



Factor	Actions To Consider	Key Actions Implemented	Who
Minimise contact with individuals who present with COVID-19 symptoms	<ul style="list-style-type: none"> Staff, other adults and students do not come into school if they have Covid symptoms. Ensure anyone developing Covid symptoms during the school day is sent home and advised to follow Public Health guidance. Ensure that anybody presenting with Covid symptoms during the school day is isolated in the foyer meeting room, pending collection (to be supervised by first aider) <ul style="list-style-type: none"> If person needs to use the toilet while in isolation they should use a separate bathroom which must be cleaned and disinfected before being used by anyone else. PPE must be worn by the member of staff supervising the student, where a safe distance of 2m cannot be maintained. Staff or students who have been in close contact with the person do not need to self-isolate at home unless they develop symptoms themselves, the initial person tests positive, or they are advised to do so by Public Health. Anyone coming into contact with a person who is unwell must wash their hands or use hand sanitiser. The foyer meeting room must be cleaned with strong disinfectant after the person has left. Staff Wellbeing and Deputy with responsibility for students with medical conditions to be kept apprised of any issues that may impact upon anyone in their areas. For special events, this risk assessment will be adapted to take into account any increase in risk, or additional measures that have to be put in place. 	<ul style="list-style-type: none"> Newsletter to parents and information on the website. Meeting Room in the Foyer designated as a Covid Isolation room and not to be used for any other purpose. Admin staff trained on what to do if students present with Covid-like symptoms. Advice letter to be given to students who are sent home because of illness, advising of symptoms to be aware of and when to contact 111 helpline. Placement of additional hand washing stations around the school to facilitate increased frequency of hand washing. Bottles of hand sanitiser placed in every classroom. Additional cleaning arrangements will remain in place, including hand-wipes for students in the lunch queue. 	<p>Patient</p> <p>Patient</p> <p>Patient First Aider</p> <p>Patient Site Staff</p> <p>First Aider</p> <p>Site Staff</p> <p>All</p> <p>Site Staff</p>
Clean hands thoroughly, more than usual	<ul style="list-style-type: none"> Hand washing or sanitiser stations available, so all students and staff can clean their hands regularly. Routines of behaviour expectations and hand washing to be built into school culture. Reinforce ‘Hands, Face, Space and Fresh air’ message. Face coverings encouraged. 	<ul style="list-style-type: none"> Students actively and frequently reminded about the importance of hand washing. Posters placed throughout the school reminding to wash hands frequently. Face coverings available in the foyer 	<p>Site Staff</p> <p>Site Staff</p> <p>All</p>



	<ul style="list-style-type: none"> • A process should be put in place for removing face coverings when students and staff arrive at school. Students and staff should be instructed not to touch the front of their face covering during use or when removing. • All students and staff should wash their hands when arriving to school, and again when leaving. • Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as normal. • We will put measures in place to manage visitors to the site, such as contractors, and ensure site guidance on social distancing and hygiene is explained on or before arrival. • Where visits to the site can happen outside of school hours, they should. A record will be kept of all visitors. • For individual and frequently used equipment such as stationery, it is recommended that students and staff have their own items and do not share. • Classroom resources such as text books should remain in that room and within the class bubble. These should be cleaned regularly. • Resources that are shared between bubbles e.g. sports equipment should be cleaned frequently and between use by different groups. If quantity allows, groups of equipment should be rotated to allow them to be left unused for up to 48 hours (72 hour for plastics). 		
<p>Where necessary, wear appropriate PPE</p>	<ul style="list-style-type: none"> • The majority of staff will not require PPE beyond what would normally be used for lessons. • Where an individual (staff or student) becomes ill with Covid-19 symptoms, PPE should be worn while assessing the situation and only then is a distance of 2 metres cannot be maintained. • Where a person already has care needs that require the use of PPE, this should continue to be worn as normal. 		
<p>Engage with Test and Trace process</p>	<ul style="list-style-type: none"> • We understand the DHSC test and trace process and how to contact the local public health team. • We will ensure that staff and parents/carers understand that they should be ready and willing to: <ul style="list-style-type: none"> ○ Book a test if they are displaying Covid-19 symptoms. ○ Not come to school if they show symptoms. ○ Provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by the DHSC test and trace team. ○ Self-isolate if they have been in close contact with someone who 		



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	<p>develops coronavirus symptoms or who tests positive for coronavirus.</p> <ul style="list-style-type: none"> • We will ask parents/carers and staff to inform us immediately of the results of a test if: <ul style="list-style-type: none"> ○ Someone tests negative. Symptoms could be the sign of another illness such as flu in which case that person should stay off school as per normal guidance. ○ Someone tests positive. Student or staff member must follow isolation rules and follow guidance set by DHSC. They must not come into school until all symptoms have cleared and a medical practitioner clears them to return. 		
Manage confirmed cases of Covid-19 amongst the school community	<ul style="list-style-type: none"> • Public Health task force will work with the school on a plan. 		
Contain any outbreak by following DHSC advice	<ul style="list-style-type: none"> • Public Health task force will work with the school on a plan. 		

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