



RISK ASSESSMENT FORM

Workplace	Roselands & Stafford Federation	Likelihood (L)	X	Severity (S)
Department	Education setting - School	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Kyra Siddall-Ward	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	School opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	14/1/21 – updated 22-2-21	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	To ensure that all staff and pupils remain safe during the COVID Lockdown	Low = 1-8	Medium = 9-14	High = 15-25

It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

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

What are the significant, foreseeable, hazards? (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		
			L	S	R		L	S	R
1. Potential transmission to clinically vulnerable staff and pupils Guidance is available in the Restricting attendance during	All members of school community	Staff to comply with staff handbooks which details practice underpinned by this risk assessment. 1a. Pupils:				1a. Pupils:			

	the national lockdown: schools guidance		<p>Where a critical worker parent or carer notifies a school that their child requires full-time on-site provision, the school should make this available. Schools should not limit attendance of these groups.</p> <p>It should remain a priority for school educational providers and local authorities to support vulnerable children to attend full-time on-site provision where it is appropriate for them to do so.</p> <p>If vulnerable pupils do not attend school, work with the LA and the social worker (where applicable) to explore the reason for absence with the parent/carer</p> <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 	3	3	9	<p>Communicate with parents of clinically extremely vulnerable pupils to inform them:</p> <p>Shielding advice is currently in place across the country, and so all children still deemed clinically extremely vulnerable are advised not to attend school.</p> <p>Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> Request parents discuss their child’s care needs with their health professional to ensure appropriate risk controls. Further advice is available from the Royal College of Paediatrics and Child Health. Ensure these pupils have the support they need to ensure they are able to access remote learning <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 	2	2	4
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			<p>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</p> <ul style="list-style-type: none"> • Review systems to support the well-being of staff who may be anxious. Information about the extra mental health support for pupils and teachers is available. The government has just launched the Wellbeing for Education Return programme. • Supply teachers and other temporary or peripatetic teachers (p5 of Restricting attendance during the national lockdown: schools) can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible. • Volunteers may be used to support the work of the school, as would usually be the case. • Leaders should give careful consideration to any use of volunteers. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible 		<p>period of national restrictions. arrangements will be made for staff to virtually work from home, where possible.</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 measures in this document to minimise the risks of transmission. • Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes report. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: https://www.bameednetwork.com/
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			<ul style="list-style-type: none"> Schools are being strongly encouraged by the DfE to continue to host ITT trainees. Restricting attendance during the national lockdown: schools p36 - Risk assessments should be conducted as they are for staff 				<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 pupils and staff	All members of the school community	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <p><i>The following risk assessments have been reviewed for each school;</i></p> <ul style="list-style-type: none"> (i) <i>Movement around the School site,</i> (ii) <i>General classroom activities,</i> (iii) <i>Playground activities,</i> (iv) <i>Play equipment</i> (v) <i>Access and Egress</i> (vi) <i>EYFS/Pre-School</i> <p>DFE advises against educational visits at this time. All overseas visits are prohibited as are residential visits until Easter 2021 when a review will be carried out.</p> <p>Face Coverings</p> <ul style="list-style-type: none"> Follow the Restricting attendance during the national 				<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 Staff undertaking lateral flow tests should follow the guidance. A risk assessment for home testing is available in the staff shared folder. 			

[lockdown: schools](#) and [Face coverings in education](#) guidance

- When restrictions are in place, the school will communicate with staff, parents, and pupils that the new arrangements require the use of face coverings in certain circumstances.
- At Roselands and Stafford we ask all staff to wear masks in communal areas and visors are recommended in classrooms.
- The School 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 safe storage of them.
- **Some individuals are exempt from wearing face coverings. This applies to those who;**
 - **Cannot put on, wear or remove a face covering**

			<p>because of a physical or mental illness or impairment</p> <ul style="list-style-type: none"> o Speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>2a – Pupils</p> <ul style="list-style-type: none"> ● There should be no limit to numbers of these pupils who may attend and schools should not limit attendance of these groups. ● Create and staff teaching groups in line with guidance. ● Review the NHS guidance on hand cleaning Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: <ul style="list-style-type: none"> ● arrival to school ● returning from breaktime ● before & after eating ● when they change rooms ● Younger children supervised when washing hands and supervision also ensured where necessary when hand sanitiser is being used given risks around ingestion. 	4	3	12	<p>2a – Pupils</p> <ul style="list-style-type: none"> ● Ensure all staff or pupils who are not exempt wear face coverings in school, as set out in the guidance Restricting attendance during the national lockdown: schools and Safe working in education, childcare and childrens 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 ● Toilets will be cleaned and pupils encouraged to clean their hands thoroughly. Ongoing vigilance, monitoring and 	3	3	9
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			<ul style="list-style-type: none"> • Older pupils should be supported to maintain distance and understand not 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. • Leaders MUST ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste. • Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately. • Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious • Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE Restricting attendance during the national lockdown: schools P34 and the EEF guidance on making the best use of teaching assistants 		<p>support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups</p>
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			<ul style="list-style-type: none"> • DFE recommends all pupils have access to a quality arts education in line with Restricting attendance during the national lockdown: schools guidance p 42 • 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. • Reinforcing learning and practice of good hygiene habits through games, songs and repetition • Assemblies, breaktime and lunchtimes and movement around the school are staggered so groups do not come into contact () • Offer remote education for the majority of pupils with teachers providing appropriate work and support to pupils with the completion: <ul style="list-style-type: none"> • EYFS & Key Stage 1: 3 hours a day on average across the cohort, with less for younger children • Key Stage 2: 4 hours a day 				<ul style="list-style-type: none"> • Prioritise outdoor sports and use large indoor spaces where this is not possible. The school can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques as long as clear guidance controls are in place and maximising ventilation flows where possible • School are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where it is safe to do so and satisfactory protective measure arrangements are in place • Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day • Reduce numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times. • Ongoing leadership support for any emerging 			
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			<ul style="list-style-type: none"> Review the NHS guidance on hand cleaning <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 cleaned. Engage children in education resources such as PHE schools resources <ul style="list-style-type: none"> 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 guidance on working safely and in Annex A Restricting attendance during the national lockdown: schools 	3			<p>anxiety and/or wellbeing issues</p> <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 pupils side by side and facing forwards where possible from Year 2 to Year 6. Unnecessary furniture moved out of classrooms to make more space where appropriate Consider creating 2m teaching zones (where appropriate) at the front of the classroom. Cleaning of surfaces in communal areas, such as 	3	3	9
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			<ul style="list-style-type: none"> • Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Maintain visitor signing-in arrangements to ensure social distancing and hygiene 		<p>door handles. Teach PE lessons outside where possible</p> <ul style="list-style-type: none"> • Kitchens comply with the guidance for food businesses on coronavirus (COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals. • Ensure good ventilation (window/s) and where possible arrange for doors to be propped open to reduce door touching. To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' in Part 8 of the Restricting attendance during the national lockdown: schools should be used as appropriate to avoid build-up of viral load. • Follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic
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							<ul style="list-style-type: none">• 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• cleaning of rooms and identified equipment at the end of each day 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 year groups• For individual and frequently used equipment, it is recommended that staff and pupils have their own equipment that is not shared• Pupils and staff can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil			
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								<p>education and development.</p> <ul style="list-style-type: none">● Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</p> <ul style="list-style-type: none">● PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Schools must work through them, adopting measures to the fullest extent possible. <p>Restricting attendance during the national lockdown: schools p8</p> <ul style="list-style-type: none">● HT, senior leaders and DSLs are appropriately up to date with the DfE Restricting attendance during the national lockdown: schools guidance● Government recommends sharing risk assessments online through the school's website as good practice.			
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							<ul style="list-style-type: none"> ● Keep risk assessments under regular review in line with government guidance ● Provide regular updates for governors. See Restricting attendance during the national lockdown: schools ● 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 be using screens where necessary. ● Consider any office roles that could be undertaken from home reducing the number of staff in offices ● School will have a DSL available on site. A trained DSL (or deputy) from the school will be available to be contacted via phone or online video if also required. 			
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	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <ul style="list-style-type: none"> ● SLT lead identified ● Continue taking the attendance register and following up any 	3	3	9	<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. 	2	3	6

			<p>absences in line with statutory guidance.</p> <ul style="list-style-type: none"> • School to follow risk assessments for premises and accessing outside equipment and areas. • Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. • Share updated fire evacuation information with staff and children • Share lockdown procedures with all staff • Follow revised lunch and break rotas to ensure safe movement around school • Children to seek permission to use toilets to ensure staff know where children are at all times • High expectations of how children move around school upheld by all members of staff 				<ul style="list-style-type: none"> • Arrange revised fire evacuation drills / lockdown drills • Reconsider e-safety policies and procedures in light of lessons learned during home learning 			
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	Staff to comply with staff handbooks which details practice underpinned by this risk assessment.	3	3	9	<ul style="list-style-type: none"> • Review and revise drop off and pick up protocols as 	3	2	6

			<ul style="list-style-type: none"> Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule. Parents are encouraged to wear masks when they are on school site. Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use) Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). SLT supervise the drop off and collection of pupils and any issues are addressed. 				necessary to minimise social contact			
5.	<p>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The Restricting attendance during the national lockdown: schools guidance details the</p>	Pupils	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <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 	3	3	9	<p>Wider Public Transport</p> <ul style="list-style-type: none"> Remind parents in the parent handbooks/letter to take reasonable actions to ensure: 	2	3	6

	framework for transporting pupils to and from schools		<p>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</p>				<ul style="list-style-type: none"> ○ hand sanitiser is encouraged upon boarding and/or disembarking ○ Face masks encouraged upon boarding/disembarking. ○ queuing and boarding where possible is organised ○ distancing within vehicles wherever possible ○ Where possible, person on duty at the two main bus stops at the end of the day. <p>Children under the age of 11 are exempt from wearing face coverings on public transport. See updated transport guidance</p>			
6.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <p>Face coverings:</p> <ul style="list-style-type: none"> ● All staff, unless exempt, must wear face coverings in all communal areas (unless eating or drinking). ● Professional visitors are encouraged to wear a face covering in the classroom but 	3	3	9	<ul style="list-style-type: none"> ● As DfE guidance advises limiting the number of visitors, the school will consider a flexible approach to interviews, with alternative options to face to face interviews offered where possible. ● For any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19. Public Health England advise routinely taking the 	2	3	6

			<p>are required to in communal areas.</p> <ul style="list-style-type: none"> • Parents/non-professional visitors are required to wear a face covering at all times, as are the staff meeting them • Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements. • Contractors aware of any changes to school day – e.g. staggered lunchtimes. • Minimise any visitors (by appointment only) to the school and clear messages shared about social distancing procedures for adults. • Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible. • Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school. 				<p>temperature of pupils 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 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 <p>Revise visitor arrangements to ensure social distancing and hygiene</p>			
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <ul style="list-style-type: none"> • Site staff follow Restricting attendance during the national 	3	3	9	<ul style="list-style-type: none"> • Ensure frequent enhanced cleaning of surfaces in communal areas, such as door handles and handrails . 	2	3	6

			<p>lockdown: schools Section 4 – Operations 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</p> <ul style="list-style-type: none"> • With some children in school, all frequently touched surfaces, specific equipment, , door handles, and toilets used during the day will need to be cleaned regularly . • All handwashing sinks, soap dispensers, hand gel etc are checked regularly to ensure stock levels are adequate • Inspect daily to ensure good/effective hygiene levels 				<ul style="list-style-type: none"> • Ensure resources shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned frequently. It MUST be 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. • Cleaning schedule in place to ensure effective hygiene standards 			
8.	Risk of transmission from pupils 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 or loss of taste)	All members of the school community	<p>Staff to comply with staff handbooks which details practice underpinned by this risk assessment.</p> <p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</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 	4	3	12	<ul style="list-style-type: none"> • Arrange for cleaning 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. 	3	3	9

			<p>with and to then self-isolate in line with current government guidance</p> <ul style="list-style-type: none"> ● If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19). ● Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days. ● Revise plans and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by: <ul style="list-style-type: none"> ● the supervising member of staff if a 2m distance 		<p>Revise plans and PPE supplies in the light of experience or any updated guidance.</p> <ul style="list-style-type: none"> ● The PCR test kits are available to staff and pupils in exceptional circumstances if an individual becomes symptomatic and the school believe they may have barriers to accessing testing elsewhere. 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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			<p>cannot be maintained during isolation of an unwell child onsite.</p> <ul style="list-style-type: none"> • staff caring for pupils with routine intimate care needs that involve the use of PPE <p>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p> <ul style="list-style-type: none"> • If a member of staff or pupil is displaying symptoms, isolate them immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else. • Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.' 							
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			<ul style="list-style-type: none"> • school can contact the HR Advisory Service for further information or through their designated HR Consultant https://www.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return • If school is notified of a positive COVID19 test result for a member of staff or a pupil, the school will contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. a team of advisers who will inform the school what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate the call to the PHE local health protection team. • The School will take swift action when they become aware that someone who has attended has tested positive for Covid-19 and 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. 						
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			<ul style="list-style-type: none"> • PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff. • In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others <p>The school should call Surrey & Sussex Health Protection Team (HPT) on 0344 225 3861 (0844 967 0069 out of hours) if:</p> <ul style="list-style-type: none"> • 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people • 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60 • 3 (or more) bubbles within your school/setting contain at least one confirmed case 							
9.	Contingency planning	All pupils and staff	Staff to comply with staff handbooks which details practice underpinned by this risk assessment.	3	3	9	<ul style="list-style-type: none"> • Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an 	3	3	9

			<ul style="list-style-type: none"> Ensure that contingency plans are in place, being reviewed and updated 				<p>event the PHE health protection team or local authority may advise the school or number of schools to close temporarily to help control transmission.</p>			
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Signature and review

Name of Manager:	Kyra Siddall-Ward	Signature of Manager:	<i>Kyra Siddall-Ward</i>	Date :	14/1/21
1st review undertaken on:	Kyra Siddall-Ward	Signature of Manager:	<i>Kyra Siddall-Ward</i>	Date :	22/2/21
2nd review undertaken on:		Signature of Manager:		Date :	
3rd review undertaken on:		Signature of Manager:		Date :	