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**RISK ASSESSMENT FOR PERIOD FROM 4.1.21 - WROXHAM**

**Principles:**

**This risk assessment reflects and should be read in conjunction with government guidance**

### **System of controls**

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

**Prevention**:

1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms or who have someone in their household who does or have been advised by NHS test and trace to self-isolate, do not attend school

2) where recommended, the use of face coverings

3) clean hands thoroughly and more often than usual

4) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

5) maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents

6) minimise contact between individuals and maintain social distancing wherever possible

7) where necessary, wear appropriate personal protective equipment (PPE)

8) Keep occupied spaces well ventilated

Numbers 1, 3, 4, 5 and 8, must be in place in all schools all the time.

Numbers 2 and 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in all specific circumstances.

#### **Response to any infection:**

9) engage with the NHS Test and Trace process

10) manage and report to Ofsted and the PHE advice line confirmed cases of coronavirus (COVID-19) amongst the school community

11) contain any outbreak by following local health protection team advice

Numbers 9 to 11 must be followed in every case where they are relevant

**Each school should base their risk assessment document on this but modified to suit their particular circumstances**

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| **What are the risks?** | **Who is at risk and how could they be harmed?** | **What is done to reduce/ control the risks** | **What more can be done?** | **Action by whom?** | **Target date** |
| That arrangements put in place for opening to key worker/ vulnerable children do not work successfully | Children/ adults could be put at risk/ their education could suffer | * Children grouped within year groups/ key stages wherever possible with a maximum group size of 30. Bubbles larger than 10 are encouraged to minimise staff in school.
* Staff must avoid entering each other's bubbles; if this is unavoidable, must socially distance and sanitize
* Bubbles will not mix during break times
 |  | School leaders | Ongoing |
| That identified vulnerable children do not attend | Children could be put at risk/ their education could suffer | * SLT will make calls weekly to identified families. Class teachers to alert SLT if children not attending meets/ submitting work.
 |  | School leaders | Ongoing |
| That staffing numbers fall due to self-isolation/ other reasons | Children will not be adequately supervised | * If staff need to isolate and cannot come in due to contact with outside/ for other reasons - staffing within the bubble will be re-assessed
* A rota system in place so that there will be enough capacity to keep the bubbles going
 |  | School leaders | Ongoing |
| That there are insufficient hygiene standards to keep staff/ pupils safe | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * Pupils should clean hands more thoroughly and more often than usual
* Staff to remind pupils regularly about handwashing for 20 seconds each time then drying and provide regular opportunities to do this (every time they leave and enter classroom)
* If in classroom, monitored by adult in class; if in toilets, monitored by adult on duty there
* Soap, and preferably warm, water to be available in all toilet facilities; site managers to check soap throughout the school day and replenish if necessary
* Each room in use to be equipped with gloves, sanitising spray and cloth allowing staff to re-sanitise surfaces/ resources/ specialist SEND equipment and hence reduce risk to themselves/ children
* Leave resources for 48hrs or 72 hours (if plastic) between use
* Lidded pedal bins provided in each room emptied regularly and contents disposed of safely
* Tissues to be provided in all rooms and ‘catch it, bin it, kill it’ signs clearly displayed
* Cleaners asked to focus daily on surfaces that are a high risk for transferring infection including disinfecting door handles/ door push plates/ light switches/ stair bannisters/ window handles/ door release buttons/ taps/ toilet handles/ desks and chairs/ photocopiers/ tables/ counter tops/ computers including mouse and keyboard/ telephones/ toilets/ sinks
* Ensure a cleaning routine is in place to track cleaning frequency for bathrooms, classrooms and communal areas. This should make sure that cleaning is generally enhanced and includes more frequent cleaning of rooms/ shared areas that are used by different groups, with frequently touched surfaces being cleaned more often than normal
* Government advice states that at a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities
* Government advice also states that when cleaning surfaces, it is not necessary to wear PPE or clothing over and above what would usually be used
* Government advice states that routine waste should be disposed of as normal, placing any used cloths or wipes in ‘black bag’ waste bins. It is not necessary to put them in an extra bag or store them for a time before throwing them away (see section below re disposing of waste from those suspected of being infected)
* Resources to be kept as much as possible within groups and frequent cleaning
* Use standard cleaning products to clean
 | Hand sanitiser provided in classrooms if sink not nearby[Information about the Coronavirus](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) posters displayed around school (in every classroom to be used, at the main entrance, in places visible to those at the school gate, in the staffroom and in all toilets)Regularly remind children re ‘catch it, bin it, kill it’ PE equipment rotasLog of cleaning toilets and surfaces keptFor further information on cleaning requirements, see link 6 | School leaders | Ongoing |
| That particular characteristics of EYFS increase risk | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * Soft furnishings/ any unnecessary items removed from learning environments where possible
* Toys to be cleaned regularly. Plastic toys to be washed regularly (put in pillow cases in the washing machine, put in the dishwasher or washed with warm soapy water by hand)
* Groups within bubble to be kept as small as possible and any mixing minimised
* Minimise areas used by each small group
* Malleable resources/ water mixed with detergent not to be shared between groups; sand not to be used
* Children supported with hand washing
* Any communal food/ milk to be given to children at set time and utensils washed thoroughly afterwards
* Use technology/ phone/ social media to keep parents in touch with children’s progress in settling in, rather than allowing parents into setting
* PPE to be provided and worn when changing nappies/ pads or cleaning higher risk children’s faces/ hands after eating
 |  | School leaders | Ongoing |
| That infection may be introduced into school by visitors | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * Number of visitors to school minimised (including one parent/ carer only unless e.g. an interpreter is required) and encouraged in hours after school
* All visitors need to adhere to schools’ social distancing guidelines
* Lettings only allowed to take place if risk assessment drawn up in line with government guidelines and agreed
* A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required
* Visitors to be required to complete a health declaration form confirming they do not have any symptoms, nor have they been with anyone who is symptomatic
* Any deliveries to be placed in designated area and if possible, left for 72 hours before unpacking. If items needed immediately, to be wiped down with detergent wipes before use. When unpacking use gloves.
 | Minimise number of temporary staff entering schoolAgree minimum hours with any agencyWhere social distancing is not possible in indoor areas outside classrooms, heads will have the discretion to decide whether to ask staff/ visitors to wear, or agree to them wearing, face coverings | School leaders | Ongoing |
| That infection may be passed between home/ and school | Pupils, parents/ carers, community could become infected/ pass virus on | * Staff to be regularly reminded not to come into school if showing symptoms or need to self-isolate
* Parents/ carers to be regularly reminded not to bring children into school if showing symptoms or need to self-isolate
* Limit amount of shared resources between home and school
* Staff/ children wash hands/ use hand sanitiser from dispenser on entering school buildings
* Markings outside school entrance and in key areas where applicable
* Any medicines from home brought to the office and packets wiped down with detergent before being labelled and stored. Gloves to be worn when administering
 | Hand sanitiser dispensers in place at all entries/ exitsParents/ carers asked that children wear clean clothes every dayTo avoid needing to support children when changing for PE, children could come to school in their kit on PE days | School leaders | Ongoing |
| For when schools reopen: That parents/ carers may be anxious about letting their children return to school and therefore will not send them | Pupils who need to be in school could miss out on vital learning | * If children are being kept at home by parents (not in conjunction with a request to self-isolate), letter to parents advising them on the statutory requirements for attendance and the risk prevention measures the school has put into place sent out
* Head/ SLT discuss arrangements further with any parents/ carers individually if necessary to reassure them
* Latest school specific risk assessment is shared with all parents/ carers via school website
* Families encouraged to walk to school to avoid the need to use public transport
* School to record attendance and robustly follow up absence
 | Consideration given to staggering start times to support particular families who have long journeys/ reduce volume at school entrance - take into account that this may need to be flexible if children in different year groupsRecommendations on transport to and from school shared with parents/ carersRefer parents to guidelines for travelling to and from school. (For further information see links 12 and 13)Where pupils unable to attend school due to public health advice, remote learning will be made available | School leaders | Ongoing |
| That other policies/ procedures may not be appropriate due to changes in arrangements | Staff/ pupils could become infected/ pass virus on | * Any relevant Trust policies/ school procedures regularly reviewed to ensure they are still appropriate. If not, add an addendum stating what temporary new policy/ procedure should be e.g. behaviour procedures/ exclusion policy/ first aid policy and procedures
* School behaviour policy regularly reviewed to reflect new routines - eg washing hands, staying within groups
* Clear communication of the consequences of poor behaviour, deliberately breaking the rules and any sanctions that will apply
* Covid 19 Addendum to the Safeguarding Policy (see website) remains in place
 | Communication with parents to outline any changes to policies due to Covid 19 guidelines(For further information re First Aid, see link 14)  | School leaders | Ongoing |
| That staff may feel too anxious to come into school | Insufficient staff available to allow school to open safely | * Clinically extremely vulnerable staff and pupils should be advised to work from home and where this is not possible, they should not go into school. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.
* Women in their third trimesters, i.e. who are 28 weeks pregnant and beyond, should be treated in the same way as those who have underlying health conditions that put them in the Clinically Extremely Vulnerable category.
* Staff or children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education
* Clinically vulnerable staff (including pregnant women up to the third trimester) where appropriate have individual risk assessment drawn up and agreed with school leaders as required
* Heads to look at staff deployment so staff who are deemed most at risk have lower risk duties (minimising contact with other staff and children) where it is possible
* Staff to be regularly reminded of their responsibility to socially distance from other members of staff outside their bubble
* Separate staffroom spaces provided if possible
* Details of Education Support Partnership, which provides a free helpline for school staff and targeted support for mental health and wellbeing, shared with staff (Tel: 08000 562561)
* Staff to be regularly reminded that they should share any concerns with SLT and, if they feel unable to do this, to escalate concerns based on Whistleblowing policy (escalation process from policy displayed in all staff rooms)
* Any staff who are anxious and feel they are in a higher risk group can choose to wear PPE
 | Trust to supportMasks provided by school for staff who are anxious and feel they are in a higher risk groupHeads to discuss with staff who are anxious about using public transport whether a different start time is possibleFor further information re clinically extremely vulnerable and extremely vulnerable staff, see link 7 | School leaders | Ongoing |
| That PPE is not used/ disposed of correctly | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * Staff trained in correct use of PPE
* Poster downloaded from [Government advice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf) on safe use and displayed around school
* Disposable face coverings should be placed in a refuse bag and disposed of as normal domestic waste, unless the wearer has symptoms of COVID-19
* Schools should communicate clearly to pupils, staff and visitors the process for removing face coverings where this is necessary
* Safe wearing of face coverings requires cleaning of hands before and after touching them
* Damp face coverings should not be worn and should be replaced
 | More information on PPE use can be found in link 8 belowExtra bins should be provided for children and adults to throw away disposable face coverings if necessary, ensuring they don’t use a recycling bin | School leaders | Ongoing |
| That health and safety routines may have to be changed/ have been forgotten | Staff/ children inadvertently get put in a dangerous situation | * Revise fire evacuation/ lockdown plan if necessary to reflect changes within school
* Plan fire drills (more than one may be needed to ensure all staff/ children know what to do)
* Review PEEPs to check whether any updates are needed
* FIrst aid to be carried out in classrooms wherever possible
 | For further information on first aid arrangements, see link 14  | School leaders | Ongoing |
| That children/ parents are not able to socially distance when they arrive at/ leave school  | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * Staggered start and finish time
* Any communication with parents includes:
* reminders to socially distance at arrival/ pick up times
* informs people that they/ their children may not come to school if they have symptoms
* information about drop off/ collection times and points
* clear instructions around the protocol for parents/ carers entering the school grounds
* clear instructions around the protocol for parents/ carers wishing to talk to school office staff
* reminder that children should bring in their own water bottles
* Parents/ carers required to wear face coverings when in school grounds
* Sign on gates to remind everyone to socially distance whilst waiting to enter school grounds and entry points/ exit points monitored by school leaders
* Discourage parents from gathering at school gates to talk to each other
* Use outside doors into classrooms wherever possible
 |  | School leaders | Ongoing |
| That children/ parents are not able to socially distance when they visit School Office | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * School offices to be shut - visits by appointment only
* Sign (with translations) to be displayed outside school Reception doors to communicate to parents that all issues that can be dealt with over the phone, should be
* For any issues that can’t be dealt with over the phone, sign (with translations) to say that only one parent is allowed into foyer at any one time. Floor to be marked to show where they must stand
* If private meeting needed between parent and staff, this to take place where social distancing rules can be observed
 |  | School leaders | Ongoing |
| That children/ staff will not be able to socially distance in classrooms | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * Children to be kept in consistent small groups. Where possible, these should be no larger than one class. However, government guidance states that schools should assess their circumstances and if class-sized groups are not compatible with managing the practical logistics within and around school, they can look to implement year group sized groups with a maximum size of 30
* Staff to try wherever practical to stay 1m+ apart from children and other adults at all times
* Schools with the capability to do it should take steps to limit interaction and the sharing of rooms and social spaces between groups as much as possible
* Where possible, children to use same desk each day and all children face forward
* Windows kept open where possible (see ventilation requirements below)
* Classroom doors (bearing in mind fire safety requirements) kept open where possible. If they are not close to a heat source, they are not classified as fire doors so can be propped open (a separate risk assessment will need to be completed in classes where leaving a door open will expose children to additional risks (e.g. runners))
* Remind children to wash hands before and after playing with a set of toys. Where toys cannot be practically washed, these can be rotated
* Prevent the use of shared stationery and other equipment where possible
* Arrangements will be in place to limit the handling of pupil work by staff, including considering changes in marking practice to increase the amount of self and peer assessment
* Staff reminded frequently about keeping socially distanced from children. Children to stay behind desks, particularly when cover teacher in class
* PPA teachers, if moving between bubbles, to teach from front of class and stay 2m from children
* Staff to avoid going into other bubbles unless unavoidable and not to work in each other’s classrooms even when children are not present
* Any staff training sessions to be done remotely in separate spaces - not mixing bubbles. Consider timing of training to encourage staff to access from home
* PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.
* 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. When it comes to playing team sport, schools can offer those with approved guidance listed in the DCMS [return to recreational team sport framework](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation), offering the activity in line with guidance. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. Where open, external facilities, including other schools’ facilities, can also be used in line with government guidance for the use of, and travel to and from, those facilities and schools’ own systems of controls.
* Equipment cleaned or kept within the group.
 |  | School leaders | Ongoing |
| That children/ staff will not be able to socially distance when moving around school | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * Whole school and year group assemblies suspended/ to be carried out virtually
* Timetables adapted to accommodate groups and minimise movement between classrooms, where possible
* Children to be reminded to social distance whenever moving around school
* Groups to be kept apart from each other as much as possible
* Rooms to be accessed directly from outside if possible
* All staff to limit number of children congregating together in corridors etc
* One-way circulation systems in place where possible, including on staircases
* Staff to use back to back or side to side working wherever possible
* No car sharing
* Office staff work on rota basis with only one member of office staff in each day
 | Restrict the number of staff allowed in the staffroom to make coffee/ eat at any one time. Face coverings to be worn unless eating/ drinking, when social distancing requirements must be followedIf eating in classrooms, staff must not mix bubbles and if with adults in same bubble must social distance  | School leaders | Ongoing |
| That occupied spaces are not well ventilated | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * In cooler weather, wIndows (high level in preference to low level to reduce draughts) should be opened just enough to provide constant background ventilation, and opened more fully when rooms are unoccupied to purge the air in the space. Opening internal doors can also assist with creating a throughput of air
* If necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so)
 | More flexibility can be given to allow additional, suitable indoor clothingFurniture can be rearranged where possible to avoid direct draughtsHeating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces | School leaders | Ongoing |
| That children/ staff will not be able to socially distance at break/ lunch times  | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * Children to be reminded to social distance at the start of every break time
* Breaks staggered so children do not move around the school at the same time
* Staff on duty to limit number of children congregating together in playground and in toilets
* Outdoor play equipment (e.g. climbing frames) should not be used unless can be cleaned between groups. Such equipment to be cordoned off with hazard tape by the site manager if not in use
* Catering company included in conversations about keeping lunchtimes safe and appropriate arrangements made including wiping down tables between sittings
* Drinking fountains disconnected
* Playground areas sectioned into zones for different bubbles where possible
* If wet play/ lunch break, children remain in classrooms supervised as they normally would be
 | Sets of play equipment (from PE stocks) given to each group for their sole useGroups of 15 broken down into smaller groups who play togetherNo mixing of bubbles in staff roomsStaff rooms only for tea and coffee; each bubble allocated space for eating lunch (only one bubble per staff room)Bubbles eat in classroomStaff socially distance from each other at break times with additional unused spaces made available for staff to use during breaks where possiblePacked lunches in classrooms until Christmas | School leaders | Ongoing |
| That there may be mixing of school bubble groups in out of hours clubs (e.g breakfast/ after school clubs | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * Small consistent groups created for wraparound care facilities. Schools must keep up to date records of the children attending the setting, showing the specific groups and members of staff they have been assigned to
* Communicate with parents to try to limit the number of wraparound providers where possible
* SIngle year group only after school clubs to be created, if possible
* Staff to remain 1m+ from children during clubs if from different bubbles. Staff to wear masks if they cannot social distance
* Use the guidance for summer childcare to inform planning breakfast and after school care (see link 8 and 15)
 |  | School leaders | Ongoing |
| That children/ staff will not be able to socially distance in toilets | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * More regular cleaning of toilets in the day.
* Children to be reminded to social distance at the start of every break
* Limit the number of children using any particular toilet at any one time
* Breaks staggered so children do not go to toilet in big groups
* Staff on duty to limit number of children congregating together
* Children to use designated toilets closest to their classroom
* Staff allocated particular toilets to use with spray and gloves provided
 | Log of cleaning kept and monitored | School leaders | Ongoing |
| That educational visits increase the risk of infection | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * Government advice is that overnight or residential provision for children should not be offered
* Non-overnight domestic educational visits can still be offered as long as they are done in line with protective measures, such as keeping children within their consistent group
* A full and thorough risk assessment should be carried out in advance and appropriate insurance arrangements must be in place
 |  | School leaders | Ongoing |
| That staff/ children show symptoms of coronavirus whilst in school | Staff, pupils, parents/ carers, community could become infected/ pass virus on | * When a child, young person or staff member develops symptoms compatible with coronavirus, they should self-isolate for 10 days from the onset of their symptoms and arrange to get a test. If available, families can use a home testing kit.
* As is usual practice, in an emergency, call 999 if someone is seriously injured or their life is at risk. Anyone with coronavirus symptoms should not otherwise visit the GP, pharmacy, urgent care centre or a hospital
* PHE/ NHS Test and Trace/ DfE procedure to be followed if school is informed of a positive result. If advised to do so by PHE/ NHS Test and Trace/ DfE, this may involve sending a bubble home.
* Children sent home with symptoms will not be allowed to return to school until either the isolation period has passed or a negative test result is provided
* Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:
	+ they develop symptoms themselves (in which case, they should arrange to have a test)
	+ the symptomatic person subsequently tests positive
	+ they are requested to do so by NHS Test and Trace, DfE or the PHE advice service (or PHE local health protection team if escalated)
* Everyone must 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 after they have left to reduce the risk of passing the infection on to other people
* If staff member/ child contracts Coronavirus at school, school to inform Central Team immediately~~.~~
* Room in each school is designated as an isolation room (not a welfare room as this will be needed for general injuries etc). If this is not possible the child should be kept 2m apart from others
* PPE equipment will be worn by member of staff from same bubble who is supervising child with symptoms if unable to maintain the 2 m distancing
* If the child/ adult needs to go to the toilet - use a separate bathroom and clean thoroughly after use
* Thorough clean of the isolation room carried out after every use. The minimum PPE to be worn for this is disposable gloves and an apron - after removal of this, wash hands for 20 seconds
* All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells
* Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – (‘One site, one wipe, in one direction’)
* Personal waste from individuals with symptoms of COVID-19 (including from classrooms/ other rooms in school they have used) and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):
	+ Should be put in a plastic rubbish bag and tied when full
	+ The plastic bag should then be placed in a second bin bag and tied
	+ This should be put in a suitable and secure place and marked for storage until the individual’s test results are known
	+ This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours
	+ If the individual tests negative, this can be disposed of immediately with the normal waste
	+ If COVID-19 is confirmed, this waste should be stored for at least 72 hours before disposal with normal waste
	+ If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:
		- keep it separate from your other waste
		- arrange for collection by a specialist contractor as hazardous waste
		- There will be a charge for this service
* Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal
* Staff will be told whenever a child or staff member goes home with COVID-19 symptoms and all necessary information about potential outbreaks will be treated as urgent and shared with staff at an early stage
* If someone with symptoms tests negative for coronavirus, then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact
 | If staffing levels due to illness become unsafe, decision to close school would be made by Trust Board Chair’s ActionFor further guidance in the event of a positive test, see link 11For further information about cleaning requirements in the case of a child/ staff member presenting with symptoms, see link 6  | School leaders | Ongoing |
| That a positive case results in PHE advising that a bubble be sent home |  | * Ivy checklist to be followed if a positive case is confirmed
* Ivy template letters, based on PHE standard letters, to be sent to parents and carers/ added to school website
* Each school maintains, in relation to all individuals, a constantly updated and immediately available tracking system showing membership of bubbles to provide to PHE if required
* Household members of contacts sent home do not need to self-isolate themselves unless the individual self-isolating subsequently develops symptoms
* Children sent home as part of a bubble will not be allowed to return to school until the 10 day isolation period has passed
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| That staff working with high risk children may be more at risk | Staff could become infected | * Staff in this situation to be provided with appropriate PPE (including visor/ liquid repelling mask/ apron/ gloves)
* Individual risk assessments/ behaviour support plans in place as appropriate
 |  | School leaders | Ongoing |
| That there is a breakdown in staff relationships due tothe perceived unfairness of work duties | Staff relationships break down | * Clear expectations of types of work that need to be carried out and who is best placed to do this
 |  | School leaders | Ongoing |
| That all risks cannot be fully considered because consultationwith all members of staff is not possible  | Staff, pupils, parents/ carers, community could become infected/ passvirus on as a transmission risk is not considered and managed | * Dialogue with unions/ staff members to be continued
* Regular reviews of risk assessment carried out with union reps/ other staff representatives to feedback any issues and amend as necessary
 |  | Exec Team/ school leaders | Ongoing |
| That a staff member/ parent/ carer sues the Trust over contracting COVID-19 | The Trust’s financial security/ reputation | * Comprehensive risk assessment prepared for each school and shared with stakeholders
* Trust has legal SLA and employs a marketing consultant
 |  | Exec Team | Ongoing |
| That any essential contractors, including those who deliver food, do not follow social distancing requirements | Staff, pupils, parents/ carers, community/ contractors could become infected/ pass virus on | * Before entering site, contractors given information as to how they may access the premises and what precautions are expected of them while they are on site
* Any regular on-site contractors (cleaners/ catering staff) reminded of social distancing requirements
* A record will be kept of all contractors with sufficient detail to support rapid contact tracing if required
* Contractors to be required to complete a health declaration form confirming they do not have any symptoms, nor have they been with anyone who is symptomatic
 |  | School leaders/ Central Team | Ongoing |
| That a child deliberately disobeys rules on protective measures | Staff, pupils could become infected/ pass virus on | * School behaviour procedures should be followed at all times
* If a child deliberately behaves in a way that is deemed to put others at risk of infection, appropriate consequences (using the school’s sanctions and rewards system) should be used
* The disciplinary powers that schools currently have, including exclusion, remain in place
 |  | School leaders | Ongoing |
| That a school may have to close with little notice due to a rise in local cases | School has not put adequate measures in for swift closure | * School to follow Ivy checklist
* School to engage with PHE health protection team and Local Authority, as appropriate
* Contingency plan in place if asked to temporarily close, including ensuring regular contact with pupils not in school
* Safeguarding measures put in place following government guidelines
* Clear communication lines agreed
* Leaders to identify any issues with lack of devices that would impact on access to remote learning
* All staff trained in the use of remote learning
* Printed resources provided for pupils who do not have suitable online access as a contingency
* Remote learning ready to launch in the case of a school closure
* Parents surveyed in first week to identify if they are key workers and require a place for their
 |  | School leaders | Ongoing |
| That the testing system does not work as planned and symptomatic individuals are unable to get tested | Staff, pupils could become infected/ pass virus on | * School to provide individuals who are unable to access testing with a home test kit from small number provided by government if they believe there may be barriers to them accessing testing elsewhere
 | For further information, see link 10 | School leaders | Ongoing |

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| **School** | **The Wroxham School** |
| **Sign and Date** | **Roger Billing 06/01/2021** |
| **Review Date** | **18/01/2021** |

**Escalation contact details**

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| **Dedicated advice service for all schools delivered by NHS Business Services Authority**DfE Helpline 0800 046 8687 option 1 for advice on action to take in response to positive caseMon - Fri 8am to 6pm; Sat and Sun 10am to 4pmAny general queries relating to coronavirus and education and childcare settings should select option 3 or 4 |
| **Enfield schools** | **Herts schools** |
| PHE North East and North Central London Health Protection Team,Ground Floor South Wing, Fleetbank House 2-6 Salisbury SquareLondon, EC4Y 8AEnecl.team@phe.gov.uk; phe.nenclhpt@nhs.netPhone: 020 3837 7084 (option 1)Out of hours advice: 020 7191 1860 | PHE East of England Health Protection Team,Second Floor Goodman House, Station approach Harlow, Essex, CM20 2ETEastofEnglandHPT@phe.gov.uk or phe.EoEHPT@nhs.netPhone: 0300 303 8537Out of hours advice: 01245 444 417 (Essex) and 01603 481 272 (South Midlands and Hertfordshire) |

**Links to government guidance used:**

1. [Early years and childcare: coronavirus (COVID-19) - GOV.UK](https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19)
2. [What to do if a pupil is displaying symptoms of coronavirus (COVID-19)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928841/Symptomatic_children_action_list_SCHOOLS_FINAL_22-10.pdfmatic_children_action_list_SCHOOLS_FINAL_22-10.pdf)
3. [Guidance for schools: coronavirus (COVID-19) - GOV.UK](https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19)
4. [Guidance for full opening: schools - GOV.UK](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)
5. [5 steps to working safely - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely)
6. [COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)
7. [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)
8. [Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak - GOV.UK](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#consider-group)
9. [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)
10. [Coronavirus (COVID-19): test kits for schools and FE providers](https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers)
11. [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)
12. [Transport to school and other places of education: autumn term 2020](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020)
13. [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)
14. [First aid during the coronavirus (COVID-19) pandemic](https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm)
15. [Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)
16. [Actions for schools during the coronavirus outbreak](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=cd160434-9037-459a-b52e-a166e6348dd0&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily)
17. [Contingency Framework – implementation guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/949187/Contingency_framework___implementation_guidance.pdf)