## **RISK ASSESSMENT FORM**



Workplace	Alfriston Primary School	Likelihood (L)	X	Severity (S)
Department		Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Tanya Fitzgerald	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area		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	1 <sup>st</sup> April 2021	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity		Low = 1-8	Medium	= 9-14 High = 15-25

This model document was updated on 26<sup>th</sup> March 2021 and has been adapted by the school. 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.

What are the significant, foreseeable, hazards?	Who is at	Current control measures			ting	What additional control measures can be put in place to reduce the		Revise Risk Rat	
(the dangers that can cause harm)	Risk?	(What is already in place/done)	L	S	R	risk further?	L	S	R
<ul> <li>Potential transmission to clinically vulnerable staff and pupils</li> <li>Guidance is available in the <u>Schools coronavirus (COVID-</u> <u>19) operational guidance</u></li> </ul>	All members of school community	<ul> <li>1a. Pupils:</li> <li>School attendance will be mandatory for all pupils from 8 March.</li> <li>1b. Staff:</li> <li>The school will continue to assess the health and safety risks to staff and meet our equality duties.</li> <li>Governors and leaders will pay regard to the work-life balance and</li> </ul>	2	5	10	<ul> <li>1a. Pupils:</li> <li>Communicate with parents of clinically vulnerable pupils to:</li> <li>Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who</li> </ul>	2	5	10

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	<ul> <li>the wellbeing of all staff including the headteacher. We will ensure we have explained to all staff the measures we are proposing to put in place and will involve all staff in the process</li> <li>Where appropriate individual staff risk assessments for COVID-19 will be conducted in line with the latest guidance.</li> <li>There are systems in place to support the well-being of staff who may be anxious. Information about the <u>extra mental health support for</u> <u>pupils and teachers</u> is available. <u>The government has just launched</u> <u>the Wellbeing for Education Return</u> <u>programme.</u></li> </ul>	is CEV should continue to attend school as normal. As normal, we will request unnecessary medical evidence such as doctors' notes from a GP when a child is absent from school due to illness. This is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, rather than a doctors' note. As usual, input from GPs will only be sought where there are complex health needs or persistent absence issues.
	<ul> <li>Supply teachers and other temporary or peripatetic teachers <u>Schools coronavirus (COVID-19)</u> <u>operational quidance</u> can move between schools, but leaders will minimise the numbers of visitors to site.</li> <li>Volunteers are allowed in school with prior agreement but numbers kept to a minimum. Volunteers will not mix across class bubbles and will be advised to remain 2m from pupils and staff where possible.</li> <li>People who live with those who are clinically extremely vulnerable or clinically</li> </ul>	<ul> <li>Pupils who are under the care of a specialist health professional:</li> <li>Parents are requested to 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.</li> <li>1b. Staff:</li> <li>Clinically Extremely Vulnerable (CEV) staff are advised not to</li> </ul>

vulnerable can attend the workplace.	attend the workplace until at least 31 March 2021.Employers should talk to their staff about how they will be supported, including to work from home.CEV individuals should continue to shield even after they have been vaccinated.Consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the workplace risk assessment to see if any new risks have arisen. Conduct an assessment to help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, should be part of the general workplace risk assessment. Take appropriate sensible action to reduce, remove or control the risks. Guidance on shielding and protecting people who are clinically extremely vulnerable
	from COVID-19

							• 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 <u>COVID-19: review of disparities</u> 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. <u>https://www.bameednetwork.co</u> <u>m/resources</u>			
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance <u>here</u> In line with current coronavirus (COVID-19) restrictions, the DfE continue to advise against undertaking all educational visits. In line with the roadmap, should step 2 commence as planned, schools can resume educational day visits no earlier than 12 April. Any day visits must be conducted in line with relevant COVID-19 secure guidelines and regulations. This includes systems of controls, such as keeping children	3	5	15		3	5	15

within their consistent groups and the COVID-secure measures in place at the destination. Schools should undertake full and thorough risk assessments in relation to all educational visits.Image: Constant of the state Should step 3 of the roadmap commence as planned, schools may undertake domestic residential visits no earlier than 17 May. They will need to adhere to the covid regulations for residential visits (not yet released by the DfE and PHE)Image: Constant of the state undertake domestic residential visits for residential visits (not yet released by the DfE and PHE)
Face Coverings
• Follow the <u>Schools coronavirus</u> (COVID-19) operational guidance and Face coverings in education guidance and communicate the school's procedures to staff, pupils, parents, visitors, etc.
Staff must wear face covering in corridors or where they are unable to socially distance from other staff/adults in communal areas.
Staff should wear face coverings when on the back/front gate at the start/end of the day and stand back from the gate.
Parents are requested to wear face coverings when dropping off/collecting their children from school.

<ul> <li>Visitors to the school who are unable to socially distance from staff and/or children should wear a face covering.</li> <li>Face visors or shields should not be worn as an alternative to face coverings.</li> </ul>
2a – Pupils
Staffing and teaching groups have been created in line with Government guidance.
We will have two bubbles, Pearl and Ruby Class will form one bubble and Sapphire and Emerald Class another, bubbles will not mix (separate break times, lunch times, toilet times etc.).
<ul> <li>To keep everyone safe and due to the limited space available, children are only permitted to bring the following items to school:</li> <li>School book bags (there should be no keyrings on bookbags) containing children's school reading books and reading record.</li> <li>Coat (should only be brought in if needed due to the weather).</li> <li>Sun hat (if needed due to the weather).</li> <li>Packed lunch (if not having school dinners)</li> <li>Fruit/vegetable snack for morning break</li> </ul>

<ul> <li>A named water bottle with a leak proof lid.</li> <li>No bags.</li> <li>All of the above items brought to school by the children must be kept in the classroom accept for Pearl Class coats which will be</li> </ul>
<ul> <li>hung in their cloakroom which is cordoned off to prevent other bubbles passing/touching them.</li> <li>Children will be regularly reminded</li> </ul>
<ul> <li>not to touch each other's belongings.</li> <li>Children must not put toys or other</li> </ul>
equipment in their mouths. If they do it must be immediately cleaned with an appropriate product.
<ul> <li>Parents will be asked to only provide item's in a child's lunchbox that the child is able to open independently open ie. container lids, Frubes</li> </ul>
Review the NHS <u>guidance on hand</u> <u>cleaning.</u> Staff <b>MUST</b> ensure that they and pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times:
<ul> <li>Arrival at school</li> <li>After break time</li> <li>After using the toilet</li> <li>Before &amp; after lunch time</li> </ul>

<ul> <li>After outdoor games or activities or if moving from another room.</li> </ul>
<ul> <li>Younger children supervised when washing hands and supervision also ensured when hand sanitiser is being used given risks around ingestion.</li> </ul>
<ul> <li>Pupils will be supported to maintain distance and understand not to touch staff and their peers. We understand this may be difficult for the youngest children.</li> </ul>
<ul> <li>Tissues and lidded 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.</li> </ul>
<ul> <li>Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.</li> </ul>
Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious.
<ul> <li>Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE <u>schools coronavirus (COVID-19)</u> <u>operational guidance</u> and the EEF</li> </ul>

guidance on making the best use of teaching assistants
Risk assessments in place for pupils with EHC plans and other children where required and amended when necessary.
<ul> <li>Pupils with SEND supported with any specific help and preparation they may need to adapt for the changes to routine</li> </ul>
<ul> <li>Parents advised to apply hand cream to their child/ren's hands as often as possible, when they are at home. This is due to the more frequent daily handwashing required, and so to protect their hands from becoming too sore and chapped, and potentially more exposed to the virus.</li> </ul>
Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the <u>extra</u> <u>mental health support for pupils</u> <u>and teachers</u> is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups.
2b – Staff
Maintain a review of timetables to identify activities that can take place outdoors and reduce

<ul> <li>movement around the school buildings</li> <li>Staff can operate across different class bubbles although this will be kept to a minimum. If staff are required to operate between class bubbles they must keep their distance from other staff and pupils, ideally 2 meters where possible.</li> </ul>	
<ul> <li>Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times.</li> </ul>	
Use of staff rooms should be minimised although staff must still have a break of a reasonable length during the day.	
<ul> <li>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.</li> </ul>	
<ul> <li>Reinforce learning and practice of good hygiene habits through games, songs and repetition</li> </ul>	
<ul> <li>Organise appropriately sized groups and encourage social distancing in line with the detailed actions within the DfE guidance for full opening of schools – <u>see</u> <u>Section 1 Prevention point 5</u></li> </ul>	

	•	Staggered break times and lunchtimes are in place. Also plans for staggering movement times around the school so 'bubbles' do not come into contact.
	•	Plans in place to offer immediate remote education where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home.
	•	During break and lunchtimes children will play non-contact games. There is a 'no touch' expectation.
	•	Each bubble to be allocated their own set of play equipment for lunch play which will be stored separately.
	•	During class time, first aid incidents will be dealt with and recorded in class. Each class will have a first aid bum bag, supply of accident forms and bumped head stickers.
		At break & lunchtimes where possible first aid will be dealt with on the playground. Class bum bags will be taken outside along with a supply of accident forms and bumped head stickers.
		If a child hurts themselves staff should reassure them by talking to

<ul> <li>them calmly. Staff should wear PPE when administering first aid. This will be at hand to enable staff to provide necessary first aid as soon as possible.</li> <li>If wet play children will watch something on the IWB sitting at their allocated desk.</li> <li>Children will be provided with their own pack of regularly used resources (in a pack provided by school) these will be kept with them on their desk (apart from EYFS), won't be shared.</li> <li>PE lessons will be taught in classes. Sports equipment will be cleaned thoroughly after use. Outdoor sport will be prioritised with large indoor space used where this is not possible. Natural ventilation flow will be maximized. There are individual risk assessments for each activity.</li> <li>Supplies of PPE available for staff.</li> <li>Staff are allowed to wear PPE if they choose.</li> <li>2c – Buildings and resources</li> </ul>	
All the usual building checks will be undertaken to make the school safe. In the event that the building is closed or has had reduced occupancy; water system	

possible coronavirus infection)       • Classrooms and other learning environments organised to maintain space between seats and desks as much as and where possible.         • Systems in place to reduce congestion in corridors and access via external doors where possible.         • Arrange furniture to allow for seating pupils side by side and facing forwards.         • Children to keep the same seat in the classroom.
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<ul> <li>Children in KS2 will not be moved to another seating position (unless the teacher feels it is necessary for the benefit of the children and then it will be kept of a minimum).</li> <li>Hall, dining area and internal and external sports facilities used for lunch and exercise in line with latest guidance</li> <li>Kitchen to comply with the guidance for food businesses on coronavirus (COVID-19) providing food to all pupils who want it, including FSM or universal infant free school meals</li> <li>Balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' Part 8 of the Protective measures guidance should be used as appropriate to avoid build-up of viral load.</li> <li>open high level windows in preference to low level to reduce draughts</li> <li>prop classroom doors open</li> <li>increase ventilation while spaces are unoccupied (e.g. during break and lunch, when a room is unused)</li> <li>provide flexibility to allow additional, suitable indoor clotting.</li> </ul>	
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			0	possible to avoid direct drafts						
			r	Thorough cleaning carried out of ooms and equipment between use by different bubbles.						
			o si d a b S si g	As there may be an additional risk of infection in environments where singing, chanting, playing wind or orass instruments, dance and drama takes place. Specific risk assessments will be undertaken before any activities take place. Music lessons including singing should only take place in small groups outdoors or in large well ventilated rooms.						
			h c V	Ensure sufficient and proportionate nandwashing supplies and cleaning materials are available. Where a sink is not nearby, provide nand sanitiser.						
			ta a k	Im teaching zones marked with ape at the front of the classroom as a reminder for the children to keep their distance from the eacher.						
3.	Site Safety risks <ul> <li>Fire procedures</li> </ul>	All members of the school community	• 0	SLT lead identified Continue taking the <u>attendance</u> register and following up any	2	5	10	2	5	10

Lockdown	absences in line with statutory guidance.
<ul> <li>Movement for lunch / transitions</li> <li>Toilets</li> </ul>	<ul> <li>School to follow risk assessments for premises and accessing outside equipment and areas.</li> </ul>
<ul> <li>Security including risk of theft</li> <li>Data breaches</li> </ul>	<ul> <li>Bubbles to have allocated toilet slots to ensure they don't mix. Toilet slots supervised by a member of the class team to ensure children thoroughly wash their hands after using the toilet.</li> </ul>
	Toilets/sinks wiped by member of class team when last child from bubble has finished.
	Revised lunch and break rotas to be followed at all times to ensure safe movement around school.
	Children must ask 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> <li>Any incidences to be logged, and risk assessments evaluated, and changes made as a result of lessons learned.</li> </ul>
	Fire evacuation drills / lockdown     drills regularly carried out.

4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	•	<ul> <li>E-safety policies and procedures updated in light of lessons learned during home learning.</li> <li>Communicate to parents and carers that: <ul> <li>Only one parent should dropoff or collect.</li> <li>They should maintain the 2 metre social distancing rule.</li> <li>They should not gather at entrance gates or enter the school site.</li> <li>They should drop off/collect at their allocated time at the relevant entrance/exit.</li> <li>Children and siblings should remain with parent/carer.</li> </ul> </li> <li>Parents requested to wear face coverings when dropping off/collecting their children from school.</li> <li>A member of SLT will supervise drop off and collection and any</li> </ul>	2	5	10	2	5	10
			•							
			•	Review and revise drop off and pick up protocols as necessary to minimise social contact.						
			•	Staff member on gate duty to remain at least 2 meters inside the gate.						
5.	Risks of possible transmission to pupils who travel to school by dedicated	Pupils		dicated school transport cluding statutory provision)	3	5	15	3	5	15

school transport (including statutory provision) or wider public transport (COVID-19) operational guidance details a new framework for transporting pupils to and from schools	<ul> <li>Local authorities are not required to uniformly apply the social distancing guidelines on dedicated school transport. However, distancing should still be put in place within vehicles wherever possible</li> <li>Children under the age of 11 are exempt from wearing face coverings on public transport, and the regulations relating to face coverings exclude school transport services. See updated transport quidance</li> <li>Contact made with the transport requirements. They will liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedures. mainstream- transport.cts@eastsussex.gov.uk</li> <li>Take reasonable actions to ensure:         <ul> <li>pupils are grouped together on transport in the bubbles that are adopted within school</li> <li>hand sanitiser is used upon boarding</li> <li>hand sanitiser/handwashing is used/carried out upon disembarking</li> <li>queuing and boarding (where possible) is organised</li> <li>distancing is maintained within</li> </ul> </li> </ul>	
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6.	Risk of ongoing contamination from people (staff, parents/carers, visitors,	All members of the school community	<ul> <li>with parents.</li> <li>All children who wear a face covering must bring a small plastic bag or small box with a clip lid to school with them in which to store the face covering, unless it is disposable. The bag/box must have a secure seal and be able to be sealed/clip closed by your child.</li> <li>Children who wear a face covering must not touch or remove them until they have washed/sanitized their hands.</li> <li>Face coverings must be removed by the straps or ties.</li> <li>Once children have removed their face covering they must secure it in their plastic bag/box so it can be stored safely in line with school procedures. They will then wash/sanitize their hands again.</li> <li>Face coverings, unless disposable, must we washed every day.</li> <li>The bag in which children store their face covering must be replaced each day or the box washed/cleaned each day.</li> </ul>	2	5	10	2	5	10
L	(Stail, parents/carers, visitors,	community					1	1	<u> </u>

Staff should store their face
covering in a sealed bag between
use.
Ensure contractors, school meal
providers and fruit providers can
fulfil all risk assessment
requirements
Visitors only allowed on to school
site in exceptional circumstances.
If visitor is permitted to enter
school site a clear message is
shared about social distancing
procedures for adults.
If a visitor is permitted to enter the
school site, they will be advised to
wear a face covering while moving
around the school and in other
areas if 2 meters social distancing
cannot be maintained.
If visitors are permitted on site their
names, visit date, and contact
details will be kept.
The school will engage with local
immunisation services and
programmes as normal
Parents and carers bringing or
collecting pupils during the day
phone ahead and arrange to
drop/collect safely and not enter
the site

<ul> <li>Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school</li> <li>For any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19. Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19).</li> <li>Isolate and send children and staff home immediately if they display symptoms.</li> <li>Ensure the DfE guidance for Health and Safety</li> </ul>
<ul> <li>https://www.gov.uk/government/pu blications/health-and-safety- advice-for-schools/responsibilities- and-duties-for-schools is adhered to.</li> <li>Regular reviews carried out of the effectiveness of revised site management system – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.</li> <li>A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school.</li> </ul>

7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	•	School staff follow <u>schools</u> <u>coronavirus (COVID-19)</u> <u>operational guidance</u> and are aware of the <u>COVID-19: cleaning</u> <u>of non-healthcare settings</u> <u>guidance</u> which should be followed when there is a suspected or confirmed case All handwashing sinks, soap dispensers are checked daily to ensure stock levels are adequate. Inspect daily to ensure good/effective hygiene levels. Ensure enhanced cleaning of surfaces that pupils are frequently touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. Any books that go between home and school are quarantined for 72 hours Resources shared between class bubbles, (e.g. sports, art and science equipment) MUST be meticulously cleaned before putting it away or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics).	2	5	10	2	5	10	)
			•	Children will be provided with their own pack of regularly used resources (in a pack provided by school) these will be kept with							

			<ul> <li>them on their desk (apart from EYFS), won't be shared.</li> <li>Each bubble to be allocated their own set of play equipment for lunch play which will be stored separately.</li> <li>Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance.</li> </ul>						
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)	All members of the school community	<ul> <li>The school MUST ensure it understands the NHS Test and Trace process and how to contact the local <u>Public Health England health</u> protection team.</li> <li>Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <u>book a</u> <u>test</u>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance</li> <li>PPE available and used by:</li> <li>the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.</li> <li>staff caring for pupils with routine intimate care needs that involve the use of PPE</li> <li>staff proving first aid treatment</li> </ul>	2	5	10	2	5	10

<ul> <li>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 <u>guidance for households with</u> <u>possible or confirmed coronavirus</u> (<u>COVID-19</u>) 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).</li> <li>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.</li> <li>Isolate the pupil / member of staff immediately to a room behind a closed door. If appropriate arrange adult supervision in line with</li> </ul>	
immediately to a room behind a closed door. If appropriate arrange	
<ul> <li>If a member of staff is sent home displaying symptoms of COVID-19, the Headteacher or member of</li> </ul>	

<ul> <li>SLT should advise them to be tested 'as soon as practicably possible.</li> <li>If school is notified of a positive COVID19 test result for a member of staff or a pupil, we must 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. You will be put</li> </ul>	
through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team.	
<ul> <li>Schools need to take swift action when they become aware that someone who has attended has tested positive for Covid-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority and can be reached calling the DFE Helpline on 0800 046 8687 and selecting option 1.</li> </ul>	
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	

<ul> <li>case PHE will provide a template letter to inform parents and staff.</li> <li>In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others</li> <li>Call Surrey &amp; Sussex Health</li> </ul>
Protection Team (HPT) on 0344 225 3861 (0844 967 0069 out of hours) if:
<ul> <li>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</li> </ul>
<ul> <li>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</li> </ul>
<ul> <li>3 (or more) bubbles within your school/setting contain at least one confirmed case</li> </ul>
<ul> <li>Arrange for deep clean of medical room and other facilities as necessary before they are used again. The updated <u>cleaning of</u> <u>non-healthcare settings guidance</u> 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.</li> </ul>

			Revise plans and PPE supplies in he light of experience or any updated guidance.			
9.	Contingency planning for a potential local outbreak	All pupils and staff	Contingency plans are in place and are reviewed and updated as necessary. Leaders and governors have devised a contingency plan to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.	2	2	4

## Signature and review

Name of Manager:	Signature of	Date:	:
	Manager:		
1 <sup>st</sup> review undertaken on:	Signature of	Date:	
	Manager:		
2 <sup>nd</sup> review undertaken on:	Signature of	Date:	
	Manager:		
3 <sup>rd</sup> review undertaken on:	Signature of	Date:	
	Manager:		