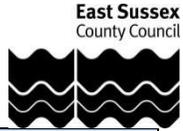


RISK ASSESSMENT FORM



Workplace	Uckfield College	Likelihood (L)	X	Severity (S)
Department		Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Caroline Tucker	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area		Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	School re-opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	March 2021	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity		Low = 1-8	Medium = 9-14	High = 15-25

This risk assessment is based on a model document created by East Sussex that was updated on **24th February 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 pupils (HSE would expect all employers with over 50 staff to do so).

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

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
			L	S	R		L	S	R

1.	<p>Potential transmission to clinically vulnerable staff and pupils</p> <p>Guidance is available in the Schools coronavirus (COVID-19) operational guidance</p>	All members of school community	<p>1a. Pupils:</p> <p>School attendance will be mandatory for all pupils from 8 March.</p> <p>Communicate with parents of clinically vulnerable pupils to inform them:</p> <p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until at least 31 March 2021. They are advised not to attend school while shielding advice applies nationally. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.</p> <p>Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> Request parents discuss their child's care needs with their health professional to ensure appropriate risk controls. Further advice is available from the Royal College of Pediatrics and Child Health. Ensure these pupils have the support they need to ensure they are able to access remote learning <p>1b. Staff:</p> <ul style="list-style-type: none"> The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures. Governors and leaders to pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process 	3	3	9				
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			<ul style="list-style-type: none"> ● Review systems to support the well-being of staff who may be anxious. Information about the extra mental health support for pupils and teachers is available. <u>A Wellbeing for Education Return programme is available for schools.</u> ● Supply teachers and other temporary or peripatetic teachers Schools coronavirus (COVID-19) operational guidance (can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible. ● Uckfield College has in place an effective arrangement with an alternative provider (not the ESCC proposed supply agency) which has ensured all appropriate checks are in place. ● Volunteers may be used to support the work of the school, as would usually be the case. College to ensure they receive adequate training, guidance and are competent for a Covid-19 environment. ● 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 pupils and staff where possible ● Schools are being strongly encouraged by the DfE to continue to host ITT trainees. ● Individual staff risk assessments (CEV & CV) have been completed if requested using the Covid-19 templates available on the web shop. All staff have been contacted and a database of responses and actions is available. These are owned and reviewed on a regular basis by the College HR Manager ● Clinically Extremely Vulnerable (CEV) staff are advised not to attend the workplace until at least 31 March 2021. 							
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			<ul style="list-style-type: none"> • SLT will talk to staff that fall in this group about how they will be supported, including to work from home. • CEV individuals should continue to shield even after they have been vaccinated. • 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 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 • <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u> • Clinically vulnerable staff (CV) 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. • 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 revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: https://www.bameednetwork.com/ • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace 							
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			<ul style="list-style-type: none"> Where it is appropriate to do so, appropriate PPE should be worn 						
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	<p>Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</p> <p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <ul style="list-style-type: none"> (i) Movement around the School site, (ii) General classroom activities, (iii) Playground activities, (iv) Play equipment (v) Educational Visits <p>DFE advises against educational visits at this time. The government are currently reviewing the possibility of outdoor education so this may change.</p> <p><i>All overseas visits are prohibited as are residential visits until Easter 2021 when a review will be carried out.</i></p> <ul style="list-style-type: none"> Schools should continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school to help support the children of critical workers. <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. So, schools should ensure they work with providers to consider how they can operate within their wider</p>	3	3	9			

protective measures and should also have regard to any other relevant government guidance.

Refer to the relevant guidance for those who run community activities, holiday clubs, after-school clubs etc as much of this will be useful in planning extra-curricular provision.

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.

Where possible it is recommended that activities take place outside, where this is not possible inside spaces should be kept ventilated.

Providers are advised to keep children in small groups with the same children each time whenever possible.

Providers should work with parents, schools or settings to ensure that, as far as possible, children are kept in a group with other children from the same bubble they are in during the school day. Where it is not possible to keep children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups and frequently review these groups to minimise the amount of 'mixing'.

Face Coverings

- Follow the [Schools coronavirus \(COVID-19\) operational guidance](#) and [Face coverings in education](#) guidance

In secondary schools, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. In addition, face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would

		<p>impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <ul style="list-style-type: none"> • When restrictions are in place, the school will communicate regularly, quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances. • The College has a contingency supply of surgical grade masks and washable masks available and a process in place for managing their use which is clearly communicated. • <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> <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 pupils we are moving</p>							
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to a home testing model (for pupils, following the first 3 onsite tests).
 Home test kits will be available for all staff who need to complete a test on the evening prior to returning to school and then twice weekly
 Once pupils have been tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.

Pupils testing will take place at a on-site ATS from 8 March. Testing and return of pupils will be phased during the first week to manage the number of pupils passing through the test site at any one time. There will be 3 tests, 3 to 5 days apart.

Pupils should return to face-to-face education following their first negative test result.

Individuals with a positive LFD test result will need to self-isolate in line with the [guidance for households with possible coronavirus infection](#).

For the home testing, supply pupils and staff in secondary schools with LFD test kits to self swab and test themselves twice a week at home..

2a – Pupils

- The overarching principle to apply is reducing the number of contacts between pupils and staff. This will be achieved by year group bubbles and through maintaining distance between individuals.
- Review the NHS [guidance on hand cleaning](#) Staff **MUST** ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times:
 - arrival to school
 - returning from breaktime
 - before & after eating
 - when they change rooms
- Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. *(this will not be possible for younger children*

			<p><i>and those with complex needs</i>). Contact between groups should be avoided.</p> <ul style="list-style-type: none"> • The school will support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste. • Pupils will be reminded regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately. • Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance in Schools coronavirus (COVID-19) operational guidance and Safe working in education, childcare and childrens social care • Toilets will be cleaned regularly • Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE review of the impact of Covid-19 on BAME groups • Hygiene measures will be communicated. The uniform policy will be maintained. • Pastoral support will be available for pupils (parents/carers and staff) who feel anxious • Appropriate support will be made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE schools coronavirus (COVID-19)operational guidance and the EEF guidance on making the best use of teaching assistants • Groups should be kept apart, meaning that schools should avoid gatherings such as assemblies or collective worship with more than one bubble. <p>2b – Staff</p> <ul style="list-style-type: none"> • School Timetable will resume after small group assemblies, schools coronavirus (COVID-19) operational guidance • See 2a for reference to wearing face coverings. • There is a protocol in place for the eventuality of a student who needs to self-isolate 						
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			<ul style="list-style-type: none"> ● For individual students shielding or self-isolating the PaL will contact all staff asap and request remote learning to be set ● Exams – see separate Protocols document and additional information emailed to staff. ● 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 pupils and other staff as much as they can, ideally 2 metres from other adults and pupils where possible. ● Staff are aware of DFE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone. ● Reinforcing learning and practice of good hygiene habits ● Review the NHS <u>guidance on hand cleaning</u> – see <i>section for pupils above</i> ● For sports lessons, we will ensure pupils are in consistent groups, that sports equipment is thoroughly cleaned between each use by different individual groups. ● Indoor PE lessons indoors will be minimised outdoor activities and sports will be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows. ● The <i>'recreational team sport framework'</i> must be followed. Competitions against other schools, such as fixtures, are prohibited. ● There are specifics about <u>swimming, and changing rooms</u>, hand sanitising and PPE ● Use of staff rooms will be minimised, although staff must still have a break of a reasonable length during the day ● Ongoing leadership support for any emerging anxiety and/or wellbeing issues 							
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2c – Buildings and resources

- Ensure 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 Legionella risks during the coronavirus outbreak.
- Classrooms and other areas are deep cleaned.
- Classrooms and other learning environments organised to maintain space between seats and desks where possible.
- Systems in place to reduce congestion in corridors and access via external doors where possible e.g. one-way systems.
- Furniture arranged to allow for seating pupils side by side and facing forwards where possible.
- 2m teaching zones created (where appropriate) at the front of the classroom.
- Halls, dining areas and internal and external sports facilities used for lunch and exercise in line with latest guidance

Kitchens comply with the guidance for food businesses on coronavirus (COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals.

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 Schools coronavirus (COVID-19) operational guidance should be used as appropriate to avoid build-up of viral load.

- Follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic and Chartered Institute of Building Services Engineers’ guidance on emerging from lockdown

		<ul style="list-style-type: none"> • Sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, hand sanitiser will be provided • Thorough cleaning of rooms and equipment at the end of each day and between use by different groups <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"> • clean it before it is moved between bubbles • allow them to be left unused for a period of 48 hours (72 hours for plastics) <ul style="list-style-type: none"> • 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. Pupils 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. • Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their 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. • Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</p> <p>PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Uckfield will work through them, adopting measures to the fullest</p>							
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			<p>extent possible. schools coronavirus (COVID-19) operational guidance</p> <ul style="list-style-type: none"> Engage children in education resources such as e-bug and PHE schools resources Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance. Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Offices are adapted to enable social distancing for teaching, admin and support staff where possible. Stagger use of staff rooms and offices. 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 						
3.	<p>Site Safety risks</p> <ul style="list-style-type: none"> Fire procedures Lockdown Movement for lunch / transitions Toilets Security including risk of theft Data breaches 	All members of the school community	<ul style="list-style-type: none"> SLT lead identified Continue taking the attendance register and following up any absences in line with statutory guidance. School to follow risk assessments for premises and accessing outside equipment and areas. Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Share updated fire evacuation information with all staff during daily briefing. Share updated fire evacuation information with children 	2	3	6			

			<ul style="list-style-type: none"> Follow revised lunch and break rotas to ensure safe movement around school High expectations of how children move around school upheld by all members of staff Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. Arrange revised fire evacuation drills / lockdown drills regularly Reconsider e-safety policies and procedures in light of lessons learned during home learning 						
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress and Movement around the school site.</i></p> <ul style="list-style-type: none"> Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use) Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). SLT & Staff rota supervise the drop off and collection of pupils and any issues are addressed. 	2	3	6			
5.	Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision)	Pupils	<p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none"> 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. 	3	3	9			

	<p>provision) or wider public transport</p> <p>The schools coronavirus (COVID-19) operational guidance details the framework for transporting pupils to and from schools</p>		<ul style="list-style-type: none"> • Liaise with the transport hub regarding transport arrangements. They will liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedures. mainstream-transport.cts@eastsussex.gov.uk • Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). <p>Wider public transport</p> <ul style="list-style-type: none"> • Communicate to parents that children 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 children, young people and staff need to use public transport, they should follow the safer travel guidance • Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible • Consider using ‘walking buses’ or working with their local authority to promote safe cycling routes. • Refer any families using public transport to the safer travel guidance for passengers. • Children 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. See updated transport guidance 							
6.	<p>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</p>	<p>All members of the school community</p>	<p>Face coverings:</p> <ul style="list-style-type: none"> • See section 2 of this risk assessment, in addition: • All visitors to College will be required to wear a Face Covering/Mask, see Visitor Protocols. 	2	3	6				

			<ul style="list-style-type: none"> • Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements • Contractors aware of any changes to school day – e.g. staggered lunchtimes and the local control measures in place. • Minimise any visitors to the school and clear messages shared about social distancing procedures for adults. Ensure record are kept of all visitors; names, dates, and contact details. • Ensure that the school engages with local immunisation services and programmes as normal • Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible • Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school • Isolate and send children and staff home immediately if they display symptoms • Limit where possible supply teachers, peripatetic teachers and/or other temporary staff. • Approach to interviews, with alternative options to face to face interviews offered where possible. • Ensure reception layout is compliant with social distancing guidance e.g. screens, barriers etc. <p>Ensure the DfE guidance for Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is followed.</p>						
7.	Risk that contamination exists within the school environment due	All members of the school community	<ul style="list-style-type: none"> • Site staff follow schools coronavirus (COVID-19) operational guidance and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed when there is a suspected or confirmed case 	3	3	9			

	to ineffective hygiene measures.		<ul style="list-style-type: none"> • With all pupils in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day. • Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. • Equipment such as books and games, are regularly cleaned along with all touched surfaces. • Any books that go between home and school are quarantined for 72 hours • 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). • Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers. • All handwashing sinks, soap dispensers, hand gel etc are checked 2 times a day to ensure stock levels are adequate • Inspect daily to ensure good/effective hygiene levels • Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance 						
8.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are	All members of the school community	Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team . (see contact details on the first page of this document)	2	3	6			

	<p>showing signs of having the virus (a new, continuous cough or a high temperature)</p>		<ul style="list-style-type: none"> ● Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: book a test, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance ● 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 guidance for households with possible or confirmed coronavirus (COVID-19) infection, 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). ● 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. ● Arrange for deep clean of medical room and other facilities as necessary before they are used again. The updated cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn. <p>Revise plans and PPE supplies in the light of experience or any updated guidance.</p> <ul style="list-style-type: none"> ● Revise plans and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by: <ul style="list-style-type: none"> ○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. ○ staff caring for pupils with routine intimate care needs that involve the use of PPE 							
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			<p>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p> <ul style="list-style-type: none"> • 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. • Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.' • For schools that purchase the HR Advisory Service, further information can be accessed here or through their designated HR Consultant https://www.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return • 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. • Schools need to take swift action when they become aware that someone who has attended has tested positive for Covid-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service 						
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			<p>Authority and can be reached calling the DFE Helpline on 0800 046 8687 and selecting option 1.</p> <ul style="list-style-type: none"> • PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff. • In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others <p>Call Surrey & Sussex Health Protection Team (HPT) on 0344 225 3861 (0844 967 0069 out of hours) if:</p> <ul style="list-style-type: none"> • 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 • 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 • 3 (or more) bubbles within your school/setting contain at least one confirmed case 						
9.	Contingency planning	All pupils and staff	<ul style="list-style-type: none"> • Ensure that contingency plans are in place, being reviewed and updated 	3	3	9			
10	Misc	All	<p>a) Awareness of spikes in infection rates in the locality and/or local outbreak.</p> <p>b) Review of this risk assessment, updated copies to go on website, out in communication to parents, staff and governors.</p> <p>c) Review Risk Assessment against Dfe H&S Guidelines.</p> <p>Continue routine updates to the school's staffing audit as situations may change.</p> <p>Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider.</p>						

