period of mandatory self-isolation.		29/8/20 Parents and staff reminded to review RA Reminded again week beginning 4 th Jan 21.
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed.	Specific EY RA.		
12	School unaware of any staff and pupil pre-existing medical conditions.	School compiles list of vulnerable pupils and staff and regularly updates as concerns are identified.	List updated 2/9/20.	Regularly updated with new enrolments.

13	Insufficient information on which staff or pupil(s) have had contact with anyone who subsequently tested positive or with someone who is suspected of having COVID-19	Parents notified of their obligations to notify the School as in F below.	Separate confidential database kept available to SLT to track all possible cases/exposures.	29/8/20 Parents and staff reminded to review RA
14	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath, loss of taste). Require anyone who has experienced symptoms to take test as described in Appendix A.	Keep accurate confidential records in Office/ on Engage. Notify to Public Health England as required	Notify appropriate group eg bubble, all parents, admin staff etc as advised by PHE.	Not changed
15	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	Staff asked individually by SLT. Families asked to report on this.	List maintained	Updated for new staff.
16	Insufficient proof of shielding and individual conditions?	Bursar holds list of staff medical conditions. Pupil medical records are on Engage to inform response if there is a medical incident		
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Relocated Medical room provided for this.		27/8/20 Medical room checked Checked regularly by bursar – again 4 th Jan.
18	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Temperature gun provided to enable SD temperature testing	Any records to be kept with regard to GDPR compliance	27/8/20 no testing needed as yet Not changed.
19	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Maintain Fire Regulations as per published procedure – staff and Site Manager to check areas.		2/9/20 reminder INSET Updated and shared November 20.
20	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	All staff to be vigilant and speak to colleagues if breaches are noticed.		Updated Jan '21

		Procedural plan to specify hygiene and cleaning requirements.		
21	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Bursar to manage this.	Contractors to be briefed by telephone before they attend. To be asked to attend when School empty when possible. If not then accompanied by Site Manger to ensure SD.	2/9/20 Site Manager to be briefed
22	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	PPE to be available in Staff room.	Lead First Aiders briefed on safe procedures	Not changed
	Staff attending school may be asymptomatic Covid carriers.	Lateral Flow tests issued to staff attending school and in regular contact with colleagues or pupils.	SLT to oversee that tests are being conducted as per schedule and that actions are followed up as per requirements. See Appendix B below.	28.01.21

E. Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Updates with Date
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Site Manager check heating all functioning	All checked/OK	
2	Insufficient gas supply, venting and valves?	Site Manager check	All checked/OK	
3	Ventilation and extraction systems not checked.	In Pool only – See separate Pool RA	Pool checked by Engineers August	
4	Electrical tests not up-to-date including emergency lighting and PAT	Check all dates	All up to date	5 year electrical tests completed 29/5/20 PAT testing completed July 2020
5	Water testing for temperature, flow and legionella not in date for test.	Site Manager tests and flows supplies through weekly	All up to date	3/9/20
6	Water supply not tested for legionella on re-opening facilities.	Pool to be tested a week before re-opening	Tested 17/8/20	

7	Swimming Pool not secure or inspected regularly.	Pool tested at regular intervals and kept locked when not in use	See separate Pool RA	
8	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	See separate Pool RA		
9	Fire alarm panel, system and extinguishers not in date and not serviced.	Servicing up to date		Serviced Aug 2020
10	Dining rules not properly considered, inadequate or safe.	Pupils to eat in bubbles in their own section of the hall. Wiping down procedures required before/after set out in operational plan to be shared on INSET day. Staggered timetable shared.	New catering arrangements - Pupils will sit with pupils within their bubble. Pupils will collect school dinners from the severy. All pupils will sanitise their hands before. Food will be served by kitchen staff wearing masks and gloves. Children will collect own cutlery. Queues will be contained in bubbles and separated from other bubbles.	Procedures in hall under constant revision.
11	Insufficient drinking supplies and hydration available	Children use own water bottles. New water fountains installed in playground.	Refill at taps available as usual.	No change
12	Suspended services not re-set.	All services reinstated by Bursar	Cleaning and refuse	Deep Cleaning undertaken 24-28
13	Approach not agreed to any scheduled or ongoing building works	Building work is in separate area. No access to School where children/staff are present	Contractors have their own CV19 regulations and Risk Assessment	Building works complete
14	Suppliers not following appropriate SD and hygiene measures	No contact with children or part of school occupied by staff and children	Contractors briefed on entry. If found to be ignoring guidance, they will be reported to SLT.	
15	Waste procedures not reviewed or sufficient.	Bursar/Site Manager monitoring waste.	Staff to take home all lunch packaging as much as possible. Recycling of milk bottles to continue as normal. Any waste in school is placed in covered bins where possible.	Jan 21 No change
16	Pest control services not recorded, deficiencies not identified or actioned.	No current problems- Site check by Site Manager		

F – Possible Scenarios (Parents to Read)

Event	Action
Pupil shows symptoms at gate	<ul style="list-style-type: none"> No entry to school and required to take test (either ordered as a home test or organised via NHS). Symptomatic pupil isolates for 10 days and pupil sibling/other members of household for 10 days as per gov guidelines unless they test negative. Parents should arrange for a PCR test immediately. If you obtain a positive LFD test result, please confirm with a PCR test.* https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection If someone tests positive, they should follow the 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.
Symptoms show in pupil while at school	<ul style="list-style-type: none"> Child taken to sick room by designated staff member with PPE Parent called to collect pupil and take home and required to take test (either ordered as a home test or organised via NHS). Symptomatic pupil SI (Self Isolates) for 10 days and pupil sibling/other members of household for 10 as per gov guidelines. If symptoms subside (other than cough or anosmia) or they test negative, they may return. If symptoms do not subside but they test negative they must continue SI for 10 days. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ The School is not required to notify parents/carers of bubble children of a child with symptoms If someone tests positive, they should follow the 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.
Symptoms show in staff member while at school	<ul style="list-style-type: none"> Staff member sent home and required to take test (either ordered as a home test or organised via NHS). If test positive the rest of bubble then required to SI for 10 days. If member of staff has crossed several bubbles due to the nature of their work (eg French Teacher) guidance will be sought from PHE. If someone tests positive, they should follow the 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.
Symptoms show in pupils at home	<ul style="list-style-type: none"> Parent to notify school and pupil stays home and required to test Symptomatic pupil SI for 10 days and pupil sibling/other members of household for 10 as per gov guidelines unless the pupil tests negative The School is not required to notify parents/carers of bubble children of a child with symptoms. If someone tests positive, they should follow the 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.
Symptoms in pupil's household but not in pupil	<ul style="list-style-type: none"> Parents notify school. Pupil must SI for 10 days unless a negative test in symptomatic householder. If pupil develops symptoms, they must begin self isolation from the day they started to display symptoms. This guidance applies to members of the child's support bubble, not just their household members.

Test positive of pupil	<ul style="list-style-type: none"> • Parents notify school • Pupil does not come to school for 10 days from date of test • All members of bubble including the teachers and Teaching Assistants must SI for 10 days. Or anyone who has had 'close contact' See definition below. • Household members of bubble sent home do not need to SI. • PHE consulted about other possible people who may need to SI. • If someone tests positive, they should follow the 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.
Test positive of member of household	<ul style="list-style-type: none"> • Parents notify school • Pupil does not come to school • Household SI for 10 days or anyone who has had 'close contact' See definition below. • PHE consulted about other possible people who may need to SI.
Test positive of staff	<ul style="list-style-type: none"> • Staff member does not come to school • All members of bubble SI for 10 days or anyone who has had 'close contact' See definition below. • Household members of bubble sent home do not need to SI. • PHE consulted about other possible people who may need to SI. • If someone tests positive, they should follow the 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.
Pupil has returned from overseas travel	<ul style="list-style-type: none"> • All persons returning from a country outside the UK must quarantine for 10 days. • Depending on the country they are returning from, the pupil must either quarantine at home or at a managed quarantine hotel, if returning from a country on the Red List. • See government guidance for further details: https://www.gov.uk/uk-border-control
Parent has returned from overseas travel	<ul style="list-style-type: none"> • All persons returning from a country outside the UK must quarantine for 10 days. • Depending on the country they are returning from, the pupil must either quarantine at home or at a managed quarantine hotel, if returning from a country on the Red List. • See government guidance for further details: https://www.gov.uk/uk-border-control
Close Contact definition	<ul style="list-style-type: none"> • 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 or been within 1 metre for 1 minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
--	--

* Tests for COVID-19

Two types of test are currently being used to detect if someone has COVID-19:

- Polymerase Chain Reaction (PCR) tests
- Lateral Flow Device (LFD) tests

PCR tests detect the RNA (ribonucleic acid, the genetic material) of a virus. PCR tests are the most reliable COVID-19 tests. It takes some time to get the results because they are usually processed in a laboratory.

LFD tests detect proteins in the coronavirus and work in a similar way to a pregnancy test. They are simple and quick to use. LFD tests are not as accurate as PCR tests and are mainly used in people who do not have symptoms of COVID-19. Anyone who has a positive LFD test should have a PCR test to confirm the result within 48 hours.

Appendix A – Easy Guide on Actions to take if a pupil develops Covid 19 Symptoms

What to do if a pupil or staff member develops symptoms

Anyone with symptoms should inform the school as soon as is possible; or if at school they should be sent home.

Symptoms include one or more of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

More detail is available online: <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

The individual should be tested for COVID-19; this can be arranged online: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

They should consider alerting the people with whom they had close contact with in the last 48 hours to let them know they have symptoms of COVID-19.

What to do following a positive test

If the individual tests negative they can return to school. However, in the event of positive test result, they must self isolate at home for 10 days and follow the guidance available online: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The individual will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts. Other individuals may also need to self-isolate for 10 days; in most cases this will include the rest of their class or group, however, PHE will support the school to identify those close contacts who will need to be advised to self-isolate and any further testing required.

If the School is told that a pupil or staff member has tested positive for COVID-19, a member of SLT will call:

Public Health England, South East Health Protection Team: 0344 225 3861

Appendix B

On the 27th January, the anticipated staff testing kits arrived at school. SLT agreed on the following procedures for their roll-out, which was actioned on the 28th:

All staff attending school and who have regular contact with colleagues and or children are now encouraged to test twice per week. The government guidance makes it clear that this is not be a mandatory requirement.

Staff identified as needing the test were written to individually and informed about the testing programme. They were strongly encouraged to participate and share their results with SLT so that we know they are testing regularly. They were informed that a positive result must be communicated but a negative one did not necessarily have to be. They were also informed that all test results must be communicated to the NHS Track and Trace programme.

A positive result results in the bubble associated to that adult being isolated and the adult immediately booking a PCR test (polymerase chain reaction) which is deemed to be more accurate. If the PCR test subsequently produces a negative result, the adult and all members of the bubble may cease to isolate. If it produces a positive result, they must continue their isolation for 10 days from the days that the first LFT was conducted.