

RISK ASSESSMENT FORM

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| Workplace | Ratton School | Likelihood (L) | X | Severity (S) |
| Department | Whole School | Almost Impossible | 1 | Insignificant (minor injury, no time off) |
| Risk Assessor | T Comfort & N Trubshaw | Unlikely | 2 | Minor (injury and up to 7 days off) |
| Room/Area | Whole School | Possible | 3 | Moderate (injury causing more than 7 days off) |
| Activity/Task | Full reopening of school in March 2021 | Likely | 4 | Major (death or serious injury) |
| Date | 24th February 2021 | Almost Certain | 5 | Catastrophic (multiple deaths) |
| Benefit of activity | Safe re-opening and safe operation of the school for students and staff | Low = 1-8 | Medium = 9-14 | High = 15-25 |

This document 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.

Ratton has remained open since 23rd March 2020 to keyworker and vulnerable children. Following this, on 15th June the school reopened for Year 10 students in the phased reopening and then the full reopening in September 2020 and beyond. This document now supports the full reopening of the school for all students on 8th March 2021.

This document has been compiled in support of the following Ratton documents:

- Updated Planning document for full reopening for Ratton
- School Zone area map
- Contingency Plan 2020 – 2021
- Wet Weather Plans
- Useful government referral links detailed throughout risk assessment
- The risk assessment will be reviewed continually in light of school circumstances and to take into account any future changes in Government, Local Authority or Health Service advice/updates.

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

| What are the significant, foreseeable, hazards? (the dangers that can cause harm) | | Who is at Risk? | Current control measures (What is already in place/done) | Risk Rating | | | What additional control measures can be put in place to reduce the risk further? | Revised Risk Rating | | |
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| | | | | L | S | R | | L | S | R |
| 1. | <p>Potential transmission to clinically vulnerable staff and students</p> <p>Guidance is available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf</p> | All members of the school community | <p>1a – Students:</p> <ul style="list-style-type: none"> School will re-open for all children and young people on 8th March following the 3rd national lockdown Upon return to school all students and staff will be offered 3 lateral flow COVID-19 tests during the 2 weeks, following their return to school, in order to help reduce chains of transmission from asymptomatic individuals. Following this students and staff will be supplied with 2 lateral flow test kits per week for use at home Being at school is vital for children’s education and for their wellbeing. For the vast majority of children, the benefits of being back in the classroom far outweigh the low risk from coronavirus (COVID-19) and schools can take action to reduce risks still further. | 2 | 3 | 6 | <p>1a. Students:</p> <p>Communicate with parents of clinically vulnerable and shielding students to inform them:</p> <ul style="list-style-type: none"> 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 <p>Students 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 Paediatrics and Child Health Arrange provision for any student who is unable to attend school because they are complying with | 2 | 3 | 6 |

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| | | | <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 should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process • Review systems to support the wellbeing of staff who may be anxious. Information about the extra mental health support for students and teachers is available. The government has just launched the Wellbeing for Education Return programme. • Supply teachers and other temporary or peripatetic teachers can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible. | | | <p>clinical and/or public health advice to be able to access to remote education</p> <p>school's coronavirus operational guidance</p> <p>1b. Staff:</p> <p>Conduct individual staff risk assessments for COVID-19 in line with the latest guidance.</p> <ul style="list-style-type: none"> • Clinically Extremely Vulnerable (CEV) employees should work from home during the period of national restrictions, and schools should consider what arrangements could be made for the teacher to deliver lessons virtually from home, where possible, with support staff supporting children in the classroom. Individuals have been advised that they should continue to shield even if they have been vaccinated until they are notified otherwise • 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, | | |
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| | | | <ul style="list-style-type: none"> • The DfE recommend that schools make use of the Deal for schools: hiring supply teachers and agency workers • Volunteers may be used to support the work of the school, as would usually be the case. • Leaders should give consideration to any use of volunteers. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from students and staff where possible • Schools are being strongly encouraged by the DfE to continue to host ITT trainees. Risk assessments should be conducted as they are for staff | | | <p>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.</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <ul style="list-style-type: none"> • Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission • Consider staff who may otherwise be at increased risk from COVID-19. | | |
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| | | | | | | | <p>COVID-19: review of disparities in risks and outcomes report.</p> <p>Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process.</p> <p>https://www.bameednetwork.com/resources</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Where it is appropriate to do so, appropriate PPE should be worn | | | |
| 2. | Risk of ongoing contamination from students 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>DFE advises against educational visits at this time.</i></p> <p><i>All overseas visits are prohibited as are residential visits until Easter 2021 when a review will be carried out.</i></p> <p>vi) 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> <p>Schools may also continue to open up or hire out their premises for use by external wraparound childcare</p> | 2 | 3 | 6 | <p>Rapid testing in school with the lateral flow test will continue for 2 weeks. The school aims to test all staff and students, where consent has been given, on 3 occasions during this time to reduce the risk of asymptomatic individuals passing on the virus. The test centre has been set up in the school, following NHS guidelines. Following the closure of the main test-site all students and staff will receive 2 tests per week to continue testing from home. There will be an alternative provision setup for testing of individuals that cannot test at home for any reason and for the registering and distribution of test kits. If an individual tests positive</p> | 2 | 2 | 4 |

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| | | | <p>providers, such as after-school or holiday clubs, that offer provision to children of critical workers and/ or vulnerable children. This includes for February half term for children of critical workers and/or vulnerable children. In doing so, schools should ensure they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance.</p> <p><i>Refer to the relevant guidance for those who run community activities, holiday clubs, after-school clubs etc as much of this will be useful in planning extra-curricular provision.</i></p> <p><i>Providers should ensure they have a risk assessment in place outlining the protective measures in place for the activity. The venue should have a risk assessment for the environment. These measures should be accessible to parent/carers.</i></p> <p><i>Where possible it is recommended that activities take place outside, where this is not possible inside spaces should be kept ventilated.</i></p> <p><i>Providers are advised to keep children in small groups with the same children each time whenever possible.</i></p> <p><i>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</i></p> | | | <p>for the virus, they will be sent home to isolate, the school will follow the usual reporting procedures as per guidance.</p> <ul style="list-style-type: none"> • Lateral flow testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school or college in person, although participation in testing is strongly encouraged • Separate risk assessments are in place for the testing facility and work alongside this full risk assessment <p>Review local provision in line with national restrictions in place from 8th March (<i>There will be no trips or clubs at present</i>)</p> <p>Continue to follow government guidance once national restrictions are lifted</p> <ul style="list-style-type: none"> • In settings where students in Year 7 and above are educated, face coverings should be worn by adults and students in all internal areas of the school including during lessons where social distancing cannot easily be maintained. Exceptions can be made where facemasks will impede learning or during lessons such as PE. This | | |
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| | | <p><i>same bubbles as they are in during the school day, you should seek to keep children in consistent groups and frequently review these groups to minimise the amount of 'mixing'.</i></p> <p><i>Records of attendance including staff should be held for a minimum of 21 days</i></p> <p>Face Coverings</p> <ul style="list-style-type: none"> • Follow the school's coronavirus operational guidance and Face coverings in education guidance • When restrictions are in place, schools and colleges will need to communicate quickly and clearly to staff, parents, students and learners that the new arrangements require the use of face coverings in certain circumstances. • Communication has gone out to all staff and students. All students to wear masks in all lessons at school, except where wearing masks will impede learning or during PE. Students with an exemption from wearing masks will of course not be affected by this decision and will continue not to wear a mask in lessons. Face coverings will also be worn in all corridors and internal communal areas by all except those with an exemption. Recent guidance has advised against the use of face shields or visors as an alternative to face coverings due to the ineffectiveness in reducing aerosol transmission | | | | <p>does not apply to younger children in primary schools and in early years settings.</p> | | | |
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| | | <ul style="list-style-type: none"> Schools should have a small contingency supply available Schools should have a process for managing face coverings in school that is clearly communicated 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 <p>2a – Students</p> <ul style="list-style-type: none"> Create and staff your teaching groups in line with guidance keeping group sizes small where possible Review the NHS guidance on hand cleaning Staff MUST ensure that students engage in regular handwashing for 20 seconds with soap and water at least at the following times (can be much more) In respect of water for hand washing it is more about correct technique and soap than the temperature: <ul style="list-style-type: none"> Arrival to school Before & after breaktime Before & after lunchtime Before and after outdoor games or activities when they change rooms After using the toilet facilities Older students should be supported to maintain distance and understand not | | | <p>2a – Students</p> <ul style="list-style-type: none"> Ensure any staff or students who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on safe working in education, childcare and children’s social care 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 Communication re hygiene measures recommended to | | | |
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| | | | <p>to touch staff and their peers where possible. <i>(this will not be possible for younger children and those with complex needs)</i>. Contact between groups should be avoided.</p> <ul style="list-style-type: none"> • Leaders MUST ensure that school has enough tissues and bins available to support students and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste. • Remind students regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately. • Coordinate pastoral support for students (parents/carers and staff) who feel anxious returning to school after being isolated for some time • Ensure appropriate support is made available for students with SEND by deploying support staff and accommodating visiting specialists in line with the DfE school's coronavirus operational guidance and the EEF guidance on making the best use of teaching assistants • Leaders have already produced individual risk assessments for students with EHC plans attending school, these may need amending • Groups should be kept apart, meaning that schools should avoid gatherings such as assemblies or collective worship with more than one group • Students should have their own pencil cases and equipment. | | | <p>change out of school clothes after school and students need clean clothes each day</p> <ul style="list-style-type: none"> • Toilets will be cleaned regularly and students encouraged to clean their hands thoroughly. Different groups being allocated their own toilet blocks could be considered but this is not a requirement if the site does not allow for it • Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for students and teachers is available. Consider additional support for students, parents and staff impacted by latest PHE reports on impact upon different groups • School is supplying every student with a folder, lined paper and dividers which remains with them for all lessons and taking home | | | |
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| | | | <ul style="list-style-type: none"> • Posters about hygiene and washing arrangements to be displayed in all areas around the school • All rooms being used will be supplied with boxes of face tissues, anti-bacterial spray, hand gel and gloves • All rooms in the school provided with 50L lidded foot pedal bins • Ensure appropriate staff are available on-site to support any of the above concerns and reporting systems in place and also advise staff of appropriate ways to console students to ensure social distancing is adhered to <p>2b – Staff</p> <ul style="list-style-type: none"> • Plan to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the school's coronavirus operational guidance • When staff or students cannot maintain distancing, plan to keep students in the smaller, class-sized groups. • All teachers and other staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults and students where possible • Plan to support students with SEND with any specific help and preparation they may need to adapt for the changes to routine from September | | | <p>2b – Staff</p> <ul style="list-style-type: none"> • Organise appropriately sized groups and encourage social distancing in line with the detailed school's coronavirus operational guidance • Maintain a review of timetables to identify activities that can take place outdoors and reduce movement around the school buildings • PE lessons can continue in consistent groups • For sports lessons, ensure students are in consistent groups, that sports equipment is thoroughly cleaned between each use by different individual groups | | |
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| | | | <ul style="list-style-type: none"> • TAs to walkabout the classroom and support students with the class environment • There might be occasions of sitting next to the students if 1:1 is needed or general support with work is required • All TAs are assigned a year group bubble and do not cross bubbles at all • All TAs are issued with a personal bags with hand gels etc, visor and face masks and these are worn at all times in the classroom environment • If a student is removed from class for 1:1 work in the Haven or 125 – social distancing of 2 m is in place and face mask / visor is worn • Ensure staff understand that from March they can operate across different classes and year groups in order to facilitate the delivery of the school timetable. If moving between classes / year groups they should keep their distance from other staff and students as much as possible (2m from staff) • DFE recommends all students have access to a quality arts education in line with school's coronavirus operational guidance • Ensure 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. • Review the NHS guidance on hand cleaning – see section for students above | | | <ul style="list-style-type: none"> • Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. However, outdoor activities and sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows • The <i>'recreational team sport framework'</i> must be followed. Competitions against other schools, such as fixtures, are prohibited • Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures • There are specifics about swimming, and changing rooms, hand sanitising and PP • Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day | | | |
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| | | | <ul style="list-style-type: none"> • Maintain that students stay in the same groups each day • Plan for break times and lunchtimes. Also plans for movement times around the school so groups do not come into contact • Back of the gym to be cordoned off to ensure group do not mix with other zones • External drinking fountains and ones in Refresh can continue to be used. Staff on duty on arrival of students to ensure water bottles have been filled at that time • Assemblies will not take place but there will be a need to speak with larger than class groups appropriately distanced at short times • Remove unnecessary items from classrooms where there is space to store it elsewhere • Ensure social distancing between students and members of staff to be addressed by markings on the floor • Staff access into school to only be via side doors next to reception • Photocopiers for general use will have wipes for staff to use • Staff advised not to bring own mug and cutlery due to cross-contamination and washing facilities. Staff will use disposables supplied by school | | | <ul style="list-style-type: none"> • Students to be placed in year group zones of their own bubbles to include classes • Students to remain in their zones and designated areas have been assigned for social space • Staff will move to the student's classrooms based on time table needs • Classes to be set up of 28 and where possible desks and chairs will be arranged facing forward. • Teachers in their classrooms will remain at the front of the class to ensure social distance in maintained and where possible barrier tape placed on floor to indicate teacher area • Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times • Consider using notices indicating maximum numbers or the removal of additional chairs in staff room. • Consider creating 2m zone in front of prep area in staff room. One member of staff at any one time in this area | | |
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| | | | <ul style="list-style-type: none"> • Ongoing leadership support for any emerging anxiety and / or wellbeing issues. Staff to be advised of a nominated leader • Communication home should be regular, informative and reduce any concerns / anxieties to parents / carers. This can include school procedures, government updates and any contamination / transmission issues if advised to do so by Public Health England • The risk assessment will be constantly reviewed and updated as necessary when the circumstances change. If something is not in place or not working, considerations of actions need to be immediate | | | <p>Heads of Year have replaced heads of community</p> <ul style="list-style-type: none"> • Year 7 Mrs C Papagna • Year 8 Mrs N Grover • Year 9 Mr G Kingham • Year 10 Mrs C Scott-Smith • Year 11 Mr N Morris <ul style="list-style-type: none"> • School Day <p>AM registration 8.45am</p> <p>Period 1 – 9.05am</p> <p>Period 2 – 10.05am</p> <p>Comfort Break – 11.05am</p> <p>Period 3 – 11.20am</p> <p>Period 4 – 12.20pm</p> <p>Lunch Break (Food) – 13.20</p> <p>Period 5 – 13.45</p> <p>Escort Off site – 14.45 (Staff to go with students)</p> <ul style="list-style-type: none"> • Staff Lunch will be available from 12.20 – 13.45 (this is to fit in with staff time table) • Late gate arrivals at the doors by reception • Duty rotas to be arranged to suit the lesson changeovers and breaktime <ul style="list-style-type: none"> • Zone Areas: <ul style="list-style-type: none"> • Year 7 Red Zone Ingress and Egress – South Playground via Rm 101 Rooms - 101 – 103, 201-206 | | | |
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| | | | | | | | | <p>Rooms – 108, 109, 126, 211 – 215, 220 Social time – North Playground near gym Food Area – Near the gym Hub – Drama HOY Office – <i>Old MP room</i></p> <ul style="list-style-type: none"> • Year 11 Green Zone Ingress and Egress – Gate in North Playground by garage / Twittern Rooms – 127 - 129, 133, 135 -137, 224 & 227 Social time – Back of tennis courts Food Area – Tennis courts Hub – Dining Hall HOY Office – <i>Old MP room</i> • Relocation and Isolation rooms will be put in place • Student leadership/class monitors will assist overseeing the classes during teacher changeover along with Core and other assigned staff. <p>Shared classrooms for year group lessons:</p> <ul style="list-style-type: none"> • 108 – Year 9 & 10 • 118 – Year 9 & 10 • 121 – Year 9 &10 • 226 – Year 10 & 11 <p>Shared facilities for curriculum;</p> | | | |
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- 110a
- 110b
- 111
- 130
- 131
- 132
- 134
- 137a
- Refresh
- Hall and Gyms
- 216
- 217
- 218
- 219
- 221
- 222
- 223
- 225

**For the shared facilities
students will have to cross
zone areas**

- Outdoor social space as above to be only used by those groups at the designated times in their allocated areas
- See also the planning documents for wet weather arrangements
- Review the NHS guidance on hand cleaning e.g., on arrival to school, before & after breaktime, before & after lunchtime, before & after outdoor games or activities

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| | | | <p>2c – Buildings and resources</p> <ul style="list-style-type: none"> • 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 deep cleaned • Engage children in education resources such as e-bug and PHE schools resources • SLT and DSL roles adapted to the ongoing revisions to guidance • Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE | | | <ul style="list-style-type: none"> • Installation of external hand wash stations around the site • Refresh timetable to review and reduce movement around the school building. Zone areas agreed and in place, lessons / pastoral / wellbeing to be delivered • Review the school's first aid risk assessment and follow HSE Guidance. <p>2c – Buildings & resources</p> <ul style="list-style-type: none"> • 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 students side by side and facing forwards where possible. • Unnecessary furniture moved out of classrooms to make more space • Consider creating 2m teaching zones (where appropriate) at the front of the classroom. | | | |
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| | | | <p>guidance on working safely and in school's coronavirus operational guidance</p> <ul style="list-style-type: none"> • Tell students, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Stick to school opening times and encourage staff to go home immediately to reduce risk. • 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 | | | <ul style="list-style-type: none"> • 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 students who want it, including FSM or universal infant free school meals. • To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' in school's coronavirus operational guidance should be used as appropriate to avoid build-up of viral load. (bear in mind fire safety & safeguarding - The holding open of fire doors without the use of approved hold open devices is not permitted). Site team to open all windows prior to the school day commencing, doors within the zone area can be propped open if not deemed a fire door. Doorguards or foot handles to be considered. To continue procedures to 3 times a day, wiping door handles / push door plates. Staff and students' toilets to | | |
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| | | | | | | | <p>be included for 3 times per day</p> <ul style="list-style-type: none">• Where mechanical ventilation systems exist, they should be maintained in accordance with the manufacturers' recommendations• Follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic• Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.• Regular checks undertaken to ensure consumables are in rooms as needed and weekly checks of stock controls to be undertaken• Thorough cleaning of rooms and equipment at the end of each day and between use by different groups. School cleaning team are fully operational and working on-site, after school each day to ensure 1st priority on arrival are the areas being used before <p>https://www.gov.uk/government/publications/actions-</p> | | | |
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| | | | | | | | <p>for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res</p> <ul style="list-style-type: none">• Consider rotating shared equipment to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles• Students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.• For individual and frequently used equipment, it is recommended that staff and students have their own equipment that is not shared• Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to student education and development.• There is now some evidence that additional risk can build from aerosol transmission with | | | |
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| | | | | | | <p>volume and with the combined numbers of individuals within a confined space school's coronavirus operational guidance outlines that students should continue to have access to a quality arts education. As well as careful social distancing, music lesson should take place in small groups outdoors or in large, well ventilated rooms.</p> <ul style="list-style-type: none">• 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.• Students 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> <ul style="list-style-type: none">• PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the | | | |
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| | | | | | | | <p>Covid-19 pandemic. Schools must work through them, adopting measures to the fullest extent possible. school's coronavirus operational guidance</p> <ul style="list-style-type: none"> • Ensure HT, senior leaders and DSLs are appropriately up to date with the DfE school's coronavirus operational guidance • As per government recommendation our risk assessment can be found on our website • Keep risk assessments under regular review in line with government • Provide regular updates for governors. See school's coronavirus operational guidance • Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider. • Offices are adapted to enable social distancing for teaching, admin and support staff where possible. Stagger | | | |
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| | | | | | | | use of staff rooms and offices. | | | |
| | | | | | | | <ul style="list-style-type: none"> Consider travel and parking arrangements for staff in line with social distancing guidelines | | | |
| 3. | Site Safety risks <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"> Core 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 students, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and students must be encouraged to clean their hands thoroughly after using the toilet. Share lockdown procedures with all staff Follow revised lunch and break rotas to ensure safe movement around school Students to seek permission to use toilets to ensure staff know where students are at all times High expectations of how students move around school upheld by all members of staff Continuation of daily flushing of all toilets and water systems will be carried out | 2 | 3 | 6 | <ul style="list-style-type: none"> 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 see school's coronavirus operational guidance Reconsider e-safety policies and procedures in light of lessons learned during home learning Toilets have been allocated to zone areas but can be used by all bubbles / zones as per new guidance Currently school has 2 m social distancing spots, this will remain to encourage students / staff to keep apart but acceptance in areas in areas it may be 1 m plus In depth consideration to be given to the re-opening of the school site for hirers and external agencies, timings have to be in light of government guidelines in respect of group numbers. Systems put in place if re- | 2 | 3 | 6 |

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| | | | <ul style="list-style-type: none"> • Log sheet kept of when sanitisation, flushing processes carried out, date and initialled • Weekly (daily if necessary) meetings will take place with the executive business manager and site team • Weekly site checklists completed • Executive business manager needs to ensure staffing levels for site, cleaning and catering are maintained to ensure the school services continue • Any incidences are logged and evaluated and changes made following the incident • Reviews by site team and executive business manager of site safety in the light of windows and doors being open to aid good ventilation to ensure lockdown at the end of the day • Share updated fire evacuation information with all staff from all schools during daily briefing - Core team will arrange the revised fire evacuation drills / lockdown drills regularly and recorded when taken place. During full reopening aim to have a fire drill for the groups by the 3rd week • Share updated fire evacuation information with students on a daily basis during registration • Core team to reconsider e-safety policies and procedures in light of offsite learning and staff access to any sensitive data from home. | | | <p>opening goes ahead for the facilities in respect of cleaning prior and after use to ensure contamination / transmission cannot take place. EXBM holding one to one meetings with hirers to discuss use of school and ensure all necessary systems / procedures in place - No hirers will be using the premises during national lockdown</p> <ul style="list-style-type: none"> • Some hirers will have recommenced, following individual meetings to ensure the facilities are used in-line with current government guidelines. The facilities will only be used during out of school hours so the building will be clear of students and staff due to respective risk assessments by the various hirers – No hirers will be using the premises at this time – this will be reviewed as per government guidance following national lockdown | | | |
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| | | | <p>Assurance there are no breaches of GDPR, any breaches must be reported immediately</p> <ul style="list-style-type: none"> • All members of staff must be aware of movement and zones within the school and out of bound areas • School corridors to include social distancing floor signs • Review of 2 m social distancing signage and new/update signage displayed around the school • Clear Zone signage throughout the school buildings • Combined leadership on the gate at the start and end of each day • Any issues with buildings, rotas or student / staff welfare must be reported to the appropriate member of staff immediately | | | | | | | |
| 4. | Risk of transmission between parents and students during school drop-off and collection times | All members of the school community | <ul style="list-style-type: none"> • Where students are accompanied to school, communicate to parents and carers that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule where possible • 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) • Students advised to travel to and from school separately • Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a | 2 | 3 | 6 | <ul style="list-style-type: none"> • Review and revise drop off and pick-up protocols as necessary to minimise social contact | 2 | 3 | 6 |

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| | | | <p>pre-arranged appointment, which should be conducted safely)</p> <ul style="list-style-type: none"> • If parents need to contact the school or collect a child during the day, they must ring school reception to arrange an appointment in appropriate safe surroundings. It is advised email / phone call correspondence is the best way of communicating • Parents / carers advised not to drive on to school property, this will be monitored and the driveway gates may be closed at certain times of the day • Arrange combined leadership supervision of drop off and collection - staff rota to be in place to be at the gate to collect / drop off students at the start and finish of the day and any issues are addressed | | | | | | | |
| 5. | <p>Risks of possible transmission to students who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The school's coronavirus operational guidance details the framework for transporting pupils to and from schools</p> | All members of the school community | <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. • Liaise with the transport hub regarding transport arrangements. They will liaise directly with the | 2 | 3 | 6 | <p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none"> • Review and take reasonable actions to ensure: <ul style="list-style-type: none"> ○ students are grouped together on transport in the bubbles that are adopted within school ○ hand sanitiser is used upon boarding and/or disembarking | 2 | 3 | 6 |

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| | | | <p>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</p> <ul style="list-style-type: none"> • Ensure relevant parents/carers and students are aware of recommendations on transport to and from school (including avoiding peak times). See school's coronavirus operational guidance • Minibus use has to ensure social distancing and the students spaced apart on the bus but this will mean much fewer students per journey – at this present time minibuses <u>not to be used</u> for students but will be reviewed accordingly <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 | | | <ul style="list-style-type: none"> ○ appropriate additional cleaning of vehicles ○ queuing and boarding where possible is organised ○ distancing within vehicles wherever possible ○ the use of face coverings for children over the age of 11, where appropriate. <p>Actions for schools during the coronavirus outbreak</p> <p>school's coronavirus operational guidance</p> <ul style="list-style-type: none"> • 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 | | | |
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| | | | <p>promote safe cycling routes. Advise where possible parents to drop off students by car or by walking / cycling. Promotion by school of healthy living</p> <ul style="list-style-type: none"> • Refer any families using public transport to the safer travel guidance for passengers • Consider students and staff transport arrangements to reduce any unnecessary travel on coaches, buses or public transport where possible - review and revise transport arrangements as necessary to minimise social contact • Mandatory to wear face masks on public transport • Staff advised it is recommended not to car share unless this has been a recent, regular activity with the same staff. Face masks could be worn | | | | | | | |
| 6. | Risk of ongoing contamination from people (staff, parents/carers, contractors and/or deliveries) coming into school | All members of the school community | <p>Face coverings:</p> <p><i>(refer to the government guidance on face coverings included in section 2 above and Ratton procedures for the wearing of face coverings)</i></p> <ul style="list-style-type: none"> • Any visitors, including contractors, that attend the school site will be required to wear a facemask as per government guidance. Signs are | 2 | 3 | 6 | <ul style="list-style-type: none"> • As DfE guidance advises limiting the number of visitors, we recommend schools consider a flexible approach to interviews, with alternative options to face to face interviews offered where possible • For any staff member or student who feels unwell, check for recognised symptoms of COVID-19. Public Health England | 2 | 3 | 6 |

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| | | | <p>on the reception doors to notify visitors of this requirement</p> <ul style="list-style-type: none"> ● 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 records 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 students 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 students/staff/visitors/contractors arrive in school ● Reception layout adapted to be compliant with social distancing guidance e.g. lack of screens, barriers etc. ● Ensure the DfE guidance for Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is adhered to. | | | <p>advise routinely taking the temperature of students is not recommended as it is an unreliable method for identifying coronavirus (COVID-19).</p> <ul style="list-style-type: none"> ● Isolate and send children and staff home immediately if they display symptoms (<i>See section 8 below</i>) ● Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors. ● A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school ● Revise visitor arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas. | | | |
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| | | | <ul style="list-style-type: none"> ● Follow Government guidance implementing protective measures in education and childcare settings ● For any staff member or student who feels unwell, check their temperature and for other recognised symptoms of COVID-19. ● Isolate and send students and staff home immediately if they display symptoms ● In addition to first aid room, another room (Winter Garden & Devonshire meeting rooms) to be made available to use for isolation of staff / students displaying symptoms and not able to leave site immediately. This room is located near to reception area & first aid ● The isolated student or staff member will leave site via the Science Garden rear gate to front of school, keys will be provided ● Medical areas need to be disinfected throughout the day ● In addition to the first aid & medical needs officer support to be allocated amongst the other trained first aiders. Those staff assisting to be aware of the school procedures. In the absence of the first aid & medical needs officer availability considered of existing school staff or external agency to be employed ● Review effectiveness of revised site management systems – hand washing routines etc to ensure appropriate social distancing for any | | | | | | |
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| | | | <p>visitors. Hand sanitiser to be always available in reception and posters displayed for visitors / contractors to be aware of school procedures</p> <ul style="list-style-type: none"> ● Procedures are in place for handwashing when visitors / contractors are in the building. Toilet available by reception, site team to arrange cleaning as needed following the use by an external visitor ● The school aim is to be safe and secure for our staff and students and all meetings with potential visitors/parents, carers will take place remotely where possible. This will be phone or other remote systems. ● If there is an urgent need to meet visitors/parents, this will have to be assessed on a case-by-case basis and ensure the school can support a space. ● Reception is manned with a member of staff carrying out administrative tasks and answering the phone. ● Reception desk is protected by sneeze screen and the student hatch will not be used and staff will not be able to use it as a walk through. ● The expected visitor or contractor can be spoken to through the window or intercom before allowing in and will need to use gel dispenser in reception ● If allowed access into reception. Their name, arrival/departure time and who they are seeing is recorded on a daily spreadsheet. | | | | | | |
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| | | | <ul style="list-style-type: none"> ● Pens and signing in sheets are not to be used ● Sticky visitor labels are issued for them to wear. Member of staff must meet all visitors/contractors. ● Poster in reception for visitors/contractors about our control measures ● In addition to Covid-19 health symptoms / concerns the medical room will still be operational for general first aid as required. Cleaning must be adhered to, school systems followed (MediTracker, ESCC online reporting). Adequate first aid staffing in place to support the first aid & medical needs officer or to cover any absences ● Staff offices, including General office are not to be used for general social space and are to be used for the staff who work in those areas. ● Staff can liaise with general office staff at the hatchway and the kitchen area to be only used by the staff associated with general office block. ● The door into General office will remain closed and only accessed by fob. ● We appreciate staff will need to come in to see Attendance/Exec BM/Exec HT. ● Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements | | | | | | | |
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| 7. | <p>Risk that contamination exists within the school environment due to ineffective hygiene measures.</p> | <p>All members of the school community</p> | <ul style="list-style-type: none"> • Site staff follow school's coronavirus 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 • With all students in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day • All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate • Inspect daily to ensure good / effective hygiene levels • Rooms cleaned thoroughly at the end of each school day • Clean surfaces that students are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. At least 3 times per day. All rooms will be provided with antibacterial spray, cloths, and face tissues. Site team and cleaning staff will ensure the surfaces / areas are maintained to a high standard • Cleaning schedule in place to ensure effective hygiene standards are continued by both the site team and cleaning staff and checked on a regular basis | 2 | 3 | 6 | <ul style="list-style-type: none"> • Ensure frequent enhanced cleaning of surfaces that students are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products • 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, (eg 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. • Enhanced cleaning schedule in place to | 2 | 3 | 6 |
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| | | | | | | | ensure effective hygiene standards and comply with latest guidance COVID-19: cleaning of non-healthcare settings guidance | | | |
| 8. | Risk of transmission from students and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature) | All members of the school community | <p>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 below)</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 | 2 | 3 | 6 | <ul style="list-style-type: none"> • 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. • Revise plans and PPE supplies in the light of experience or any updated guidance • The school is now part of the Employee Referral Portal, which enables key workers who live with symptomatic people to get tested – these invitations will be sent out via email and SMS • The PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to | 2 | 3 | 6 |

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| | | | <p>an LFD or PCR test), and the next 10 full days.</p> <ul style="list-style-type: none"> ● Revise plans and source suitable PPE supplies 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 students with routine intimate care needs that involve the use of PPE ● The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply ● If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance ● Isolate the student / staff immediately in the room next to relocated medical room behind a closed door, ventilated and located near reception / first aid. Arrange adult supervision in line with guidelines. Ensure a window is open for ventilation. Separate toilet facilities (by reception) should be used if necessary, which should then be cleaned and disinfected before use by anyone else. Gate via science garden used to take students outside to minibus driveway | | | <p>determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their students.</p> <ul style="list-style-type: none"> ● These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. | | |
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| | | | <ul style="list-style-type: none"> • 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 possible. Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.' • If school is notified of a positive COVID19 test result for a member of staff or a student the school will make the necessary arrangements to ensure any close contacts to that individual isolate for at least 10 days • 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 Authority and can be reached calling the DFE Helpline on 0800 046 8687 and selecting option 1, if required. • A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. • PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff, if required | | | | | | |
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| | | | <ul style="list-style-type: none"> In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others Call Surrey & Sussex Health Protection Team (HPT) on 0344 225 3861 (0844 967 0069 out of hours) if: <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 members of the school community | Ensure that contingency plans are in place, being reviewed and updated | 2 | 3 | 6 | Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. | 2 | 3 | 6 |

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| | | | | | | | | <p>See Ratton Contingency Plan 2020/21.</p> <p>In addition the school's coronavirus operational guidance outlines the scope required and provides links to resources to support these plans.</p> <ul style="list-style-type: none"> The updated risk assessment will be reviewed weekly and if there is a case/or outbreak – instigate an immediate review | | | |
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Signature and review

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| Name of Manager: | T Comfort | Signature of Manager: |  | Date: | 26 th February 2021 |
| 1st review to be undertaken on: | | Signature of Manager: | | Date: | |
| 2nd review to be undertaken on: | | Signature of Manager: | | Date: | |
| 3rd review to be undertaken on: | | Signature of Manager: | | Date: | |