

## Protective Measures Risk Assessment

### This assessment runs alongside the Government guidance

Please find attached a COVID-19 risk assessment template for mainstream schools that has been prepared in response to the Government's guidance for full opening. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff for September 2020. The Governing Body/Trust Board must take ownership of the risk assessment and have oversight of the principles behind its contents.

This tool may be useful as you undertake planning around a range of 'protective measures' for the Autumn Term and is entirely optional. Some sections will be more or less applicable, depending on your phase and context, and please feel free to change, adapt and supplement with additional detail as necessary.

School Leaders should share their risk assessment with the school workforce and should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Schools should also review and update their wider premises, staff and pupil risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

The following school policies (but not limited to) should also be reviewed and updated as required:

- Behaviour Policy
- Safeguarding & Child Protection Policy
- Health and Safety Policy
- Infection Control Policy
- First Aid Policy



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	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	H	Health and Safety Policy has been updated in light of the COVID-19 advice	Yes	HT/SBM	29th <sup>t</sup> May – Chairs action.	L
		All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:  <b>Health and Safety Policy</b> <b>Infection Control Policy</b> <b>First Aid Policy</b>	Staff handbook distribution for Sept 20 to include all relevant policies and procedures and the RA.	HT/SBM	Notified on the 1 <sup>st</sup> June and 15 <sup>th</sup> July. Staff updated on advice – Inset 1 <sup>st</sup> Sept	L
		All staff have regard to all relevant guidance and legislation including, but not limited to, the following: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 <a href="https://www.hse.gov.uk/riddor/">https://www.hse.gov.uk/riddor/</a>	Staff to sign to confirm that they have read and understood all the documents.	HT/SBM	1 <sup>st</sup> June	L
		The Health Protection (Notification) Regulations 2010 <a href="http://www.legislation.gov.uk/ukxi/2010/659/contents/made">http://www.legislation.gov.uk/ukxi/2010/659/contents/made</a>  Public Health England (PHE) (2017) 'Health protection in	Briefing for office staff on ensuring continued	SBM	21 <sup>st</sup> July	L

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	<p>schools and other childcare facilities  <a href="https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities">https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities</a></p> <p>DfE and PHE (2020) 'COVID-19: guidance for educational settings  <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:  DfE; NHS; Department of Health and Social Care; PHE</p> <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email</p> <p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance.</p>	<p>confidentiality</p> <p>Yes through Parentmails and reopening letter  Part of our COVID agreement (Revisited in Sept and Nov</p>	<p>SLT</p> <p>HT/ML/SBM</p> <p>HT/SBM</p> <p>ML/HT/SBM</p>	<p>Inset – 1<sup>st</sup> Sept</p> <p>Ongoing  Regular bulletins to staff</p> <p>Ongoing</p> <p>1<sup>st</sup> June</p> <p>Ongoing</p> <p>Revisited  Inset</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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		<p>Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;</p> <p>The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</p>	<p>20)</p> <p>Parents have shared COVID agreement with children. Parents to be sent a copy our COVID agreement first week back</p> <p>Available to staff and families on the website</p>	<p>HT/Office team</p> <p>SBM</p>	<p>Staff given revised policies on the 1<sup>st</sup> June and 15<sup>th</sup> July with Staff handbook</p> <p>Parents emailed 2<sup>nd</sup> week back. Office team have organised a data protection collection 1<sup>st</sup> week back-Sept 20</p>	<p>L</p> <p>L</p>
<p>Prevention</p> <p>.Minimise contact with individuals who are unwell with COVID-19 symptoms</p>		<p>Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and anyone developing those symptoms during the school day is sent home.</p>	<p>Communicated in staff meetings, parentmail and schools COVID agreement.</p>	<p>SLT</p>	<p>July 2020 and Revisit Inset – 1<sup>st</sup> Sep</p> <p>Message reiterated (Second Lockdown)</p>	<p>All - L</p>

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	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 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 for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the</p>	<p>Message communicated via our reopening plan. Frequently referred to in our newsletter</p> <p>A room has been allocated and information shared with staff</p> <p>Separate bathroom allocated and cleaning team informed ASAP</p> <p>Communicated to staff and referred to in the staff handbook</p>	<p>HT/ML</p> <p>SB/AS</p> <p>SB/AS</p> <p>HT</p>	<p>Revisit ongoing procedures with the office team by SBM</p> <p>As above</p> <p>As above</p>	
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	<p><u>COVID-19: cleaning of non-healthcare settings guidance.</u></p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <u>safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</u></p> <p>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</p> <ul style="list-style-type: none"> <li>• The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area.</li> <li>• Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the First Aid and Supporting Medical Needs Policy</li> </ul>	<p>PPE already ordered and pastoral team briefed on their responsibilities</p> <p>Information shared with the pastoral team</p> <p>COVID related polices have been read by all the cleaning staff. They are aware of their cleaning responsibilities</p> <p>Pastoral team are aware of all new guidance.</p>	<p>JF and office team</p> <p>All</p> <p>SBM/Pastoral team</p> <p>JF, PS and cleaning team.</p> <p>SB, AS</p> <p>JF and AMcW-</p>	<p>As above</p> <p>Revisit to all staff on Inset - Sept</p> <p>Revisit to all staff on Inset - Sept</p> <p>Met in early July 2020 – HT, SBM and PS To be reviewed by SBM and cleaning team. Fed back to HT</p> <p>Briefed by SBM</p>	
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		<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance</li> </ul>	PS is aware of guidance and school policy	B	in July 2020	
Prevention		<ul style="list-style-type: none"> <li>The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly.</li> <li>The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.</li> <li>Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.</li> </ul>	Yes	Class teachers	Ongoing Revisited week commencing the 13 <sup>th</sup> July. Reinforced with all staff – 1st Sept	L
2.Good hand hygiene practice			Yes	Class teachers	Ongoing Reinforced to staff, Parents and children in Sept 20 Ongoing	L
			Yes- built into the curriculum	Everyone Policies reflect this. COVID agreement circulated to staff and parents	14 <sup>th</sup> July	L
			Yes	Communicated in the reopening letter to parents		

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		<p>(Current advice – could be subject to change)</p> <ul style="list-style-type: none"> <li>Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments.</li> </ul>	<p>Yes New hand sanitisers bought</p>	<p>Communicated in a cleaning review meeting 13<sup>th</sup> July</p> <p>Sufficient supplies bought Autumn 1</p>	<p>13<sup>th</sup> July</p>	<p>L</p>
<p>Prevention 3. Good respiratory hygiene</p>		<ul style="list-style-type: none"> <li>‘Catch it, bin it, kill it’ approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.</li> <li>Younger pupils and those with complex needs are helped to follow this.</li> <li>Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.</li> </ul>	<p>Yes Reinforced through precise teaching. Posters displayed around the school Written into our COVID and behaviour policy</p>	<p>Everyone SLT – monitoring</p>	<p>Ongoing Reinforced in September. Re-communicated to parents before and after Summer Holiday</p>	<p>All L</p>
<p>Prevention 4. Enhanced cleaning</p>		<ul style="list-style-type: none"> <li>Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;</li> <li>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.</li> <li>Different groups/ “Bubbles” do not need allocated toilet</li> </ul>	<p>Cleaning these items are part of Lalehams cleaning routine.</p> <p>Removed by CT’s</p> <p>The school</p>	<p>PS and SBM</p>	<p>HT met with the cleaning team in July 2020.</p>	<p>All - L</p>





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		<p>blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet.</p> <ul style="list-style-type: none"> <li>•The COVID-19: cleaning of non-healthcare settings guidance is followed.</li> <li>•Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.</li> <li>•Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance</li> <li>•Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>•The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</li> <li>•The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	<p>has allocated toilets</p> <p>Cleaning team have implemented this guidance.</p> <p>N/a</p> <p>Our cleaning team adhere to all our COVID policies</p> <p>As above</p> <p>The SBM has arranged enhanced cleaning.</p> <p>From Sept 2020 , the SBM will monitor cleaning and</p>			
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			have fortnightly reviews with the agency and school cleaning team.			
Prevention 5.Minimise contact		<p>•The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:</p> <ul style="list-style-type: none"> <li>o Pupils ability to distance;</li> <li>o The layout of the school site;</li> <li>o The feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> <p>More information on groups can be found in COVID-19: Guidance for full opening</p> <p>•If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups.</p> <p>•Staff should only move between bubbles when absolutely necessary. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p>	<p>Bubbles arranged in bubbles of 60 for EYFS, 5 &amp; 6. Bubbles of 30 for other year groups. Bubbles to be maintained wherever possible and avoid viral spread/load across more than one Bubble.</p> <p>Entry direct to classroom where possible to avoid cross over contact See FAQs to parents for staggered times</p>	HT/SLT/All staff	18 <sup>th</sup> May	L- M
					18 <sup>th</sup> May implemented. Under constant review.	L
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	<ul style="list-style-type: none"> <li>•Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>•Pupils old enough should be supported to maintain distance and not touch staff and their peers.</li> </ul>				L
	<ul style="list-style-type: none"> <li>•Classrooms and other learning environments are organised to maintain space between seats and desks where possible.</li> <li>•Pupils are seated side by side and facing forwards, rather than face to face or side on.</li> </ul> <p>Hot lunches offered in Nov 20– staggered classes siting in the hall side by side and not facing each other.</p>	Classrooms will support forward facing rows	CTs	Implemented end of July	L
	<ul style="list-style-type: none"> <li>•Large gatherings such as assemblies are avoided, and groups kept apart.</li> <li>•The timetable is revised to implement where possible:               <ul style="list-style-type: none"> <li>-Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</li> <li>-Maximise the number of lessons or classroom activities which could take place outdoors;</li> </ul> </li> <li>-Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time;</li> <li>-Drop-off and collection times are staggered and communicated to parents.</li> </ul>	<p>Worship and assemblies are virtual.</p> <p>Introduced HOW in Nov 20 – Class bubble of 30 only in a well ventilated space.</p> <p>Timetable has been revised</p> <p>Staggered</p>	SLT	Ongoing	L
			CTs		L
			SLT		

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			break and lunchtimes organised. Appendix to staff handbook. Implications for budget			L
		-Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact;	Drop-off and pick-up protocols are planned and communicated to parents (re opening plans)	HT Reviewed by SLT 03 +07/09/20	Communicated in July. Parent mail sent on Friday	L
		-Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;	Rota in place for this and communicated to staff	CTs	Communicated to staff. Revisited Sept Inset	L
		-Mixing within education or childcare setting is minimised by:				
		-accessing rooms directly from outside where possible;				
		-considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;	One way systems in place	SLT	As above	L
		-staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils re brought their lunch in their classrooms;	Rota organised			L
		-The number of pupils using the toilet at any one time is	Toilets are			

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	<p>limited;</p> <p>-The use of shared space such as halls is limited and there is cleaning between use by different groups;</p> <p>-The use of staff rooms and offices is staggered to limit occupancy. Introduced staff room bubbles in Oct 20 to minimise contact and spread.</p> <p>-Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should keep a record of all visitors.</p> <p>Visitors again limited for the Second Lockdown – Nov 20 Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated 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;</p> <p>•Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats,</p>	<p>allocated per class and gender.</p> <p>In place - PPA (music staff will need to clean shared music room)</p> <p>Briefed - the office team. Records already in place.</p> <p>Communicated to staff.</p> <p>Information communicated vis reopening</p>	<p>SLT</p> <p>SBM</p> <p>SBM and Cleaning staff</p> <p>CTs</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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		<p>coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</p> <ul style="list-style-type: none"> <li>•Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</li> <li>•Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations.</li> </ul> <p>Netball and Football organised for Year 5 and 6 – Risk assessment in place and necessary to support parents to work/search for work as outlined in the DFE Nov guidance</p> <ul style="list-style-type: none"> <li>•Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place.</li> </ul> <p>Choir organised for Year 5 and 6 – Risk assessment in place and necessary to support parents to work/search for</p>	<p>letter and newsletters</p> <p>Pupils will carry their own stationary.</p> <p>Guidance has been communicated to our PE staff and PPA instructors. Messages communicated to all staff. New guidance (Nov 20) again reiterated to the Sports team</p> <p>Guidance communicated to our music team and all staff New guidance (Nov 20) again reiterated to the music team</p>	<p>HOS/LT</p> <p>HD/AL/MH</p>		<p>L</p> <p>L</p> <p>L</p>
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		work as outlined in the DFE Nov guidance.  Limited opening of after school provision from Nov 20 – Risk assessment fully in place, provided by external provider; arrangements agreed with provider to ensure ‘small consistent groups’ as per DFE guidance (initially small groups of pupils in separate key stage provisions and distanced between ‘bubbles’ as much as possible)	Yes, details of risk assessment agreed with provider	HT/SBM	Nov 20	
Prevention 6. Where necessary, wear PPE		The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: -where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained -where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.  Staff wearing visors on the main gate to encourage good habits to the parent community. Staff permitted to wear face coverings in communal areas and on dismissing the children at the end of the school day.	Guidance has been shared with staff and Laleham families (Staff meeting, parentmail, reopening letter etc.)	HT  SLT	Sept 2020  Oct/Nov 20	L  L
Response to infection 7. Test and trace		•NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team.	Guidance has been communicated	HT/SLT	All - going	All – L-M



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	<p>Staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>-book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>-provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>-self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>•A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.</li> <li>•The school will ask parents and staff to inform them immediately of the result of the test:             <ul style="list-style-type: none"> <li>-If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> <li>-If someone test positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of</li> </ul> </li> </ul>	<p>to staff and forms part of our COVID agreement with our Laleham families</p> <p>Messages communicated in newsletters</p>	<p>ML</p>		
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		smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.				
Response to infection  Managing confirmed COVID-19 cases		<ul style="list-style-type: none"> <li>•Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.</li> <li>•If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.</li> <li>•The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</li> <li>•Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:             <ul style="list-style-type: none"> <li>-Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>-Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>-Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>•Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include</li> </ul>	<p>Guidance has been shared with staff</p> <p>As above</p> <p>Office team to organise record keeping</p>	<p>HT/SLT</p> <p>SBM/office team</p>	<p>1<sup>st</sup> June</p> <p>Ongoing</p> <p>1<sup>st</sup> June onwards</p> <p>1<sup>st</sup> June onwards</p>	<p>All - L</p>

## Protective Measures Risk Assessment

		every interaction a member of staff or pupil has.  •Remote education plan in place by the half term 2020 for individual pupils or groups of pupils self-isolating.	In development phase	SLT	July onwards	
Response to infection  Contain any outbreaks		•If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. •Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. •In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. •Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.	Guidance has been shared with staff and Laleham families (Staff meeting, parentmail, reopening letter etc.)	HT and governors	Implemented from 2 <sup>nd</sup> July	All - L
Emergencies		All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.  Pupils' parents are contacted as soon as practicable in the event of an emergency.  Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.  The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Yes  Yes  Yes  Yes	Office team  Office team  Office team  HT and SB	Implemented from the 1 <sup>st</sup> Sept 2020. Ongoing	L
		Parents, children and young people are encouraged to	Guidance will	SLT – In the	June and again	L

## Protective Measures Risk Assessment

Managing School Transport	walk or cycle to their education setting where possible;	be issued to parents prior to the reopening of schools.	guidance letter	in Sept	
	Transport arrangements are organised to cater for any changes to start and finish times;	SCC and school have communicated transport one child N/A	ML	21 <sup>st</sup> May Revisit in Sept 2020	L
	Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;	N/A	SCC		L
	Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;	Communicated in our proposed timetable.	HT	July. Recommunicated in Sept 2020 via the newsletter	L

### Acronyms:

HT – Headteacher

SLT – Senior Leadership Team

SBM – School Business Manager

Other initials are specific staff members which are not for public disclosure.

